



# **GALLEON CENTRE POLICY ON YOUNG WORKERS**

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## **1. Introduction**

The Kilmarnock Leisure Centre Trust (KLCT) has responsibility for compliance with the Health and Safety at work etc. Act 1974 and all associated legislation to ensure the safety of all visitors to the Galleon Centre including all employees, contractors and customers.

Failure to follow appropriate guidelines and adopt adequate safe working practices, in accordance with the Health and Safety at work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 is likely to lead to prosecution.

This Policy has been developed to support Young Workers in the workplace.

## **2. Policy Statement**

2.1 The Policy will apply, without exception, to the Centre as a whole and all individuals employed or contracted by KLCT.

2.2 Responsibility for the implementation of this Policy will rest with the General Manager.

2.3 This Policy will follow the guidance and recommendations in the publication issued by the Health and Safety Executive – Young People and Work Experience. A Brief Guide to Health and Safety for Employers.

2.4 Under the management of Health and Safety at work regulations 1999 KLCT have a responsibility to ensure young people employed are not exposed to risk due to:

- Lack of experience
- Lack of maturity
- Being unaware of potential risks

## **3. Scope**

This policy applies to the Galleon Centre at Titchfield Street, Kilmarnock, KA1 1QY and takes into account all employees contractors and self-employed people.

## **4. Definition**

A Young Worker is someone who is above school leaving age but below the age of 18.

Since the school leaving date differs across the UK and because it's a specific date and not related directly to an individual's birthday, someone can stop being a child worker and become a young worker even though they are still 15 years. Similarly someone may have had their 16<sup>th</sup> birthday but will remain a child until they have reached the relevant school leaving date. KLCT does not employ anyone under 16.

## **5. Compliance**

There are working restrictions for young workers these are detailed below.

In accordance with legislation relating to Young Workers and on the advice of our employment law advisors Young Workers must not work:

- More than 40 hours in any week
- Longer than eight paid hours per day
- After 11pm at night and before 6am in the morning
- Before 7am in the morning on any day if they are contracted to work between 10pm and 11pm at night

In addition they are entitled to:

- A rest break of at least 30 minutes if the working day lasts more than 4½ hours
- At least 12 hours daily rest between each working day
- At least 48 hours of rest each week, this should be uninterrupted

Young Workers may work at night if they are employed in a hospital or similar places of work, or in areas such as advertising, sporting or cultural activities.

KLCT is responsible for the Health and Safety and Welfare of all employees including Young Workers as well as the Health and Safety of any contractors or self-employed people on site who may employ Young Workers

Employees, contractors and self-employed people also have a responsibility to take reasonable care of themselves and others who may be affected by their work activities and to co-operate with their employees in meeting their legal obligation.

KLCT will ensure potential risks to Young Workers are assessed and the necessary steps taken to avoid or control these risks.

KLCT will involve employees in assessment and control of these risks.

KLCT will ensure appropriate instruction and guidance is given to both Young Workers and those supervising them.

## **6. Work Placements**

KLCT works closely with local schools and colleges, as well as the recognised bodies responsible for the co-ordination of Work Placements, to ensure students and teenagers at school are given the opportunity to experience the world of work. Work experience is an integral part of the development of young people and for many, active learning is a key motivator for them and can have an extremely positive impact on their school/college, personal and social life.

To ensure each Work Placement achieves the maximum outcome from their time in the Centre it is important that they are supervised and coached by an experienced staff member who can explain the role of the work they are doing

and allow the Placement to experience the working environment. Emphasis will be placed upon;

**Employability & Key Skills** – Placements need to learn what the key skills are for the role and what makes a person employable. Eg attitude, people skills, ability to work in a team or on their own, the importance of continued professional development etc.

**Policies & Procedures** – Placements should be informed of the agreed and recognised procedures that employees in any organisation must comply with and also the policies which the Centre promotes.

**Customer Service** – Placements should be aware of the environment they are learning about and the importance of being Customer Focused.

**Health & Safety** – Placements must learn about the basics of Health & Safety and how it applies to every industry.

Special consideration must be given to the details in **Section 7 Training, Monitoring and Supervision** when dealing with Work Placements of school age.

## **7. Training, Monitoring and Supervision**

The level of monitoring and supervision will be dependent on each job specific risk but KLCT recognise all young people are vulnerable in the work place: In most cases working at the Galleon Centre will be a young workers first experience of working, and issues that seem straightforward to other colleagues may cause stress and anxiety for a young worker.

Young people are likely to need more supervision than adults. Good supervision will help you get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training.

Management will need to consider how much training is necessary. A proportionate approach is needed, for example a low risk business would not be expected to have a need for lengthy technical training. Similarly in the case of work experience, induction and training needs should be tailored to the tasks they are going to be doing.

It is important that Management check young workers and in the case of the KLCT, work placements have also understood training which will include.

- The hazards and risks in the work place
- The Health & Safety precautions that are in place

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-operation with management by listening carefully, following instructions, using any safety equipment that is provided and taking part in relevant training.

Adults working with young people should be aware of the following issues:

**TOUCH:** There may be occasions where you need to touch the young person (for example if you are guiding them in carrying out a technical operation) but you should ensure you keep this to a minimum.

**BEHAVIOUR:** While it is important to reassure a young person who may be nervous in a new job and reliant on your guidance, it is important not to be over familiar.

Never engage in “horseplay” (mock wrestling, physical fooling around or rough play) as this could cause embarrassment or fear.

Likewise adults should be mindful of “banter” whilst teasing remarks are intended to be playful and friendly, this may not be taken in this manner by a young person who has less life experience.

The level of supervision will always be a management decision. Introducing young people to the world of work can help them understand the work environment, choose future careers and/or prepare for employment. An appreciation of work place risk and how to deal with it can provide great development for a young worker and be one of the biggest benefits offered by a work placement.

## **8. Policy Review**

This policy will be reviewed every 3 years or earlier if research, evidence or a change in practice or legislation requires a review to be undertaken.