

Young and Inexperienced Persons Policy

Purpose

At Capital Sky Ltd, when employing a young person under the age of 18 - whether for work experience, employment, or an apprenticeship - we recognise that we have the same responsibilities for their health, safety, and welfare as for all other employees. However, due to their age, maturity, and limited workplace awareness, additional safeguards are required.

We also recognise that inexperienced persons, regardless of age, may lack the knowledge, training, or familiarity with construction activities to undertake tasks safely. These individuals require enhanced supervision, instruction, and monitoring to ensure they are not exposed to unnecessary risk.

This policy ensures that all young and inexperienced persons are appropriately protected through risk assessment, supervision, training, and controlled task allocation in accordance with the Management of [Health and Safety at Work Regulations 1999](#), [CDM Regulations 2015](#), and relevant HSE guidance including [INDG364](#).

Scope

This policy applies to:

- Young persons under 18 years of age
- School-age individuals on work experience
- Apprentices and trainees
- New starters
- Any worker lacking competence, training, or experience for assigned tasks

Capital Sky Framework

Capital Sky Ltd will support young persons and inexperienced persons in work experience, employment, or apprenticeship roles where appropriate and lawful.

- We do not provide work experience placements to anyone under the age of 15.
- Employment or apprenticeships may only be offered once a young person has reached Mandatory School Leaving Age (MSLA).
- All roles involving young or inexperienced persons must be approved by a Director prior to commencement.
- HR and Health & Safety must be notified before engagement begins.
- No individual will commence work without a suitable risk assessment and control measures in place.

Risk Assessment

A specific risk assessment shall be completed prior to any young or inexperienced person commencing work.

This will take into account:

- Age, maturity, and experience level
- Nature of tasks and working environment
- Identified hazards and control measures

- Required level of supervision
- Task restrictions and exclusions
- Emergency procedures and arrangements

Where applicable (e.g., work experience placements), parents or guardians will be informed of significant findings and control measures.

Supervision

All young and inexperienced persons will receive enhanced supervision proportionate to risk.

This includes:

- Direct supervision by a competent and qualified person
- Increased monitoring during task execution
- Clear instruction and task briefing before work begins
- Ongoing review of performance and developing competence

No young person under 18 will work unsupervised.

No inexperienced person will undertake any task beyond their demonstrated competence.

Inexperienced Persons

An inexperienced person is any individual who lacks the knowledge, training, or experience to safely perform a task, including:

- New employees or starters
- Apprentices
- Workers new to construction
- Workers new to a specific task, plant, or environment
- Individuals returning after a prolonged absence

Inexperienced persons will:

- Receive structured induction and task-specific instruction
- Be closely supervised during initial activities
- Be restricted from high-risk tasks until competence is demonstrated
- Progress only following supervisor confirmation of competence

Working Time Restrictions (Under 18s)

In accordance with the [Working Time Regulations 1998](#):

- Maximum 8 hours per day
- Maximum 40 hours per week
- No night work between 22:00–06:00 (or 23:00–07:00 where applicable)
- Minimum 30-minute rest break after 4.5 hours
- Minimum 12 hours daily rest between shifts
- Minimum 48 hours weekly rest

These requirements will be strictly enforced.

Prohibited and Restricted Activities

Young persons and inexperienced workers must not undertake the following unless specifically risk assessed, trained, and directly supervised:

- Work at height
- Operation of hazardous machinery or power tools
- Lifting operations or slinging duties
- Confined space entry
- Hot works (e.g., welding, cutting, grinding)
- Exposure to hazardous substances, excessive noise, vibration, or extreme temperatures
- Operation of plant, MEWPs, telehandlers, or vehicles
- Any safety-critical activity requiring formal competence not yet achieved

Work Experience and Legal Requirements

Where school-aged persons are engaged for work experience:

- The relevant school or local authority will be informed where required
- Work permits will be obtained where required by local byelaws
- A child is not insured for work where a legally required permit is not in place
- School-arranged placements may not require permits

Parents or guardians will be informed of:

- Risk assessment outcomes
- Supervision arrangements
- Control measures in place

Safeguarding

Where individuals under 18 are present, Capital Sky Ltd will ensure:

- Appropriate safeguarding measures are implemented
- Supervisors are suitably competent and appropriate for the role
- A safe, respectful working environment is maintained at all times
- Protection from bullying, exploitation, or inappropriate behaviour

Training and Competence Development

All inexperienced persons will receive:

- Structured induction
- Task-specific training
- Ongoing supervision and feedback
- Formal competence assessment before progression to higher-risk tasks

Documentation and Records

Capital Sky Ltd will maintain records of:

- Risk assessments
- Induction records
- Supervision arrangements

- Training records
- Competence assessments
- Work permits (where applicable)

All records will be retained in accordance with company document control procedures.

Monitoring and Review

This policy will be reviewed annually, or earlier where required due to legislation, HSE guidance, or operational changes.

Name: Martin Maloney

Position: Chief Executive Officer

Signature:



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