|  |
| --- |
| **Scope** |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

|  |
| --- |
| **Purpose** |
| To ensure the health and safety of children and young persons on Balfour Beatty sites and premises during visits, work experience and employment.  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/HSES/Health%20and%20Safety/Procedures/HSES-PR-0004%20Control%20of%20HSES%20Derogation.docx)). |

**Procedural Requirements**

|  |  |
| --- | --- |
|  | **competencies** |
|  | Anyone supervising a child or young person must have: |
|  | * a relevant and current check as required by the Safeguarding procedure ([HSF-PR-0007](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8314)), |
|  | * a CSCS/CPCS card (or Company accepted equivalent) commensurate with the role, |
|  | * attended a Site Manager Safety Training Scheme (or Company accepted equivalent). |
|  | Other qualities must include: |
|  | * patience, |
|  | * good communication skills and knowledge sharing to ensure that children on work experience or young person(s) benefit from their experience with the Company and learn new skills. |
|  | * time served, |
|  | * reliable and responsible individual who is known to and selected by management to educate and train a child or young person(s). |
|  | **PERMISSIONS** |
|  | The Site Lead or Office/Facilities Manager, and the HR Function must ensure children/young persons are protected by the Company’s Insurance Policies before the visit, work experience or employment commences. |
|  | Children must not be employed by the Company, however they can gain work experience in an office in a controlled environment under direct supervision. Children can also observe site activities on an accompanied tour. Children do not require a work permit for work experience arranged by their school. |
|  | Young persons can by employed by the Company, the Recruitment Policy ([HRS-PL-0032](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-579)) must be followed, along with the requirements of this procedure and all other relevant Company procedures. Young persons can also undertake work experience in an office in a controlled environment under direct supervision and observe site activities on an accompanied tour. |
|  | **RESPONSIBLE PERSON** |
|  | Children and young person(s) on visits or work experience must be accompanied at all times and be under the direct supervision of a responsible person. |
|  | The responsible person must: |
|  | * Be responsible for the timekeeping of the child/young person |
|  | * Take charge of them in the event of an emergency, such as a fire or evacuation or in the event of illness or minor injury. |
|  | * Securely hold contact details for the child/young person’s next of kin |
|  | * Agree and implement hand-over at the end of the working day to a parent or guardian (if practicable) or ensure travel arrangements are agreed. |
|  | * Ensure the control measures within the Risk Assessment (see section 4.0) are implemented and remain valid. |
|  | Risk Assessment |
|  | The Site Lead or Office/Facilities Manager must identify the activities in which the child or young person is to be engaged and ensure a suitable risk assessment ([HSES-TF-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7851)) is undertaken in accordance with the Setting People to Work Safely procedure ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)). This risk assessment must take into account the characteristics of a child or young person, including the following considerations: |
|  | * The young person or child’s inexperience and immaturity, |
|  | * The young person or child’s potential lack of awareness to risks to their health and safety, |
|  | * The fitting out and layout of the workstation and workplace, |
|  | * The nature, degree and duration of any exposure to biological, chemical or physical agents, |
|  | * The form, range, use and handling of work equipment, |
|  | * The way in which processes or activities are organised, |
|  | * The suitability of health and safety training, |
|  | * All processes and operations that would normally give rise to the risk of injury. |
|  | School authorities and parents/guardians must be made aware of the key findings of a risk assessment undertaken for a child. |
|  | Steps must be taken to ensure the content of the risk assessment has been briefed to and understood by both the child/young person and their supervisor. |
|  | Controls identified in a risk assessment associated with a child or young person must be implemented prior to them commencing work. If the child or young person moves to a different department as part of their work experience or training, there must be a formal handover to the new Responsible Person. This handover must include an induction to the new work environment and the risk assessment must be reviewed and updated as necessary. |
|  | Children and young person(s) must be provided with any necessary PPE ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)). |
|  | Advice from the HSES Function may be sought if required. |
|  | restrictions |
|  | The Child/Young Persons Restrictions and Requirements reference material ([HSF-RM-0066a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7038)) gives an overview of the restrictions on their activities. |
|  | A child must never carry out work involving the following risks: |
|  | * Work beyond their [physical](http://www.hse.gov.uk/youngpeople/faqs.htm#q4) or [psychological](http://www.hse.gov.uk/youngpeople/faqs.htm#q5) capacity, |
|  | * [Exposure](http://www.hse.gov.uk/youngpeople/faqs.htm#q6) to harmful substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way, |
|  | * Exposure to [radiation](http://www.hse.gov.uk/youngpeople/faqs.htm#q7), |
|  | * Exposure to the risk of accidents that cannot reasonably be recognised or avoided by young people due to their [insufficient attention to safety or lack of experience or training](http://www.hse.gov.uk/youngpeople/faqs.htm#q8), |
|  | * Exposure to a risk to health from extreme [cold, heat, noise or vibration](http://www.hse.gov.uk/youngpeople/faqs.htm#q9), |
|  | * Use of specific equipment and machinery for which legal restrictions apply (e.g. forklift trucks and some woodworking machinery). |
|  | A young person can carry out work involving the above risks if the work: |
|  | * is necessary for their training, |
|  | * is properly supervised by a responsible person, and |
|  | * the risks are reduced so far as reasonably practicable. |
|  | All risks, controls and limitations must be documented in the specific risk assessment for the young person. |
|  | Children below the minimum school leaving age must not be employed in industrial workplaces such as factories or construction sites, except on work experience. |
|  | Limitations or special arrangements need to be considered for existing health conditions of children or young person(s) e.g. asthma, defective colour vision, hearing impairment etc. Refer to Occupational Health Surveillance/Assessment procedure ([HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734)). All risks, controls and limitations must be documented in the specific risk assessment for the child/young person. |
|  | [The Working Time Regulations 1998](http://www.legislation.gov.uk/uksi/1998/1833/contents/made) provide entitlements and restrictions to young person(s) working hours and rest breaks. The Site Lead or Office / Facilities Manager must liaise with the HR Function for details on current restrictions and requirements. All risks, controls and limitations must be documented in the specific risk assessment for the child/young person. |
|  | Client specific restrictions may apply such as drugs and alcohol testing prior to approval to work on the rail infrastructure. |
|  | Advice must be obtained from the HSES Function if there are any concerns about restrictions to planned activities for a child or young person(s). |
|  | Induction |
|  | The Site Lead or Office/Facilities Manager must ensure that children and young person(s) receive a location induction ([HSES-PR-0008](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8156)) with information about potential site specific hazards and restrictions that may be encountered. |
|  | The Site Lead or Office / Facilities Manager must ensure that the nominated supervisor is present at the induction. The nominated supervisor must understand what the arrangements are to ensure that the child or young person(s) is safe and the extent of the work which may be undertaken. |
|  | The Emergency Arrangements procedure ([HSES-PR-0029](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5162)) must be clearly explained. Emergency escape routes must be walked through and muster points visited. |
|  | Action must be undertaken to ensure the induction has been understood by both the nominated supervisor and the child or young person(s) and that health and safety rules and controls are complied with. |
|  | Engagement |
|  | Children or young person(s) should be encouraged to accompany H&S Advisors and Site Leads during health & safety inspections. This will raise awareness of good and bad practice to assist on-going development and learning in relation to what standards are expected and what remedial action should be taken as a result of finding standards below expectations. |

|  |  |
| --- | --- |
| Abbreviations / Definitions | |
| **RED TEXT** | Not yet available, use current BMS for relevant document |
| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **CHILD / CHILDREN** | A child includes any person who has not yet reached compulsory school leaving age. See [gov.uk](https://www.gov.uk/know-when-you-can-leave-school) for further details of the School Leaving Age. |
| **YOUNG PERSON** | A young person is any person who is above the compulsory school leaving age and below the age of 18. |
| **WORK EXPERIENCE** | Short term period experience of employment and / or training. |
| **SUPERVISOR** | An Individual nominated and competent to supervise children and young persons. |
| **HR** | Human Resources |
| **HSES** | Health, Safety, Environment and Sustainability |
| **REASONABLY PRACTICABLE** | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk. |

| **INPUTS** | | |
| --- | --- | --- |
| **Reference** | **Type** | **Title** |
|  | [Legislation](http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf) | The Management of Health and Safety at Work Regulations 1999: regulation 19 Provisions relating to Young Persons |
|  | [Legislation](http://www.legislation.gov.uk/uksi/1998/1833/contents/made) | The Working Time Regulations 1998 |
| [INDG364](http://www.hse.gov.uk/pubns/indg364.pdf) | HSG Guidance | Young People and Work Experience |
|  | [HSA Guidance](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Retail/Gen_Apps_Children_Young_Persons.pdf) | Safety, Health and Welfare at Work (general application) Regulations, 2007 Chapter 1 of Part 6: Protection of Children |
| [L117](http://www.hse.gov.uk/pubns/priced/l117.pdf) | ACOP | Rider-operated lift trucks |
| [L114](http://www.hse.gov.uk/pubns/priced/l114.pdf) | ACOP | Safe Use of Woodworking Machinery |
| MSC-PR-0002 | Procedure | Joint Venture/Alliance Business Management System (BMS) Assessment |
| [HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591) | Procedure | Setting People to Work Safely |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/HSES/Health%20and%20Safety/Procedures/HSES-PR-0004%20Control%20of%20HSES%20Derogation.docx) | Procedure | Control of HSES Derogation |
| [HSES-PR-0008](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8156) | Procedure | Inductions |
| [HSES-PR-0029](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5162) | Procedure | Emergency Arrangements |
| [HSF-PR-0007](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8314) | Procedure | Safeguarding |
| [HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083) | Procedure | Personal Protective Equipment |
| [HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734) | Procedure | Occupational Health Surveillance/Assessment |
| [HSF-RM-0066a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7038) | Reference Material | Child/Young Persons Restrictions and Requirements |

|  |  |  |  |
| --- | --- | --- | --- |
| **OuTPUTS** | | | |
| **Reference No.** | **Document Title** | **Retention Period** | **Responsibility** |
| [HSES-TF-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7851) | Risk Assessment | 6/12 Years | Site Lead |