

Document Title:	POLICY TO MANAGE THE SAFETY OF YOUNG WORKERS UNDER THE AGE OF 18 YEARS		
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Author/Contact: (Asset Administrator)	Steve Lewis, Health and Safety Manager		
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Consulted With:	Post/ Approval Committee/ Group:	Date:
	Health & Safety Group Members	November 2019
Helen Clarke	Head of Governance	October 2019
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Lee Stuckey	Head of H&S BME	

Related Trust Policies (to be read in conjunction with)	Health and Safety Policy 09030 Induction Policy 08079 Voluntary Involvement Policy 11053 Lone Worker Policy 08078
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1.0	Ryan Curtis Health and Safety Manager		June 2015
2.0	Steve Lewis Health and Safety Manager	Formal Review	1 st November 2019

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1. Purpose

- 1.1 This policy sets out the accountability, authority, arrangements and risks to young workers to be considered.
- 1.2 The Trust's policy to manage the safety of workers under the age of 18 provides explicit guidance to all Trust staff on how to meet their personal and corporate obligations with respect to meeting the management of Health and Safety at Work Regulations 1999 (Regulation19).
- 1.3 This policy should be read in conjunction with other Trust Policies, which are relevant to Health and Safety requirements.
- 1.4 This policy is set in the context of the Trust's overall strategic intent to provide excellent clinical services that distinguish the Trust from its competitors. In particular, this means Trust staff providing good patient care and enhancing the overall 'patient experience'. As an organisation, the Trust must ensure that it is a good place for staff to work with high standards of teaching and training for all, including young workers.
- 1.5 This policy sets out the Trust's approach to young workers and the resources that contribute to a learning culture in a just and fair organisation.

2. Introduction

- 2.1 The Trust has a duty to ensure that young persons employed are protected at work from any risks to their health and safety which maybe a consequence of their lack of experience, or absence of awareness of existing or potential risks, or the fact that they may have not yet fully matured.
- 2.2 Under health and safety law, work experience students are deemed Trust employees and must be treated no differently to other young workers that the Trust employs.
- 2.3 It is the duty of every employee to co-operate with the implementation and the adherence to this policy.
- 2.4 The Trust is required to ensure that all legislation relating to young workers is observed in those premises owned or operated by the Trust. The most relevant are:
 - The Health and Safety at Work (etc.) Act 1974;
 - The Management of Health and Safety at Work Regulations 1999;
 - Control of Substances Hazardous to Health Regulations (COSHH) 2002.

3. Scope

- 3.1 This policy applies to all employees (permanent, temporary, agency, volunteers, apprentices or locum) and contracted staff who work for the Trust or on Trust premises during the course of their employment.
- 3.2 This policy also applies to work experience placement students who have not yet reached the official minimum school leaving age.
- 3.3 The policy applies to all premises under the management of the Trust.

4. Definitions

- 4.1 **A young worker** is anyone working in the Trust either paid, apprenticeship, voluntary or on work experience under the age of 18.
- 4.2 **A child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.
- 4.3 Under health and safety law, work experience students are Trust employees and must be treated no differently to other young people that the Trust employs.

5. Roles and Responsibilities

5.1 Chief Director of Estates & Facilities

5.1.1 The Chief Director of Estates & Facilities is the executive lead for Health and Safety and is responsible for reporting and acting on behalf of the Board in respect of Trust wide compliance in the employment of young workers within their management responsibility, this includes:

- Compliance with current legislation and codes of practice;
- Supporting the Chief Executive on young workers initiatives made on behalf of the Trust Board;
- Reporting to the Chief Executive any non-compliance with this policy.

5.2 Vocational & Workforce Redesign Lead

5.2.1 The Vocational & Workforce Redesign Lead is responsible for recruiting all persons that are employed at MEHT on a voluntary basis. This can often include groups of young workers.

5.2.2 The Vocational & Workforce Redesign Lead must undertake a Trust's Young Workers Risk Assessment as in Appendix 1 for anyone who has not yet reached the official minimum school leaving age (MSLA) and is working for the Trust (i.e. a school work placement).

- 5.2.3 The Vocational & Workforce Redesign Lead is responsible for ensuring that a copy of the completed Trust’s Young Workers Risk Assessment is sent to the parents or guardian of the young worker prior to them starting their work experience with the Trust.
- 5.2.4 The Vocational & Workforce Redesign Lead is responsible for ensuring that all work experience placements have completed a work experience shadowing application form, a work experience confidentiality form and a pre – employment health questionnaire.
- 5.2.5 The Vocational & Workforce Redesign Lead is responsible for ensuring that placements are only arranged for suitable departments depending on the age of the students as per table below:

Age	Non Clinical departments	Clinical areas (excluding children’s and theatres)	Children’s areas	Operating Theatres
Up to 16	√	x	x	x
16	√	√	x	x
17	√	√	√	x
18 and over	√	√	√	√

- 5.2.6 The Voluntary Services Manager is responsible for ensuring that all young workers on work experience placements complete a pre-employment health questionnaire.

5.3 All Ward Managers/ Lead Nurses and Department Managers

- 5.3.1 Each ward/departmental manager is responsible for ensuring that this policy relating to young workers is implemented.
- 5.3.2 Ward/Departmental Managers must ensure that a Work experience shadowing application form and a work experience shadowing confidentiality form (as in Appendix 4) has been undertaken prior to their starting work in their department in accordance with section 7.
- 5.3.3 Ward/Departmental Managers must ensure arrangements are made so that any young worker has undertaken the Trust Corporate Induction and is considered in all health and safety arrangements.
- 5.3.4 Ward/Departmental Managers must ensure that anyone who has not yet reached the official minimum school leaving age (MSLA) and is working for the Trust, i.e. on a school work placement, has undertaken the Trust Work Experience (Young Worker), Health and Safety Induction training (see section 8.1). This would be in place of attending the Trust Corporate Induction.
- 5.3.4 Managers will appoint within their department, and where appropriate, a competent key member of staff to help devise and apply the measures needed to comply with employers’ duties under health and safety legislation. This appointed person will be the main point of contact for the young worker and must act in a mentoring role.

5.3.5 Each Manager is responsible for ensuring that consideration has been given for young workers in the following:

- Lack of experience;
- Being unaware of existing or potential risks;
- Lack of maturity;
- The layout of the workplace;
- The physical, biological and chemical agents they will be exposed to;
- How they will handle work equipment;
- How the work and processes are organised;
- The extent of health and safety training needed;
- The extent of supervision required;
- Risks from particular agents, processes and work.

5.3.6 If a young worker develops any health problem which they think may be related to working within the Trust, the Manager must refer the individual to the Occupational Health Department.

5.4 Young Workers

5.4.1 Young workers must ensure they:

:

- Report any defects or safety issues to their Line Manager.
- Complete a pre –employment health questionnaire.
- Report any adverse health effects to their Line Manager and Occupational Health.
- Cooperate with their employer regarding safety.

5.5 Health & Safety Manager / Health & Safety Advisor

5.5.1 The Health & Safety Manager / Health & Safety Advisor is responsible for undertaking an annual audit of compliance with the policy and submit results to the Health & Safety group.

6. Health Assessment Questionnaire

6.1 All young workers on work experience must complete a pre-employment health questionnaire provided by and reviewed the Vocational & Workforce Redesign Lead. Any health issues arising from this will be taken into consideration when the young workers risk assessment (Appendix 1) is undertaken and when deciding what areas and tasks the young worker can be exposed to.

6.2 The Occupational Health department is responsible for providing specialist advice if required for young workers health problems.

6.3 If a young worker develops any health problem which they think may be related to working with in the Trust, this must report this to their Manager. The Manager must then refer the individual to the Occupational Health Department.

7. Young Workers Risk Assessment

- 7.1 Any Young Workers who has not yet reached the official minimum school leaving age (MSLA) and is working for the Trust (i.e. a school work placement) must have a Trust Young Workers Risk Assessment undertaken (see Appendix 1). This assessment will be undertaken by the Vocational & Workforce Redesign Lead with a copy sent to the parents or guardian of the young worker prior to them starting their work experience with the Trust.
- 7.2 As per HSE guidance document INDG364 (REV1) “Young people and work experience” simply using our existing arrangements for assessing and managing risks to young people is deemed reasonably practicable. Therefore existing Trust risk assessments are considered as a suitable and sufficient assessment of risk for all young workers over MSLA. Other task / individual specific assessments such as new and expectant mother, DSE, disabled worker may however be required.

8. Training

- 8.1 **Health & Safety Training:** Managers shall make arrangements so that any young worker has undertaken the Trust corporate induction and is considered in all health and safety arrangements. Managers must ensure that anyone who has not yet reached the official minimum school leaving age (MSLA) and is working for the Trust, i.e. on a school work placement, has undertaken the Trust Work Experience (Young Worker), Health and Safety Induction training by way of completing the check list in Appendix 2. This would be in place of attending the Trust Corporate Induction.
- 8.2 **Other Training:** All aspects of health & safety should be considered when delivering any other localised training for the Young Workers to complete their tasks in the department.

9. Working Placement Arrangements

- 9.1 Young Workers are not permitted to undertake Lone Working tasks as defined in the Trust Lone Workers Policy.
- 9.2 Managers are responsible for appointing a competent key member of staff to help devise and apply the measures needed to comply with employers’ duties under health and safety legislation. This appointed person will be the main point of contact for the young worker and will act in a mentoring role.
- 9.2 Young workers at MEHT must not work more than 8 hours a day or 40 hours a week, these hours cannot be averaged out as with other workers. Night work is generally not permitted for young workers however on an individual basis and if a risk assessment is undertaken, limited and accompanied night working is acceptable.

10. Equality Impact Assessment

- 10.1 The Trust is committed to the provision of a service that is fair, accessible and meets the needs of all individuals.
(Refer to Appendix 5)

11. Monitoring

- 11.1 Compliance with the requirements of this policy will be monitored via the Health and Safety Manager
- 11.2 Where deficiencies are identified, the Health and Safety Manager will liaise directly with local managers and the Vocational & Workforce Redesign Lead to address any deficiencies with findings reported to Health and Safety Group as required.
- 11.3 This policy will be reviewed in three years or earlier as a result of concerns identified through monitoring, changes in practice or other local or national initiatives.

12. Communications & Implementation

- 12.1 The policy will be made available on the Trust's intranet & website.
- 12.2 The policy will be issued to senior operational managers for them to disseminate within their wards and departments.
- 12.3 The approved policy will be notified in the Trust's Staff Focus that is sent via e-mail to all staff.

13. References

INDG364 (rev1) "Young people and work experience"
The Health and Safety at Work (etc.) Act 1974
The Management of Health and Safety at Work Regulations 1999
Control of Substances Hazardous to Health Regulations (COSHH) 2002

Appendix 1

Mid Essex Health Trust: Young Workers Risk Assessment

A young worker is anyone working in the Trust either paid, apprenticeship, voluntary or on work experience under the age of 18

A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

Under health and safety law, work experience students are our employees and must be treated no differently to other young people that the Trust employs.

This risk assessment must be undertaken for any young worker at MEHT that has not yet reached the MSLA, a copy of this assessment is to be sent to their parent/guardian prior to them commencing work.

Young workers name		
Person undertaking assessment		
Date of assessment		
Area/s young worker will be assigned to	<ul style="list-style-type: none"> • • • 	
Mentor young worker assigned to.		
Please list the basic tasks that the young worker will be undertaking.	<ul style="list-style-type: none"> • • • • • • 	
Has a health questionnaire been completed? If no, do not proceed until a health questionnaire has been completed.	Yes	No
Are there any issues highlighted in the health questionnaire that could present a risk to the young worker undertaking the tasks assigned. If so please state in box to the right.		
Is there a risk assessment/s in place for the tasks the young worker will be undertaking?	Yes	No
If answered yes above please list any hazards highlighted on the assessment that may not be adequately controlled and additional measures that will be taken to adequately control the risk to the young worker.	Hazards	Mitigating actions
COSHH – Will the young worker be exposed to	Yes	No

any substances that fall under COSHH that could put him/her at risk?		
If answered yes above please list any additional measures that will be taken to adequately control the risk to the young worker.		

Please complete below if the young worker is before school leaving age

School	
Name of parent/guardian	
Address	
Contact number	
Email address	

Appendix 2

Work Experience (Young Worker), Health and Safety Induction Training Checklist

Training must be given by way of completing this checklist to anyone who has not yet reached the official minimum school leaving age (MSLA) and is working for the Trust (i.e. a school work placement). The checklist is to be completed by the young worker, the line or department manager and returned to the Trust Voluntary Services Manager.

Young Workers Name:				
Department Assigned To:				
Start Date:				
Please tick when completed				
Accident and Hazard Reporting	Yes	No	N/A	Comments
Explain: - <ul style="list-style-type: none"> • Procedure for the reporting of an accident/incident 				
Fire				
Explain:- <ul style="list-style-type: none"> • Fire alarm testing procedures Show:- <ul style="list-style-type: none"> • Fire escape routes • Nearest assembly point Give:- <ul style="list-style-type: none"> • Fire safety leaflet 				
COSHH				
Explain:- <ul style="list-style-type: none"> • Any risks of substance being used stored or handled. • The importance and use of personal protective equipment 				
Health and Safety Communication				
Explain:- <ul style="list-style-type: none"> • How staff can locate Health and Safety information, (intranet and law posters). 				

Please tick when completed				
First Aid / Medical Assistance Provision	Yes	No	N/A	
Explain:- <ul style="list-style-type: none"> • Procedure for medical assistance Show:- <ul style="list-style-type: none"> • Where to go for first aid assistance • Location of first aid boxes/equipment 				
Health and Safety Policy Statement				
Show:- <ul style="list-style-type: none"> • Young worker a copy of the Trust Health and safety statement of intent and summarise :- • Responsibility of management • Employers & Employees Duties under health & safety legislation • Participation of employees 				
Housekeeping Arrangements & Defect Reporting				
Explain:- Principles of good housekeeping, <ul style="list-style-type: none"> • Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes • Keeping workplace clean & tidy as far as possible • Procedure for reporting any building /maintenance defects and concerns relating to health & safety. • Not using obviously defective equipment and procedures for taking it out of service • That staff must not bring any electrical item to the workplace unless authorised by their manager 				

Please tick when completed				
Infection Control	Yes	No	N/A	

<p>Explain:-</p> <ul style="list-style-type: none"> Principles of good hygiene. Any specific risks of infection due to nature of work. <p>Show:-</p> <ul style="list-style-type: none"> Where hand gel is kept and how to use it. 				
Security Arrangements				
<p>Explain:-</p> <ul style="list-style-type: none"> The fast bleep security procedure (6666) The importance of keeping yourself away from any potential violent situations Any localised security arrangements <p>Show:-</p> <ul style="list-style-type: none"> Lockers, storage or anything in place for security reasons. 				
Manual handling				
<p>Explain:-</p> <ul style="list-style-type: none"> The importance of lifting within your capability. Team lifting <p>Give:-</p> <ul style="list-style-type: none"> Moving and Handling leaflet 				
Safety Signs				
<p>Explain:-</p> <ul style="list-style-type: none"> The types of safety signs and colour coding rule <p>Show:-</p> <ul style="list-style-type: none"> Any relevant safety signs in the area 				
Mobile Phone Use				
<p>Explain:-</p> <ul style="list-style-type: none"> Good practice is to not use a mobile whilst moving around the premises in any way. 				

Please tick when completed				
Personal Protective Equipment (PPE)	Yes	No	N/A	
Arrange for PPE to be supplied if necessary <ul style="list-style-type: none"> • Explain / train in:- <ul style="list-style-type: none"> ◇ What clothing/equipment is needed ◇ How to request replacement equipment/clothing ◇ How to wear properly ◇ How to store properly ◇ How to check for and report defects ◇ What PPE is compulsory 				
Risk Assessments/ Safe Systems of work				
Explain and/or show as appropriate: <ul style="list-style-type: none"> • Principles and location of risk assessments • Site/premises hazards • Procedures for safe systems of work • New & expectant mothers risk assessment (if applicable) 				
Specific Hazards				
Explain:- <ul style="list-style-type: none"> • Local Manager to explain any specific hazards in tasks they will be undertaking 				
Work at Height				
Explain:- <ul style="list-style-type: none"> • Detail restrictions on using steps and ladders, rules on using access equipment. 				

Please tick when completed				
Workplace welfare Facilities	Yes	No	N/A	
Show:- <ul style="list-style-type: none"> • Tour of workplace • Toilets • Kitchen • Tea/Coffee/Drinking Facilities • Staff/rest room 				

I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.	
Print name :	
Signature:	
Manager/ Mentors Name:	
Position:	
Signature:	
Once the young worker and manager/mentor have signed the form to say that the induction process has been completed the form must be returned to Trust Voluntary Services Manager.	

Appendix 3

Annual Policy Audit Tool: Policy to Manage the Safety of Young Workers Under the Age of 18			
Policy Ref.	Audit Question	Answer	Comments/Actions
Policy Review date			
Front Page	What is the review date of the policy and has this date passed?	Date: Yes/No	
8Risk Assessments			
Section 7	Select 10 Young Workers that have had a school work placement within the Trust, check if a risk assessment was undertaken and that a copy of the assessment was sent to their parent or guardian prior to them starting with the Trust.	Yes/No	
H&S Training			
Section 8	Select 10 Young Workers that have had a school work placement within the Trust, check if a signed Work Experience (Young Worker), Health and Safety Induction Training Checklist has been completed	Yes/No	
Working Placement Arrangements			
Section 9	Select 10 Young Workers that have had a school work placement within the Trust, check that a suitable person was appointed as a point of contact.	Yes/No	

Date of Audit:	
Name & Job Title of Lead Auditor:	
Signature:	

Date of Next Health & Safety Group Results Submitted:	
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Section 2: Placement Request

Preferred hospital:	
Preferred department/area:	
Preferred dates for the placement:	
Reason you are applying: (Please circle one only)	<ul style="list-style-type: none"> - To gain access to higher education or professional training - Organised through your School/College - To gain an entry level for employment

Please use this opportunity to state why you would like to undertake a work experience/shadowing placement, what do you hope to gain from it. Include your plans for your future career, if and when you are applying for higher education or professional training if appropriate.

Section 3: Supporting statement

Please ask a teacher or tutor to provide some information about your application. This should include what they feel you may gain from the placement, or how the placement will support your future career plans.

Why is this placement suitable?

Teacher or tutor name:	
Signature:	
Telephone number:	
Email address:	

Section 4: Student Declaration

I understand that any offer of Work Experience/Shadowing will be subject to the information I have provided being correct. I comply with the regulations and requirements of the Trust, in particular those polices relating to the Health and Safety and the Confidentiality.

I confirm that the information given on this application is correct. I understand that any false information may result in my application being refused or my placement being cancelled.

Signed:	
Print name:	

Date:	
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Please obtain the following signatures if you are aged under 18 years:

Parent/Guardian:

I have read and understood the above requirements. I will ensure the student carries out these obligations and I give permission for my son/daughter to attend the placement and observe/undertake basic tasks during his/her placement.

Signed:	
Print name:	
Date:	

Please email the completed application to:

Work Experience/Health Ambassador Administrator

Appendix 5: Preliminary Equality Analysis

This assessment relates to: Safety of Workers under 18 years Policy and Procedure / 15009

A change in a service to patients		A change to an existing policy	X	A change to the way staff work	
A new policy		Something else (please give details)			
Questions		Answers			
1. What are you proposing to change?		Full Review			
2. Why are you making this change? (What will the change achieve?)		3 year review			
3. Who benefits from this change and how?		Patients and clinicians			
4. Is anyone likely to suffer any negative impact as a result of this change? If no, please record reasons here and sign and date this assessment. If yes, please complete a full EIA.		No			
5. a) Will you be undertaking any consultation as part of this change? b) If so, with whom?		Refer to pages 1 and 2			

Preliminary analysis completed by:

Name	Steve Lewis	Job Title	Health and Safety Manager	Date	October 2019
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