

SAFE WORKING PROCEDURE

Persons in a Training Role and Young Persons at Work

CORPORATE HEALTH & SAFETY | VERSION 5.2 | November 2024

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- The risks to all staff in a training role are risk assessed and management controls clearly documented which accounts for their inexperience, lack of awareness of new or changed risk, personal competencies, and knowledge and physical abilities.
- The risks to young people are assessed before they start work, taking into account their inexperience, lack of awareness or risks and immaturity.
- Information is provided to parents/guardians of school-age children about risks and control issues before they start work.
- Young persons are prohibited from certain work activities.

SCOPE:

This Safe Working Procedure (SWP) applies to:

- All managers including headteachers.
- All persons in a training role.
- All young persons above school leaving age and below 18 in Council employment.
- All contractors working on behalf of the Council

1. Persons in a Training Role

Southampton City Council employs and/or provides a range of training opportunities. For the purposes of this document “**persons in a training role**” shall mean:

- ✓ Apprentices
- ✓ Trainees
- ✓ Internships
- ✓ Adults in a work experience position
- ✓ Any similar role where an adult is employed or placed in a role which receives full time (on the job) training or relevant vocational experience

Persons in a training role are employed across a range of services and work activities, many participate in government-funded schemes leading to vocational and other qualifications. It should be reasonably foreseeable that the individuals may be more vulnerable in the workplace and potentially more liable to be injured or become ill than other, more experienced, colleagues.

The Health and Safety at Work, etc. Act 1974, requires employers to “ensure so far as is reasonably practicable, the health, safety and welfare while at work, of all employees”. The requirement is a general one, but the fact that it is qualified by the term “so far as is reasonably practicable” means that “cost vs risk” benefit analysis is applicable. In practice, this means that the increased risks that a person in a training role may face because of inexperience, lack of knowledge and so on, must be specifically taken into account.

The Management of Health and Safety at Work Regulations 1999 (regulation 3) requires employers to make suitable and sufficient assessment of risk for employees at work and non-employees in relation to that work.

During the risk assessment process, it is important that the time, trouble, effort and costs associated with the assessment are proportionate to the level of risk, and the same is true for control measures implemented. These should be sensible and proportionate. For low-risk work activities, such as office work, it is likely that any additional control measures for persons in a training role will be fairly limited. For higher risk work, such as construction and the operation of machinery, more extensive controls will be required. However, an important control measure that is likely to be present across all risk levels is appropriate supervision and monitoring.

Managers/Head Teachers are responsible for ensuring compliance with this SWP and must:

- 1.1. Ensure risk assessments are carried out on all work activities/tasks where persons in a training role are likely to work; taking into account their potential inexperience, lack of awareness of risks and competence in the role. Refer to [SWP – Risk Assessment](#)
- 1.2. Ensure that the person in a training role is provided with sufficient information and instruction about risk and control associated with tasks and the role generally and that there are arrangements for regular review as the role/person develops and builds competence in the role.
- 1.3. Ensure that there are sufficient arrangements in-place regards monitoring and supervision and that persons tasked with supervising and/or monitoring persons in a training role are aware of the individuals’ competency and abilities.

Persons in a Training Role Must:

- 1.4. Follow the findings of the risk assessment and controls put in place to manage the risk.
- 1.5. Assist in the development of Risk Assessment where requested to do so.

- 1.6. Report to management of any issues/concerns/faults relating to control measures put in place to manage health and safety risk.

2. Procedures

- 2.1. Refer to [SWP – Risk Assessment](#)

- 2.2. Prohibitions and Limitations

- 2.2.1. The extent of the risks you identify in the risk assessment will determine whether you should restrict/control the work of the person in a training role until they have received suitable or formal instruction/training and are considered competent. Examples could include; work at height, use of power tools, work equipment, use of chemicals, pesticides, etc.

3. Young Persons

Managers/Head Teachers are responsible for ensuring compliance with this SWP and must:

- 3.1. Ensure risk assessments are carried out on all work activities where young persons are likely to work; take into account their potential inexperience, lack of awareness of risks and immaturity.
- 3.2. Ensure information is provided to parents or guardians of school-age children about the risks and control issues before they start work experience.
- 3.3. Ensure young persons are prohibited from certain work activities as identified within this SWP.

Young persons/ children must:

- 3.4. Comply with the control measures identified within the work activity risk assessments.
- 3.5. Report any incidents/accidents to the line manager.

4. Procedures

- 4.1. A young person is anyone under eighteen years of age (young people).

- 4.2. A child is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school, also referred to as the minimum school leaving age (MSLA). The law on working time defines a young worker as being below 18 years of age and above the MSLA.

- 4.3. **Risk Assessment for Young Persons**

- 4.3.1. The HSE have produced guidance for managers on their responsibilities in relation to employing young persons and children at work and the risk assessment process. This guidance is available: [HSE - Young People at Work](#)
- 4.3.2. There is no need to carry out a new risk assessment each time you employ a young person, as long as your current risk assessment takes account of the characteristics of young people and activities which present significant risks to their health and safety. However, a Young Person Risk Assessment Checklist has been produced for managers/head teachers (optional), to provide an aide memoire on the responsibilities that need to be considered.

4.3.3. For further information on the risk assessment process, see SWP Risk Assessment.

4.4. Information for parents/carers

Before you employ children of compulsory school age or offer them a work experience placement, you must let their parents or carers know the key findings of the risk assessment and the control measures you have taken. In the case of work experience, you may ask the work experience organiser to help you in providing information to parents or carers of any child seeking a placement.

4.5. Prohibitions and Limitations

4.5.1 The extent of the risks you identify in the risk assessment will determine whether you should restrict the work of the young people you employ. Except in special circumstances, you should not employ young people to do work which:

4.5.1.1. Is beyond their physical or psychological capacity.

4.5.1.2. Exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances or effects likely to be passed on genetically or likely to harm the unborn child;

4.5.1.3. Exposes them to radiation.

4.5.1.4. Involves a risk of accidents which they are unlikely to recognize because of e.g. their lack of experience, training or attention to safety;

4.5.1.5. Involves a risk to their health from extreme heat, noise or vibration;

4.5.2. There are specific industries where there are limitations and prohibitions, these include:

4.5.2.1. Work Equipment.

4.5.2.2. Power Presses;

4.5.2.3. Woodworking Machines;

4.5.2.4. Mechanical Lifting (including trucks);

4.5.2.5. Agriculture;

4.5.2.6. Carriage of Dangerous Explosives and Goods;

4.5.3. Further information on these prohibitions and limitations can be found on: [Young people at work](#)

4.6. Working Time Regulations

Further information on the working time limits and restrictions can be found on: [Working hours and Young Workers](#)

5. Safe Working Procedures Relevant to This Document

- 5.1. Risk Assessment
- 5.2. Manual Handling
- 5.3. Work Equipment
- 5.4. Control of Substances Hazardous to Health

Note: Other safe working procedures may apply, and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

6. Main Legislation Relevant to This Document

- 6.1. [Health and Safety at Work etc Act](#)
- 6.2. [The Management of Health and Safety at Work Regulations](#)
- 6.3. [The Provision and Use of Work Equipment](#)

7. Contact Address's and Guidance Links

- 7.1 Health and Safety Executive
www.hse.gov.uk
 - 7.1.1. [Five Steps to Risk Assessment](#)
 - 7.1.2. [Talking leaflet version](#)
 - 7.1.3. [Safe use of woodworking machinery](#)
 - 7.1.4. [Work Experience for young People – Health and Safety basics for employers](#)
- 7.2. Corporate Health and Safety Service
[Health and Safety Intranet](#)

For full contact address visit the health and safety intranet [Useful Contacts](#)