

EMPLOYING CHILDREN AND YOUNG PEOPLE (RISK ASSESSMENT, TRAINING PLAN AND CHECKLIST)

This template is intended to help you complete a risk assessment and training plan for children and young people who work for you as PAs. For full details of types of work, number of hours and shift patterns that children and young people are permitted to undertake please see **Employing children and young people - factsheet 7.3**.

PA's name:	
PA's date of birth:	
PA's age on their start date:	
Please tick to confirm that this PA is age 14 or over	Yes ☐
Under the local byelaws, children aged 13 in West Sussex, Wiltshire and East Sussex cannot be employed in Personal Assistant type work because they can only be employed in specified occupations.	
Number of hours per week that the PA will be working:	Term time
	School holidays

Shift patterns and total hours		
Day	Shift Times	Total Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

1. Training and supervision plan

Young people are often very inexperienced in the workplace and need a lot of training when they first start a job to increase their skills to a level where they can do the work without putting themselves and others at risk.

It is not enough to simply make training available; you must make sure that it is undertaken by the PA and that they have understood it. Young people will also need training on the hazards and risks present in the workplace, and how to control or remove these hazards i.e. careful guidance about the risk assessment.

Their training should include a basic introduction to health and safety including first aid, fire and evacuation procedures.

As well as training, you will need to bear in mind that young people will usually need more supervision than adults. Effective supervision will also help you to monitor the effectiveness of the training you have provided and ensure that the young person is working safely.

1. Please use this space to outline the type of training you will give your PA:

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2. Who will supervise the PA whilst they are working?

This person should be prepared to answer questions or provide additional instruction and advice when necessary.

They must make sure that the PA is working safely.

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3. How often will you hold supervision meetings for the PA?

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4. Please tick to indicate that you have provided the following specific training:

(a) Health and safety training inc. first aid, fire and other emergency procedures	Yes ☐	No ☐
(b) Detailed training on job tasks and processes	Yes ☐	No ☐

(c) Food hygiene (if applicable)	Yes ☐	No ☐
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2. Specific hazards and risks in the workplace

The Management of Health and Safety at Work Regulations 1999 require that children and young people are specifically protected at work from risks to their health and safety which arise from the following factors:

- lack of training and experience
- physical or psychological capacity
- pace of work
- temperature extremes, noise or vibration
- radiation
- hazardous substances

(a) Training and experience

1. Is this the PA's first job?	Yes ☐	No ☐
2. Does the PA have previous experience of PA work?	Yes ☐	No ☐
3. Is the PA at risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety? You should consider this particularly if you have answered 'yes' to questions 1 and 2.	Yes ☐	No ☐

For details of how these risks will be removed please see **1. Training and supervision plan**.

Please outline any other relevant details below:

(b) Chemical, biological and environmental hazards

1. Will the PA be exposed to toxic or carcinogenic substances?	Yes ☐	No ☐
2. Will the PA be exposed to extreme heat, noise or vibration?	Yes ☐	No ☐
3. Will the PA be exposed to radiation?	Yes ☐	No ☐

4. Will the PA be exposed to any of the following conditions: • Rubella • Diphtheria • Measles • Hepatitis B • HIV or AIDS • Herpes • Tuberculosis • Syphilis • Chickenpox • Typhoid • Toxoplasma • Any other infectious agent/disease	Yes ☐	No ☐
If you have answered yes to any of the questions above, please outline the specific chemical, biological and environmental hazards they will potentially be exposed to, for how long and to what extent. You should also state how these risks will be minimised/removed:		
(c) Physical or psychological capacity of the PA		
1. Is the work beyond the PA's physical or psychological capacity?	Yes ☐	No ☐
2. Is the pace of the work appropriate for a young person?	Yes ☐	No ☐

If you have answered 'yes' to question 1 and/or 'no' to question 2 please outline how you will change the role so that this is not the case:

(d) The workplace

1. Does the layout of the workplace pose any risks to the PA (especially considering their inexperience)? eg slippery surfaces, steep stairwells, edges, clutter, high shelves etc

Yes ☐

No ☐

If you have answered yes to this question, please outline how these risks will be minimised/removed:

2. Please outline the type of equipment the PA will be using and how this will be handled e.g. kitchen appliances, hoists etc.

Please also outline how you will control/eliminate any risks posed by use of this equipment:

Please note: if a significant risk remains despite all reasonable efforts to control/eliminate it, you must not employ a child or young person to do this work.

3. Meeting your responsibilities as an employer

The following are all legal requirements. You must be able to answer 'yes' to all applicable requirements before you can employ a child or young person as a PA. Please note your PA is of 'compulsory school age' until the end of the academic year that their 16th birthday falls in. E.g. a child born in March 2010 would be of compulsory school age until the last Friday of June 2026.

1. If your PA is of compulsory school age please tick to confirm you have applied to the local authority for a work permit for the PA and they have issued one.

Yes ☐

Not applicable ☐

When employing children in West Sussex, Wiltshire or East Sussex you are governed by the WSCC, Wiltshire Council or ESCC Byelaws on the Employment of Children 1998. No child can be employed in West Sussex, Wiltshire or East Sussex without a work permit issued by the council.

West Sussex:

A copy of the employment permit application form can be accessed at:

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/employing-children/child-work-permit/>

If you require further advice on obtaining an employment permit you should

Email: CIEE@westsussex.gov.uk or

Call: WSCC child employment team on 033 022 28384

Wiltshire Council

A copy of the employment permit application form can be accessed at:

<https://www.wiltshire.gov.uk/article/2155/Child-employment-and-performance>

If you require further advice on obtaining an employment permit you should

Email: childemployment@wiltshire.gov.uk or

Call: customer services on 0300 456 0100

East Sussex

A copy of the employment permit application form can be accessed at:

<https://www.eastsussex.gov.uk/children-families/young-people/employment-education-training/work>

If you require further advice on obtaining an employment permit you should

Email: cee@eastsussex.gov.uk

Call: ESCC child employment team on 01273 481 967

2. If your PA is of compulsory school age, please tick to confirm you have obtained parental consent.	Yes ☐	Not applicable ☐
3. If your PA is under 18, please tick to confirm you have told them about risks to their health and safety identified by this risk assessment and the control measures you have taken.	Yes ☐	
4. If your PA is of compulsory school age, please tick to confirm you have told them <u>and their parents/ guardians</u> about risks to their health and safety identified by this assessment and the control measures you have taken.	Yes ☐	Not applicable ☐