

## **1. Introduction**

- 1.1 This policy covers the productions activities with young workers and should be read in with the production safeguarding policy.
- 1.2 Legislation is covered by the Health and Safety at Work Act 1974, under the Management of Health and Safety at Work regulations 1999. Employers have a responsibility to ensure that young people employed by them are not exposed to risk due to:
  - Lack of experience.
  - Being unaware of existing or potential risks.
  - Lack of maturity.
- 1.3 This policy applies to all permanent, temporary, work experience and contracted staff.

## **2. Statement of Intent**

The Production recognises their duty of care to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees irrespective of age. As part of this, certain considerations need to be made for young, inexperienced or those felt to be particularly at risk.

## **3. Definitions of 'young people'**

A **Young person** is defined as a person who has not reached the age of 18.  
A **child** is anyone who has not yet reached the official age at which they may leave school.

## **4. Objectives**

The Production must consider:

- 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 organized.
- The extent of health and safety training needed.
- Risks from particular agents, processes and work.

Due to an office environment being a low-risk workplace these considerations should be straightforward, however if a young person is to work in a higher risk workplace then the risks are likely to be greater and will require more attention to ensure they are properly controlled.

## 5. Responsibilities

### 5.1 Executive Producer

The Executive Producer of the production accepts overall responsibility for all matters relating to health and safety, security and fire as stated in the production's Health and Safety Policy.

### 5.2 Head of Department

Will need to consider whether the work the young person will do:

Is beyond their **physical or psychological** capacity i.e. *checking a young person is capable of safely lifting weights and remembering to follow instructions.*

Involves harmful **exposure to substances** that are toxic or can chronically affect human health in any way: *be aware of substances a young person might come into contact with in their work and consider exposure levels and ensure legal limits are met.*

Risk of **accidents** that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety, lack of experience or training; *a young person may be unfamiliar with 'obvious' risks and the HoD should consider the need for tailored training or closer supervision.*

Risk of health from **extreme cold, heat or noise**: *Young people will not be at any greater risk, if a workplace includes these hazards these control measures should already be in place.*

### 5.3 Young Persons

Young persons have a responsibility to co-operate in meeting health and safety requirements and not to interfere with or misuse anything provided in the interests of health and safety.

As an employee they have a duty to take care of their own health and safety and that of others who may be affected by their actions.

## 6. Training and Supervision

- 6.1 Many young people are likely to be new to the workplace and in some cases will be facing unfamiliar risks, from the job they will be doing and from their surroundings. Young workers must receive sufficient training in their role to ensure that they do not put themselves and other people at risk. Appropriate supervision relevant to the role is to be put in place.

Providing supervision for young workers and monitoring their progress will help identify where additional adjustments may be required.

- 6.2 Young workers have a supervisor during their employment, this may not necessarily be the HoD but whoever is delegated must have a thorough understanding of their responsibilities and duties for the young worker.

It is important that young workers have understood the instruction and training, which will include:

- Hazards and risks in the workplace.
- Health and safety precautions that are in place.

### **6.3 Confidentiality**

The need for confidentiality is clearly understood, in the case of young workers they should not be asked to deal with or have access to any information of a sensitive nature outside of what they need to complete their employment.

## **7. Working Hours and Young Workers**

Working hours are not governed by health and safety law but by the Working Time Regulations 1998 (amended 2003). Young workers have different employment rights from adult workers and are subject to protections in relation to the hours they can work. The European Union Working Time Directive is represented in UK law by the Working Time Regulations. The directive places controls on the hours that can be worked by a young person. Under the working time directive, young people:

May not work between the hours of 22:00 and 06:00 unless they have had a health assessment prior to commencing such work and regularly thereafter.

Are entitled to a daily rest period of 12 consecutive hours in any 24 hour period.

Are entitled to an uninterrupted weekly rest period of 2 days (consecutive days where possible) in every 7 day period – this may be interrupted by justifiable short periods of work, although the rest period must not be shortened to less than 36 hours.

Working for more than 4½ hours are entitled to a 30 minute daily rest break which should be taken consecutively, where possible.

## **8. Monitoring and Audit**

This policy will be monitored for compliance and effectiveness at regular intervals by the Health and Safety department.

## **9. Review**

The Young Worker Policy will be reviewed every year, (subject to any HSE legislation or guidance).