



## **Guidance to Managers and Supervisors on the employment of Apprentices, Trainees and other Young Persons.**

### **1. Introduction**

This document aims to give guidance to ensure the safety of all young persons working in any capacity for **name of company** (the company).

The company works in a number of different capacities for a variety of clients. This guidance should be treated as a minimum. Should clients or conditions require specific actions to be taken in the management of young people these actions should be adopted alongside this guidance, as long as they do not infringe any general or specific legislation. Further information and advice can be obtained if required from the Training Manager.

### **2. Scope and Definitions**

- 2.1 All young persons, whether employed by the company or placed with them by a training or education provider are deemed to be employees for the purposes of Health and Safety Legislation and therefore this guidance.
- 2.2 The law defines a young person as “any person who has not attained the age of eighteen”
- 2.3 Apprentices may be up to 25 years of age on conclusion of their apprenticeship.
- 2.4 No person under the age of 16 years will be employed by the company in any capacity.
- 2.5 This document does not refer to adult trainees over the age of 25.
- 2.6 “Apprentice” means any person who is undertaking an industry recognised apprenticeship programme.
- 2.7 “Trainee” means any person who has been employed or placed to undertake a programme of occupational training.
- 2.8 A “competent person” is one who has the required training, knowledge and experience of the specific tasks being carried out by the apprentice or trainee to supervise them effectively and ensure their health and safety.
- 2.9 “Training” refers to formal and informal learning activities which may take place on site or off site.



### **3. References**

This guidance note has been designed to comply with; The Health and Safety at Work Act 1974, The Health and Safety (Training for Employment) Regulations 1990, The Health and Safety (Young Persons) Regulations 1997, Young People at Work Act ( Guide to Employers)

### **4. Specific Requirements for Persons under the age of 18 (see 2.2)**

There are specific regulations about what people under 18 must not be allowed to do at work these include :-

- Operate certain types of machinery including; portable disc grinders, Hilti guns, vertical spindle moulders, planing machines, and circular saws.
- drive or operate heavy plant of any kind
- drive company vehicles
- drive, operate or guide the operator of, any mechanical lifting appliance
- act as a confined space attendant
- act as an acceptor of a permit to work
- work alone, except in non-hazardous areas (defined as office / training environments)
- undertake work which is beyond their capabilities (physical or mental ) or for which they have not been effectively trained.

Should you be unsure about any task you wish an apprentice, trainee or other young person to undertake, or any equipment, tools, or machinery you wish them to use, please refer to the training manager.

### **5. Procedures**

#### **5.1 Risk Assessment**

Risk Assessments are carried out for all tasks carried out by the company. Where any young person is to be involved in any task, consideration must be given to the potential increase in hazard or risk (if any) to the young person or others, brought about by the involvement of the young person in the task. Control measures must be introduced or modified accordingly



## 2 Training

Before being placed on site, apprentices, trainees and other young persons will undergo an effective induction programme, which will take into account the likely general lack of experience / maturity of the individual and be designed to ensure that the individual can work in a safe and healthy manner paying due regard to site and company requirements.

Training will be provided in all tasks required of the individual in order to develop the specific competences required. This training may take place on or off the job.

### 5.3 Supervision

All Apprentices, trainees and other young persons will be closely supervised by a competent person whilst working on site or undergoing training. The level of supervision will be determined based on the competence and experience of the individual and the amount of hazard / risk involved. The maturity of the individual should also be taken into account when deciding on supervision levels.

## 6. Records and Reviews

6.1 Records of risk assessments should be kept in the normal manner by the site manager.

6.2 Records of all training received will be kept in the individual's log book which is issued to all employees, and on the **name of company** training data-base which is administered at Head Office.

6.3 All apprentices and trainees should have an individual training plan which includes regular progress reviews to be carried out with site and training staff.