
JAMES LISTER & SONS LTD

HEALTH & SAFETY POLICY

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REVIEW DATA

Initial Production

Name	Role/Department	RACI	Approval Date
Nick Bruton	Southall Associates Ltd (Consultant)	R	
John Smart	James Lister & Sons Ltd	R,C	

R = Responsible for document production;

A = Accountable;

C = Consulted;

I = Informed

Change History

Version	Date	Details of Change	Author / Company
1.0	26/01/21	New document format (previous policy copies retained)	N Bruton

HEALTH AND SAFETY POLICY

Signed:

Statement of Intent

It is the firm policy of **James Lister & Sons Ltd** (the Company) to take all reasonable steps to ensure the safety, health and welfare at work of all its employees and any others who may be affected by its undertaking, in accordance with current legislation.



The Company will provide such information, instruction and training as is necessary to ensure that all its employees are aware of their own duties and responsibilities under relevant legislation and to ensure implementation of this policy.

.....
Peter Davies, CEO

Risks assessments will be undertaken / reviewed on a regular basis to ensure the identification of all significant hazards and corrective action required to reduce the risk to an acceptable level.

Sufficient resources will be provided to meet the requirements of Health and Safety legislation.

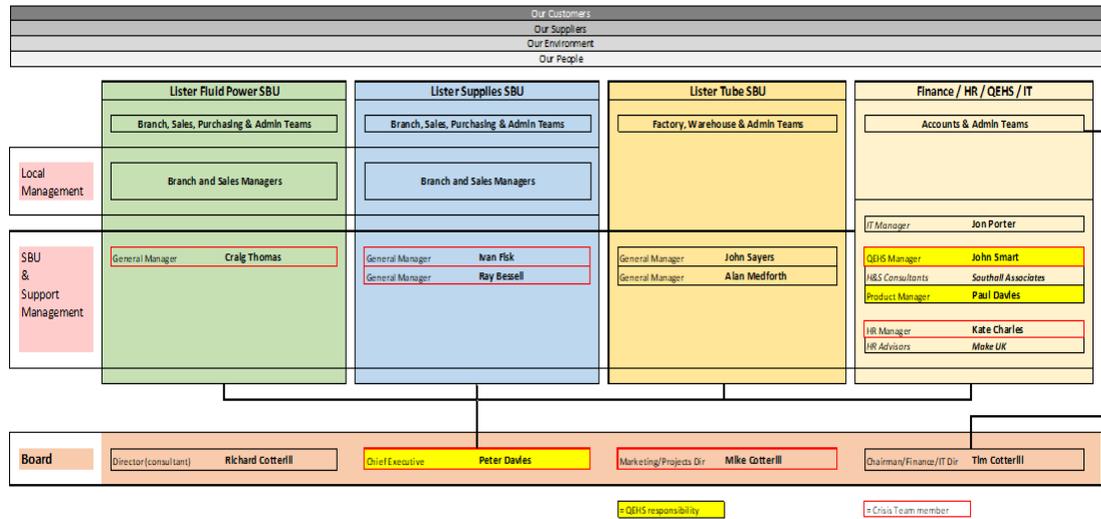
Our general intentions are:

- To provide adequate control of the health and safety risks to employees and others arising from our work activities;
- To consult with our employees on matters affecting their health & safety;
- To provide and maintain safe premises, plant and work equipment;
- To ensure safe handling and use of substances;
- To provide adequate information, instruction, training and / or supervision for employees;
- To conduct regular safety audits to measure performance and identify areas for improvement.
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Dated:

ORGANISATIONAL / INDIVIDUAL RESPONSIBILITIES

Operating Structure



Organisation Chart

11 February 2021

Responsibilities of the CEO

To ensure that the Health and Safety Policy is implemented across the business.

To ensure adequate resources are provided to allow the organisations safety policy and risk assessments to be effective.

To appoint competent persons to assist in enabling the Company to meet the requirements of health and safety law, as defined by The Management of Health and Safety at Work Regulations 1999.

To appoint competent Manager(s) who are responsible for the day-to-day management of health and safety at individual sites.

To positively promote health and safety in all activities undertaken by the Company.

Take appropriate action when statutory and / or Company standards are breached.

Responsibilities of Managers

To ensure they lead and that they positively promote health and safety in their own undertaking and in all activities undertaken within the Company.

To actively engage in the assessment of risk in the work activities being undertaken and ensure staff implement the control measures identified by risk assessments.

To ensure that they maintain responsibility for health and safety and welfare of employees, customers and visitors on a day-to-day basis through supervision.

To conduct routine site safety audits.

To ensure that all employees receive adequate information, instruction, training and supervision.

To ensure that all health and safety risks arising from the work activity or within the Company are investigated and actioned; ensuring that appropriate action is taken to rectify unsafe systems or actions.

To make health and safety information within the health and safety file available to staff and any information of risks to which they are exposed.

To monitor incidents and near misses within their area of control, to investigate and implement appropriate and timely control measures and to report incidents to their management.

- To ensure that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions.
- To ensure that the tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions.
- To ensure first aid, fire fighting and any other relevant emergency equipment is provided and readily available.
- To ensure a sufficient number of suitable individuals are nominated and trained to deal with emergencies.
- To liaise with the nominated competent health and safety advisor as required and to ensure that any suggestions made to improve health and safety are considered and implemented or reported where appropriate.

Responsibilities of Employees

To take reasonable care of their own health and safety and that of others and observe fully any safety rules at all times.

Neither intentionally, nor recklessly interfere with, nor misuse anything provided to safeguard Health and Safety and will avoid any improvising that may lead to unnecessary risks.

Not operate machinery that they are not competent or authorised to use and to ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.

Co-operate with management on matters of health and safety.

Report all accidents, incidents, near misses or dangerous occurrences to their Manager.

Undertake any training designed to further health and safety.

Be aware of any fire or emergency procedures.

Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks.

Non – compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

Competent Person

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the Company engages the services of Southall Associates Ltd.

Southall Associates Ltd provide the following:

- Assist the Company in formulating the policy and procedures required to comply with the Act.
- Assist the Company to identify the risks and hazards which are associated with the Companies work activities.
- Assist the Company to produce the appropriate risk assessments and safe systems of work required as a result of the Companies work activities.
- Monitor the effectiveness of the Companies health and safety management systems by:
 - Site audits.
 - Monitoring accident and incident statistics and investigating accidents and incidents.

ARRANGEMENTS FOR IMPLEMENTATION

Risk Assessment

In-line with the duty placed upon them by the Management of Health and Safety at Work Regulations 1999, the Company will ensure that risk assessments are carried out for all work activities which pose a risk to employees and others. The principle '5 steps to risk assessment' will be followed.

Risk assessments will be periodically reviewed to ensure that they remain effective and relevant to our work activities. All Workplace & Machinery risk assessments relating to the main Company activities are held on Safety Cloud and specific incident risk assessments are stored on the Company's internal system.

Accident / Injury Reporting Procedures

Through the implementation of this policy, the Company is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking. Although every effort will be made to prevent accidents at work, procedures are in place for the recording, reporting and investigation of any such occurrences.

All accidents, incidents and near misses that occur during the Company's activities will be reported/recorded on the Safety Cloud. This should be completed as soon as is reasonably practical after the incident.

Where necessary, Southalls will advise the Company on any further action or investigations that are required, for example, if an accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Alcohol and Drugs

Consumption of alcohol or non-medically prescribed drugs is not permitted on the premises, nor must employees be under their influence when reporting for work because of the adverse effects that they can have on conduct and machinery / equipment operation.

Personnel who have been prescribed drugs or have any other medical condition that may affect their ability to work safely must inform their Manager immediately.

Asbestos

No work should be carried out which is likely to expose employees to asbestos. To meet the requirements of the Control of Asbestos Regulations 2012 and manage the risk from asbestos the Company will:

- Find out if there is asbestos present in buildings or work area, the amount and condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Assess the risk from the material;
- If it is suspected that a material being worked on, or found on site, is likely to be asbestos, work should stop and the supervisor informed immediately;
- Prepare and keep up to date records of the location and condition of the asbestos containing materials.
- Provide information on the location and condition of the material to anyone who is liable to work on it or disturb it.

No installation, maintenance or repair work will be undertaken until it has been established that asbestos containing materials are not present.

Furthermore, if an employee does identify any material which they believe has the potential to contain asbestos he/she will adopt the following procedure:

- Cease work immediately.
- Identify the material found to their Manager.
- Under no circumstances attempt to remove the material.

Management will seek professional advice as to whether the material may contain asbestos / consult their asbestos register.

If further suspicion remains, work will not resume in the area until a survey has been conducted by a

qualified asbestos surveyor and the area deemed safe to continue work. Any removal of asbestos will always be undertaken following the relevant HSE guidance.

Compressed Air Equipment (Pressure Systems)

Compressed air lines are used on tools to power some machinery and feed air lines.

Compressors are subject to Thorough Examinations in accordance with their written schemes of examination, and are serviced periodically. This is carried out by a competent person.

Compressed airline tools are subject to daily visual examination by operatives and routine maintenance as required.

Charging Batteries

Battery charging installations for lift trucks are located in well-ventilated areas designated for that purpose.

Facilities shall be provided for flushing and neutralising spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of gas from charging batteries.

Trucks shall be properly positioned and the brake applied before attempting to charge batteries.

Precautions shall be taken to prevent open flames, sparks or electric arcs in battery charging areas. Storage of combustibles is prohibited in charging locations.

Consultation with Employees

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, it is the intention of the Company to promote a culture whereby employees are encouraged to bring to the attention of their Manager and ultimately the Director(s) any issues relating to safety. Should employees wish to form a safety committee this would be facilitated.

The Company acknowledges that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed. All staff will have access to read this and other policies Safety Cloud and can raise concerns at any time with their Manager.

Display Screen Equipment

The Company will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as either operators or habitual users, with provision of training / instruction regarding ergonomics and safe working practices provided by the Safety Cloud e-learning module.

Employees classified as habitual display screen equipment users are entitled to free eye tests, and vision correction appliances where these are needed for work with display screen equipment.

Driving on Company Business

Driving is restricted to employees with a valid current driving licence for the category of vehicle to be driven. The validity of employee driving licences will be checked by the Company on a periodic basis.

All drivers are issued with a Company driving policy in the form of a Driver's Handbook.

Drivers complete health questionnaires prior to driving vehicles on Company business to ascertain medical fitness.

Electrical Safety

Any portable appliances which are not double insulated shall be maintained and tested on a regular basis and a sticker affixed. The fixed electrical installation will be checked on a 5-yearly interval by a competent electrician. Records of maintenance and testing results shall be maintained on Safety Cloud.

Only trained or qualified staff are permitted to work with electrical equipment. Work on electrical equipment will not be allowed before the

equipment has been properly isolated and disconnected from the source of supply.

Employees at Special Risk

The Company recognises that some workers, as a result of their personal health or medical condition may from time to time be at increased risk of injury or ill-health whilst engaged in their work activities. All employees must advise their Manager if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

As an equal opportunities employer, the Company would ensure that they make reasonable adjustments of their employment arrangements or premises, in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

Fire Safety

The Company will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The Company premises are equipped with appropriate fire fighting equipment, fire detection and fire warning systems that are suitable and sufficient for the features of the premises, the activity carried out and the hazards present. Emergency routes and exits are maintained in good working order and unobstructed.

The Company will ensure that arrangements are in place to ensure that all fire fighting equipment is regularly maintained. Suitable records of such maintenance are maintained on Safety Cloud.

Managers are responsible for checking fire safety hardware during monthly site safety audits and conducting fire drills.

A basic fire safety induction, covering the risk of fire, control measures in place to protect them and the location of the fire assembly point, has been given to all employees.

Fire Safety

In the event of fire or sounding of the alarm, or in any other emergency situation (such as a bomb threat), all employees should stop what they are doing and walk to the nearest safe exit leaving all personal belongings behind. All employees should then assemble at the designated assembly point.

Practice fire drills will be conducted on a frequent basis to ensure employee familiarity with emergency evacuation procedures.

Where required, delegated staff will be provided with Fire Warden training. This may be provided through an online course or via Safety Cloud e-learning.

First Aid Arrangements

As a minimum, all sites will have the provision of a suitably stocked first aid container. There will be an appointed person and / or a trained first aider (where deemed necessary) to take charge of first aid arrangements.

Managers are responsible for informing employees about accident reporting procedures, introducing them to first aiders and advising them on the location of first aid kits / eye wash stations during their initial induction.

Forklift Trucks

Forklift trucks are maintained in accordance with manufacturers recommendations. They receive routine servicing and annual thorough examination of lifting chains in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Operators undertake a daily pre-use check of the truck and report any defects to management.

Staff are only permitted to operate a lift truck if they present a certificate of training for the particular type of lift truck and if provided with written authorisation from management. Refresher training is provided if deemed necessary after observation of poor practices. Basic rules for lift truck operators are documented in the staff Health & Safety Handbook.

Gas Safety

Gas appliances and all associated flues and fittings are subject to an annual service by a Gas Safe registered engineer. A suitable report shall be maintained following such works and remedial actions carried out wherever required, with these details being held on Safety Cloud.

Any gas cylinders are stored away from combustibles, lift truck / vehicle movements, open drains, openings to buildings and are securely chained in a well ventilated area.

Hand Tools

The safe use of hand tools is the responsibility of both the employer, for the supply of the safe tools, and the employee for the safe use and maintenance of them.

All tools should be inspected before use of each occasion to check for faults and damage. Any damaged tools should not be used and will be replaced.

Hazardous Substances

The Company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Staff are exposed to a limited number of hazardous substances. Most substances are for sale and spill kits (absorbent granules / sand) are available in event of spillage. Spill kits are also held on Company vans.

Staff required to use certain substances / chemicals will be required to comply with the following procedures:

- To use the protective clothing/footwear/glove/masks/eye protection as identified within the COSHH assessment.
- To clean any spillage/soiling of such substances in accordance with the COSHH assessment.

- To report any incidents or injuries to their Manager.

Health Surveillance

Personnel exposed to known hazardous activities or substances (for example metalworking fluid handling / mist) will be subjected to suitable health surveillance in accordance with the associated risk assessments.

This includes self-assessment questionnaires for drivers and machine operators and where a risk assessment has identified the need, additional controls.

Housekeeping

The Company will ensure that standards of cleanliness are maintained in all areas of the site. All floors and traffic routes will be maintained in good repair to reduce the risk of slip & trip incidents to staff, customers and visitors.

It is the responsibility of all staff to ensure the following:

- Materials and equipment must be stored safely and tidily at all times. Traffic routes and fire escapes will be kept clear of obstructions.
- Spillages will be dealt with by means of appropriate spill kits.

Information, Instruction, Training and Supervision

The Company will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely.

A staff health and safety handbook will contain important information for employees regarding any workplace hazards they may be exposed to, and the safe working procedures and control measures they should follow in order to remain safe.

Written records of training will be maintained, with all new starters given induction training relevant to their duties. Training will also include instruction on the safe use of any equipment provided and other information that is relevant to their specific role and responsibilities.

Staff members either have personal logins to Safety Cloud (which enables them to view risk assessments relevant to their work) or are made aware of them by their line manager.

Lone Working

Drivers, reps and warehouse staff occasionally work alone at certain sites. Drivers and reps carry mobile phones and are issued with a Drivers Handbook containing Company safety rules.

If staff are working alone in the warehouse they must:

- Inform someone where they are and what time they intend to leave (this could be another employee or family member).
- Never operate any dangerous machinery with moving parts e.g. Swager, lathe etc.
- Ensure that entrances are securely shut outside of trading hours and ensure that they can get out of another door in case of an emergency without using a key.
- Ensure that the door through which they leave is securely locked behind them.
- Phone the police if they are suspicious about someone attempting to enter the building.
- Always be alert when leaving the building.

Machinery

Risk Assessment

There are a number of types of machinery in use across the Company. These machines are suitably risk assessed.

Basic Job Training

It is Company policy that all employees will be trained in the operation of machinery specific to their function and employees are required to use all work equipment correctly / in accordance with their training / manufacturers recommendations. Simple written authorisations are in place to

demonstrate which members of staff are authorised to use the various pieces of machinery on each of the Companies sites.

Guards and Interlocks

Appropriate guards on machines are in order to make all operations as safe as possible.

Employees must **NEVER**:

- Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- Attempt to operate any machinery or equipment without the guards or other required safety devices in place.
- Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

Routine checks of machinery safety are undertaken by management. Southall Associates will also assist with checks on machinery safety during relevant audits.

Managing Contractors

The competency of contractors is checked before their services are engaged. This includes qualifications, insurance, membership of professional bodies and previous experience and submission of relevant risk assessments. Where required for high risk works, a permit to work will be issued.

Employees and contractors will be advised of risks they may be exposed to (e.g. asbestos, live electrics etc) and all site rules they must follow prior to commencing work.

Employees and contractors will be advised of risks they may be exposed to (e.g. asbestos, live electrics etc) and all site rules they must follow prior to commencing work.

The Company will undertake regular checks on the contractors mode of operation and stop any work

suspected to pose a risk to either our staff or the contractor.

Manual Handling and Lifting

The Company will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible we are committed to undertaking a suitable risk assessment to identify practical controls which will reduce the risk of injury.

Where employees are required to undertake manual handling duties, training will be provided to cover:

- The principles of good lifting and handling.
- Understanding of how to assess the risks posed by manual handling.
- How to use any mechanical aids provided.

The staff health and safety handbook also provides employees with information about the basic rules for manual handling activities and handling techniques.

Mobile Phones

Unless a mobile phone is a requirement of the employee's job, they are not permitted to use a mobile phone, other than at recognised break times. If anyone needs to get an urgent message to the employee, this should be done through the main office. Anyone needing to make an urgent call should speak to their Manager.

Monitoring and Inspection

The Company will undertake regular inspections and checks to monitor health and safety standards and ensure a healthy and safe workplace. Southall Associates undertake 6-12 monthly site safety audits dependent upon the assessed risk at each site.

Responsibility for carrying out monthly Health and Safety inspections will be delegated to the designated Manager(s) at each site.

Noise

Where it is suspected that the noise level emitted from machinery, averaged over the course of the working day or working week, exceeds the lower or higher action value levels (80dBA or 85dBA) a noise assessment will be undertaken and any necessary protective measures put in place to reduce the risk of hearing damage.

Workers will be instructed in the risks of noise exposure, the controls in place, hearing protection provided and safe working practices.

Arrangements for the control of workplace noise will be reviewed whenever there is a substantial change in work practice, equipment or exposure e.g. purchase of new machinery, increased use of machinery etc.

Permits to Work

Where 'higher hazard' work is to be undertaken, (such as hot work, work at height, work on asbestos, electrical work, alterations to or overhaul of plant or machinery where mechanical, toxic or electrical hazards may arise, etc.), a permit to work system should first be implemented.

Should a permit-to-work be required, it will be issued by a person nominated as being competent by the Company. This person is to ensure that all the requisites of the permit have been considered and controls implemented before work commences and before the permit is authorised and shared with a contractor.

Once works are complete the nominated person is to 'sign off' the permit as a confirmation that the area is safe.

Personal Protective Equipment (PPE)

The Company acknowledges that PPE forms the last level of protection within the hierarchy of controls and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such the company will do all in its power to ensure such equipment is fit for purpose and maintained in good condition.

Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage, and given training and

instruction to personnel on its use and how to look after it. The condition of PPE, especially RPE that is in use will be monitored through regular visual checks and documented audits.

Site Traffic Management

The Company will take reasonable steps to segregate the risk of vehicle – pedestrian collision. The measures in place, depending on the branch, include:

- Designated marked pedestrian walkways or routes
- Barriers (both fixed and moveable)
- Mirrors
- Speed limit signage
- Use of high visibility clothing
- Lift truck / vehicle warning signage
- Use of trained bankmen for reversing large vehicles

Drivers are aware of pedestrian presence on site and this is reinforced through Workplace Transport e-learning and the staff health & safety handbook.

Smoking & Vaping

Smoking and vaping are not permitted anywhere in Company buildings or Company vehicles.

Underage Sales

The Company will provide all employees will training in under age sales for equipment such as blades and chemicals that may be sold on site. The Company follows a challenge 25 framework and will keep records for any declined sales.

Violence and Aggression

Staff working face to face with members of the public and handling cash are at greatest risk from violence and aggression. In addition there has been a history of verbal abuse from travellers on certain sites.

To reduce the risk, cashing up is conducted out of sight of customers in the stockroom / office with the door locked.

Transfer of cash to the bank is undertaken by a security company at larger sites to prevent staff from needing to bank the takings.

In the event of a member of public becoming aggressive, they will be asked to leave the site in a calm and non-threatening way. If the person refuses to leave the police would be called. Staff should not try to physically remove the person or engage in arguments.

The majority of sites do not have a history of violence or aggression towards staff however any incidents that do occur will be logged in the accident book, fully investigated and risk assessments reviewed.

Working at Height

Employees are responsible for using work equipment provided for working at height in the correct manner and to report any safety hazard, fault or deficiency in the equipment promptly to their manager.

To prevent persons or goods falling from height, the edge of any mezzanine floor is guarded with full rails / boards, and toe boards where required to prevent stock falling. Where an opening in the guardrails allows stock to be loaded or unloaded from the mezzanine floor, a risk assessment is undertaken and a safe system of work is followed.

Working at Height - (Ladders / Step Ladders)

Work at height is avoided as far as practicable. Where it is identified as necessary for an employee to work at height from a ladder, safety rules for use of ladders are provided for staff to follow within the staff handbook. A-frame step ladders are always used in preference to single section ladders. Where single section ladders are used they are footed by an employee.

All ladders are maintained in good repair. Each ladder is individually identified, visually checked before use by staff and examined on a routine basis by management (ladder stickers used). Defective ladders are labelled and removed from use.

Workplace Facilities and Welfare

In line with the Workplace (Health, Safety and Welfare) Regulations 1992, the Company is

committed to providing a suitable workplace conducive to productivity and the wellbeing of employees.

training before being asked to undertake any given task.

Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with access to a nearby potable water supply.

Workplace Stress

The hazard of workplace stress has been included within the Company risk assessments. This risk assessment has identified key workplace stressors and controls to eliminate stress or control the risks from stress.

The Company ensures that employees are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that employees are not overloaded. Bullying and harassment is not tolerated in the workplace and the Company can, where necessary, provide confidential counselling for employees affected by stress caused by either work or external factors.

Young Workers

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. The assessment also takes into account their inexperience and lack of awareness.

Following the assessment, information is provided to schools about workplace risks and control issues before school age children start work.

Young people may be prohibited altogether from certain work activities, including use of machinery / hazardous substances / heavy manual lifting.

Induction training is provided, and clear instructions on the tasks young people should not be involved in.

At all times a young person will be adequately supervised and will be given the appropriate