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Young Workers Policy

The purpose of this policy is to provide a safe working environment for young persons and ensure the Company adheres to relevant HSEQ Legislation.

This procedure applies to Leask Marine Limited who employs young persons and also those on temporary work placement

Legal Requirements

The legislation which governs the employment of young persons is as follows:

- The Employment Act 1989
- The Health and Safety (Young Persons) Regulations 1997
- Factories Act 1961
- Offices, Shops and Railway Premises Act 1963
- Education (Work Experience) Act 1973
- Working Time Regulations 1998 and Working Time (Amendment) Regulations 2003

For the purpose of the Regulations a "child" is defined as a person who is not over compulsory school leaving age. A' 'young person" is defined as someone between minimum school leaving age and 18th birthday.

Responsibilities

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.

A manager or supervisor must ensure that the young person attends a structured induction programme which explains any potential hazards and precautions to be observed, prior to commencement of any duties or observation tasks. In the case of short term work experience placements, a local induction must be undertaken. The manager should ensure that employees and those on work experience supply the name and telephone number of someone who may be contacted in an emergency. A contact name and number within the company should also be supplied to the parents or school.

Risk Assessments

Risk assessments carried out as part of the local induction must be specific to the young person and take into account the inexperience of the young person, the nature of the work and the provision of training. The company will provide, in writing, in advance to the employee and his or her parents or guardian information of any risk identified by the risk assessment.

Young persons should not undertake the following types of work except where it is necessary for their training:

- Work which is beyond his or her physical or psychological capacity.
- Work which involves extremes of cold or heat.
- Work which involves a risk of accidents which a young person could not have recognised or avoided due to lack of experience or training.
- Work which involves noise.
- Work which involves vibration.
- Work which involves exposure to carcinogens, toxic substances, teratogens or substances causing heritable damage.
- Work which involves exposure to radiation.
- Operation of certain equipment e.g. welding equipment, fork lift truck.

The Company must ensure that the young person is supervised by a competent person at all times and any risk is reduced to the lowest level that is reasonably practicable.

Occupational Health

Occupational Health will undertake a pre-employment health assessment of young Person's employed by the Group.
Young people on work experience will not be required to attend Occupational Health unless it has been identified by the parents/guardian/school that they have a specific health issue which might affect the type of placement offered.

Training Requirements

The Company will ensure that the young person is given adequate health and safety training.

Incident Reporting

As part of the induction young persons will be advised that they must report any accident/incident in which they are involved or witness directly to their supervisor. The accident/incident will be recorded in line with the Company's accident/ incident reporting procedure and it is the Manager's responsibility to provide a written report to the young person's parents or guardian, as appropriate. In certain circumstances, it may also be necessary to notify the Training Provider.

Limit on Working Time

Young people's working time must not exceed 40 hours a week or 8 hours in anyone day. They are entitled to 2 days rest per week, 12 hours rest between working days and a 30-minute rest break if the working day exceeds 4.5 hours. Restrictions in night time working also apply to young workers.

Signed: D Leask

Name: Douglas Leask, Managing Director

Date: 1st January 2019