Health & Safety Policy (Young people)

Luton Adult Learning

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This policy is applicable to all Adult Learning members of staff including volunteers, subcontracting organisations and other staff involved in projects.

This is additional to Luton Council and Luton Adult Learning policies and procedures.

Changes in content since previous version highlighted in yellow for easy identification

Summary of key changes	Page No	Date amended

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Luton Adult Learning (LAL) is a direct delivery service within Luton Council.

Our Statement

Luton Adult Learning is (fully) committed to:

- actively promoting equality of opportunity and diversity across our service to enable all learners and staff to achieve their full potential, free from any form of discriminatory behaviour.

- developing an ethos/culture that celebrates all people, irrespective of their race, colour, disability, age, religion, belief, gender or sexual orientation.

- fostering the promotion of British Values to encourage the understanding and practice of democracy, rule of law, individual liberty and mutual respect and tolerance for others.

Who is the policy for?

This policy applies equally to anyone who is employed by or volunteers for the service, our Luton Council colleagues, subcontractors and internal commissioning colleagues, partners, our learners and employers who we work with and others we come into contact with, including through partnerships or the wider community and other stakeholders.

It is intended to enable Luton Adult Learning to promote an environment in which equality & diversity can be developed and embedded in our practice and applies to all staff and users of the facilities.

It will be reflected in curriculum design and delivery, teaching and learning activities, information, advice and guidance, staffing, staff development and the interaction between staff, clients, learners and the general public.

Whose responsibility is Health & Safety?

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
  - 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. They will need clear and sufficient instruction, training and supervision to enable them to work without putting themselves and other people at risk.
- being unaware of existing or potential risks and/or lack of maturity
  - For many young people the workplace will be a new environment and they will be unfamiliar with 'obvious' risks and the behaviour expected of them in response.

In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place. Luton Adult Learning must be informed of any Health and Safety risk or accident.

Employer Responsibilities

An employer must consider:

- the layout of the workplace
  - An employer will already be familiar with the risks associated with their workplace and should be in a position to consider what is or is not appropriate.
- the physical, biological and chemical agents they will be exposed to
  - Be aware of substances a young person might come into contact with in their work, consider exposure levels and ensure legal limits are met.
  - Ensure a young person's exposure to radiation is restricted and does not exceed the allowed dose limit.
- how they will handle work equipment
- how the work and processes are organised
  - Young people might need additional support to allow them to carry out their work without putting themselves and others at risk, this might mean more tailored training and/or closer supervision. Regularly checking a young person's progress will help identify where any additional adjustments may be needed.
- the extent of health and safety training needed
  - Providing supervision for young workers and monitoring their progress will help employers identify where additional adjustments may be needed. Young people are likely to need more supervision than adults. Good supervision will help an employer get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training.
- risks from particular agents, processes and work
- is beyond their physical or psychological capacity

    - This doesn't have to be complicated, it could be as simple as checking a young person is capable of safely lifting weights and of remembering and following instructions.
- risk to health from extreme cold, heat, noise or vibration

These considerations should be straightforward in a low-risk workplace, for example an office. In higher- risk work place the risks are likely to be greater and will need more attention to ensure they're properly controlled.

Training Provider Responsibilities

Luton Adult Learning will:

Ensure that all Apprentices complete an induction. This will clarify that the young people have understood the instruction and training from the employer which will include,

- the hazards and risks in the workplace
- the health and safety precautions that are in place
- responsibilities
- First Aid
- hazard signs
- personal safety
- fire
- sexual health
- drug and alcohol use

Apprentice Employee

As employees, young people have a duty to take care of their own health and safety and that of others who may be affected by their actions. This includes co-operating with their employer by listening carefully, following instructions, using any safety equipment that has been provided and taking part in relevant training.

Working with young people

Extra risks arise due to:

- lack of experience of working in a new industry or workplace
- lack of familiarity with the job and the work environment
- reluctance to raise concerns (or not knowing how to)
- eagerness to impress workmates and managers.

This means workers new to a site:

- may not recognise hazards as a potential source of danger
- may not understand 'obvious' rules for use of equipment
- may be unfamiliar with site layout - especially where site hazards may change from day to day
- may ignore warning signs and rules, or cut corners.

Six steps to protect new starters

1. Capability - Assess the new starter's capabilities. For example:

- English and maths levels
- general health
- relevant work experience
- physical capability to do the job
- familiarity with the work being done and the working environment (especially where conditions change rapidly, such as on construction sites).

Don't forget to assess cultural and language issues (grasp of English) too, where relevant - you may need to use visual, non-verbal methods such as pictures, signs or learning materials such as videos/DVDs/CD-ROM.

2. Induction - Provide an induction. Plan it carefully, including photos of hazards where possible, and use plain, simple language. Take time to walk around the workplace or site with new workers and show them where the main hazards exist (eg falls, slips and transport).

3. Control Measures - Make sure the control measures to protect against risk are up to date and are being properly used and maintained:

- Involve employees and health and safety reps in discussions about the risk and how best to make sure new starters are protected.
- Emphasise the importance of reporting accidents and near misses.
- Make any necessary arrangements for health surveillance.

If required, make sure suitable personal protective equipment is provided and maintained without cost to the workers.

4. Information - Provide relevant information, instruction and training about the risks that new workers may be exposed to and the precautions they will need to take to avoid those risks.

5. Supervision - Provide adequate supervision. Make sure workers know how to raise concerns and supervisors are familiar with the possible problems due to unfamiliarity and inexperience.

6. Check understanding - Check workers have understood the information, instruction and training they need to work safely, and are acting on it, especially during the vital first days/weeks at work. Remember to make sure workers know how and with whom they can raise any concerns about their health and safety and that they know about any emergency arrangements or procedures.

https://www.hse.gov.uk/young-workers/employer/index.htm