Document: JB-POLICY-020	YOUNG PERSONS AND EMPLOYMENT POLICY

YOUNG PERSONS AND EMPLOYMENT POLICY

Introduction

It is highly unlikely that Jones Bros Ruthin (Civil Engineering) Co Ltd will be employing many young workers under the age of 18. However, there is a possibility that some apprentices and work placement students may join the business when they are between the ages of 16 – 18 years old.

General Rules on Employment

Young people over school leaving age and less than 18 are known as young workers. There are special laws to protect the employment rights of young workers. These concern their health & safety, what jobs they can do, when they can work, and how many hours they can work. These laws are very strict and an employer can be prosecuted for breaking them.

Health And Safety At Work

Where a worker is less than 18 years of age, an assessment of possible risks to their health and safety must be carried out before they are employed. Particular attention must be paid to their age, lack of experience, and other things that could be a risk to their health and safety. In addition to this where a worker is under school leaving age Jones Bros Ruthin (Civil Engineering) Co Ltd, as the employer must tell one of the young workers parents the results of the health & Safety assessment. This must include any risks identified, and any measures put in place to protect their health and safety at work. All relevant risk assessments for an activity will be reviewed where a young person is working or observing.

What Work Can Young Workers Do

If the worker is over school leaving age and under 18, there are special restrictions on doing certain types of work. These are:

- Work which they are not physically or mentally capable of doing
- Work which brings them into contact with chemical agents, toxic material or radiation
- Operating plant and machinery
- Work which involves a health risk because of extreme cold, heat or vibration

They are only allowed to do the work above under the following circumstances:

- Where it is necessary for their training
- Where an experienced person is supervising them
- Where any risk is reduced to the lowest level that is reasonable

Hours of Work and Rest Breaks

If the worker is over school leaving age and under 18, the law says that they must not work more than eight hours a day, or more than 40 hours a week. They must have twelve hours rest between each working day, and two rest days per working week. They are also entitled to a 30-minute rest break when they work for longer than four and a half hours.

No young workers will be expected to work night shifts or between the hours of 7pm and 7am on any Jones Bros project or office location.

Supervision

All young workers will be supervised by a competent person at all times, special consideration must be given at site induction in respect of the young person’s inexperience of construction sites and lack of understanding of terms and abbreviations.

All young workers must attend the in-house safety awareness course before being allowed on any construction site.

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For advice and guidance for the employment of any young person within Jones Bros Ruthin (Civil Engineering) Co Ltd then contact the company Designated Safeguarding Lead (DSL).

The DSL is: Garmon Hafal (Training Centre Manager)

The nominated deputy is: Tayla Davies (HR Manager)

For more information, please read JB-Policy-021 - Safeguarding & Child Labour Policy.

Review

This policy will be reviewed annually and any changes made communicated to all employees.



Hefin Lloyd-Davies
Director
November 2025