

HEALTH & SAFETY NOTICE



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CHILDREN AND YOUNG PERSONS

CONTENTS

Introduction	Page 15.2
Legal Responsibilities	Page 15.2
Formal visits	Page 15.2
Informal Visits	Page 15.3
Unacceptable/Unsafe Behaviour	Page 15.3
Work Experience	Page 15.4

CHILDREN/YOUNG PERSONS

INTRODUCTION

1. This Health and Safety Notice should be read and understood by all employees of Vacman Cleaning Ltd.

LEGAL RESPONSIBILITIES

2. The Company, as the occupier of its premises, owes a "common duty of care" to its visitors, i.e. a duty to take such care as is reasonable, in the circumstances, to see that visitors will be safe in using the premises to which they are invited or permitted access. It has a higher duty of care to children/young persons, as the company must be prepared for children to be less careful than adults.
3. Vacman properties are not intended or designed for use by children/young persons since there are many potential hazards therein.
 - 3.1 For the purposes of this document children are defined as people under the age of sixteen (16).
 - 3.2 For the purposes of this document young persons are defined as people between the ages of sixteen (16) and eighteen (18) years of age.

FORMAL VISITS

4. If parties of children/young persons are to be brought onto any site for official purposes e.g. work experience, viewing exhibitions etc., the Manager that is arranging the visit is legally responsible for the health and safety of the children/young persons while on-site. The Managing Director is responsible for implementing systems that ensure the children/young persons conform to the company Health and Safety Policy and/or Codes of Practice applying to the area(s) they may visit. This must include a risk assessment (HSN-36). The Manager is authorised to exclude any children/young persons not conforming to the Health and Safety Policy, Codes of Practice or Company policies and procedures. Children/young persons who do not behave in an acceptable/safe manner may be excluded from Vacman sites.
 - 4.1. The member of staff in charge of the children/young persons must complete the risk assessment and pass it to the Managing director for approval at least one week in advance.

INFORMAL VISITS

5. Children/young persons brought informally onto Vacman sites or into Vacman buildings, must be kept under control, and be accompanied by an adult at all times. This means, not only making sure that the children/young persons themselves are safe, but also preventing them from doing anything that might endanger others or damage property. Staff, and members of the general public must be made aware that if they bring children/young persons to any Vacman sites they are responsible for their health and safety and liable for their actions. Children/young persons who do not behave in an acceptable/safe manner may be excluded from Vacman sites.

UNACCEPTABLE/UNSAFE BEHAVIOUR

6. If children/young persons are not behaving in an acceptable/safe manner the adult responsible for them may be asked to remove them from the premises by the member of staff in charge of the area in which they are misbehaving. In the context of this Health and Safety Notice it is hard to define unacceptable/unsafe behaviour but some examples could be:
 - 6.1 persistently disturbing other members of staff while at work;
 - 6.2 causing a nuisance;
 - 6.3 persistently ignoring instructions;
 - 6.4 horseplay;
 - 6.5 causing damage to company property;
 - 6.6 causing damage to other persons' property.

The final decision on unacceptable/unsafe behaviour will have to be left to the site Manager or their nominee.

WORK EXPERIENCE

7. Staff supervising children/young persons on work experience will conform to the requirements detailed under work experience in: Safety of Visitors to Vacman Cleaning (HSN-13).

Approved by:



.....
(Managing Director)

Date:/...../.....