

Young Workers Policy

Last Reviewed: June 2026

Purpose of the policy

This policy sets out how the Tudor Griffiths Group will manage young workers in the workplace. It covers the health and safety risks associated with employing young workers and the rules relating to working hours and pay

Scope of the policy

This policy applies to any work done by someone who meets the definition of a young worker.

Definitions:

Young worker

A young worker is any worker under the age of 18.

Child

A child is defined as someone who has not reached the school leaving age, which is 16 in England, Scotland, Wales and Northern Ireland. However, in England, young people must stay in further education or training until they are 18.

At the Tudor Griffiths Group, we do not employ anyone under the age of 16.

Roles and responsibilities

At The Tudor Griffiths Group:

- senior managers have overall responsibility for this policy
- employees are responsible for following this policy

Health and safety responsibilities

Under the Health and Safety at Work etc. Act 1974, employers have a duty to ensure the health and safety of their employees and others affected by the work that they do, so far as is reasonably practicable. In addition to this, employers have specific obligations to young people. We must make sure young people are not exposed to risk due to:

- their lack of experience or maturity
- them being unaware of existing or potential risks

Risk Assessment

To meet our health and safety obligations, we will carry out a risk assessment for young workers. Any risks identified along with the appropriate control measures in place will be communicated to the young worker's parent or guardian.

Issues that a risk assessment may consider include:

- the layout of the workplace
- temperature, noise levels and vibrations the young person may be exposed to - for example, extreme heat or cold, loud noises or equipment that vibrates
- physical, biological and chemical agents they may be exposed to
- how the work and processes are organised - can a young person reasonably follow the work processes?
- the extent of health and safety training needed
- whether the work is beyond a young person's physical or psychological capacity - for example, can a young person lift the required equipment and follow instructions?
- whether a young person is more likely to have an accident due to their inexperience - for example, they may not be familiar with obvious risks

Where a risk assessment indicates, additional training may be required to help young workers carry out their work without posing risks upon themselves and others.

Supervision

Where a risk assessment says it is necessary, young workers will have additional supervision while they work.

Working hours

We will ensure that the law on working hours for young workers is followed.

Young workers will not be required to work more than 40 hours a week and more than 8 hours a day. Young workers will also not be required to work after 7pm or before 7am.

Rest Breaks

Young workers will receive as a minimum:

- a 30-minute break if their working day is longer than 4.5 hours
- 12 hours' rest in any 24-hour period in which they work - for example, between 1 working day and the next
- 48 hours' (2 days) rest taken together each week - if there is a good reason why this is not possible, at least 36 hours' rest, with the remaining 12 hours taken as soon as possible

Equality and diversity

The Tudor Griffiths Group is committed to creating an inclusive work environment that values and supports all individuals. For this reason, we will not tolerate any employee or job applicant to receive unfavourable treatment on the grounds of:

- age
- disability
- gender reassignment
- marital status or civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

These are known as protected characteristics, as defined in the Equality Act 2010.

Recruitment

The Tudor Griffiths Group is committed to conducting a fair and inclusive recruitment process.

Pre-employment checks will be carried out on all candidates, including their:

- identification – by checking the details of reference against the name that appears on their birth certificate
- mental and physical fitness for the role
- right to work in the UK
- availability to work without affecting their education

Safeguarding

Safeguarding is the term for protecting an individual's health and wellbeing to prevent abuse or neglect. Safeguarding legal requirements only apply in workplaces where workers engage in regulated activity.

Regulated activity covers:

- direct close contact with children or vulnerable adults
- activities in key settings, such as schools and care homes, which provide an opportunity for close contact with vulnerable groups
- some key positions of responsibility

The Tudor Griffiths Group does not engage in regulated activity. How we protect all employees, including young workers, is set out in our health and safety policy, which can be found at on the Tudor Griffiths Group Intranet.