

Young Persons at Work (Under 18) inc Work Experience

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Young persons may be at increased risk because of their lack of experience and because of their immaturity. When employing a young person under the age of 18, whether for work, work experience, or as an apprentice, LCC has the same duties for their health, safety and welfare as they do for any other employee. When the County Council employs young people or provides work experience placements to students, risk assessments must identify what could cause harm to these young people and what additional precautions are required to reduce the risks of harm occurring.

Young people are defined by age in health and safety law:

- A 'Young Person' is anyone under 18 years old
- 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.

The Duty to Undertake Risk Assessment

The risks to young people under 18 years old must be assessed before they start work/work experience and you must tell them what the risks are. These risks can be included in your standard risk assessment for the given task/activity. You do not have to complete a separate risk assessment for a young person.

A risk assessment should take account of:

- young people's lack of experience and awareness of health and safety risks
- young people's physical or mental maturity
- the nature and layout of the work area
- the extent of exposure to physical, biological and chemical agents
- the types of work equipment, methods of use and activities undertaken
- the extent of the health and safety training provided
- any health conditions/needs the young person may have



The risk assessment must:

- identify the measures necessary to eliminate or control the risks
- have the significant findings recorded
- be monitored and reviewed: -
 1. as the young person's knowledge and experience grows
 2. if there are any significant changes to the job role/tasks
 3. after an accident or near miss



4. if there is a change to the law/ legislation

A generic risk assessment for young people doing the same job or work experience is acceptable, providing in all cases it is relevant and covers all the activities involved and takes account of any information about the young person's needs which may be passed on by the work experience organiser, the school or the parents. In certain cases, the generic risk assessment may need additional control measures due to the individual young person's specific needs or ability.

Please Note: - Any risk assessment needs to consider the risk of exposure to infectious virus/diseases, and have sufficient controls recorded to reduce that risk to an acceptable level. Some individuals may have specific health conditions, and these MUST be considered in the risk assessment process.

Restrictions on the work of Young Persons

Except in the special circumstances described below, young people must not be employed to do work which:

- is beyond their physical or psychological capacity
- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic, or has effects likely to be passed on genetically or likely to harm an unborn child
- exposes them to radiation
- involves a risk of accidents which they are unlikely to recognise because of, for example, their lack of experience or training or sufficient attention to safety
- involves a risk to their health from extreme heat, noise or vibration



These restrictions will not apply where young people over the Minimum School Leaving Age (MSLA) are doing work necessary for their training under proper supervision by a competent person and provided the risks are reduced to the lowest level, so far as is reasonably practicable. Under no circumstances can children of compulsory school age do work involving these risks, whether they are employed or under training such as work experience.

Information for Young Persons and their Parents/Guardians



All employees, including those less than 18 years of age, must be informed about the risks to their health, safety and welfare identified by the assessment, and the measures put in place to control them.

In addition, all must be told about the procedures to be followed in the event of serious and imminent danger. Before children below the MSLA are employed or offered a work experience placement, their parents or guardians must be informed of the key findings of the risk assessment and the control measures to be taken.

This need not be in writing, and in the case of work experience, the work experience organiser may help in getting the information to parents or guardians of any child seeking a placement.

Please note - The LCC risk assessment template allows for a weight score to be added to the risk rating that takes into account any inexperience or lack of knowledge that will affect the overall risk rating a hazard could pose.

Who is responsible?

Headteachers

Ensure the policy is adhered to

When appropriate, ensure sufficient funds are available to support the employment of young persons and/or work experience placements or apprenticeships

Making their employees aware of the policy and its application within their directorate.

Monitoring, enforcing and promoting the process.

Gaining assurance from their management team that the process is being implemented.

Dealing with breaches of the policy quickly and effectively.

Service area managers/team leaders

Assessing the risks prior to appointment and making arrangements to eliminate or control those risks via the completion of the risk assessment process.

Giving the information on the findings of risk assessments and the measures to eliminate or control the risks to a child's parent or guardian if they are below school leaving age

Nominating an experienced employee to supervise each young person

Ensuring all parties have read the relevant risk assessment, understand it and will implement it

Monitor and review the implementation of relevant operational risk assessment

Undertake an investigation into any accident/injuries reported by the young person whilst undertaking work within their service/team

Ensuring all relevant training is completed

Employees

Provide supervision as directed/instructed by their line manager

Read the relevant operational risk assessment, paying special attention to any control measures related to the young person

Report any issues/problems related to the implementation of the control measures related to the safety of the young person to their line manager ASAP.

Ensuring the young person is aware of the control measures they need to implement/follow and that they understand them

Stop the young person from undertaking any work that they are not authorised to do or where they are not following the relevant control measures

Ensure any incidents/accidents/injuries are reported using the AIR reporting system.

The Young Person

To follow the instruction given by the employee who is supervising them

To read all relevant risk assessments for the work they will be undertaking, ask any questions to the employees who's supervising them of anything they are not sure of or do not understand

To wear any Personal Protective Equipment (PPE) provided to them for the purposes of undertaking work safely

To report anything they feel is unsafe or not comfortable doing to the person supervising them

To report any injuries/accidents to their supervisor ASAP

Corporate Health and Safety Team

Will be responsible for maintaining, reviewing and updating the G21 H&S of Young Persons at Work HUB page and related guidance, systems and documentation

The Corporate Health & Safety Team will provide advice and guidance to managers and employees in relation Young Persons at work and the HUB page etc

Review and evaluate the stats on AIR, reporting back any trends or patterns to directorate risk & safety groups

Example

A template and guidance on undertaking a young person's RA is available below.



WEX-Programme-Risk-Assessment-Template

Further Information

Health & Safety Executive (HSE)

[Young people at work: Overview - HSE](#)

Lincolnshire County Council (LCC)

[Health and Safety for Schools Webpage](#)

Contacts

LCC Corporate Health and Safety Team - corporatehealthandsafety@lincolnshire.gov.uk