

Your responsibilities once they start working for you...

You need to make sure that the young person is trained properly for the job – this includes making them aware of any health and safety risks, providing them with any safety equipment or protective clothing that they might need and so on.

The employment licence should cover the type of work the young person will be asked to do and the hours worked – you should not ask the young person to do any duties or work any additional hours which is not covered by the licence once they start working for you.

Try to encourage the young person to have the confidence to tell you if anyone at work is making them feel uncomfortable or anxious – either by what they're saying or what they're asking them to do.



For more advice, contact

The Child Licensing Department,
Wigan Council - Children and Families' Services
John Tiernan House,
Ribble Road,
Platt Bridge,
Wigan,
WN2 5EL

Tel: (01942) 487111

Email: yot@wigan.gov.uk

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Information for
parents/carers, young
people and employers

Wigan
Council

Keeping safe
at work



What the law says -

Young people:

aged under 13

are not allowed to work in any job

aged 13 but under 14

may only be employed in occupations specified in the local byelaws

aged over 14 but who are still of compulsory school age

may only be employed in light work

Hours of work

- There is a maximum number of hours that young people can work each week.
- Young people can only work after 7am and before 7pm and up to 2 hours on a school day

Type of work

Some jobs are not considered suitable – check with the Child Licensing Dept to find out what these are.

Advice for young people

Before you start work, make sure your employer has obtained an employment licence for you from the Council's Child Licensing Department

Make sure that you know what you are expected to do at work and how to do it safely - *don't be afraid to ask if you don't know something.*

Ask your employer if there's anything you need to know about Health and Safety.

For example: Is there any special equipment that you might need to be trained to use? Don't be afraid to tell your employer if a job isn't safe and you don't want to do it. No-one should be asked to do a job which is unsafe and puts them at risk of harm.

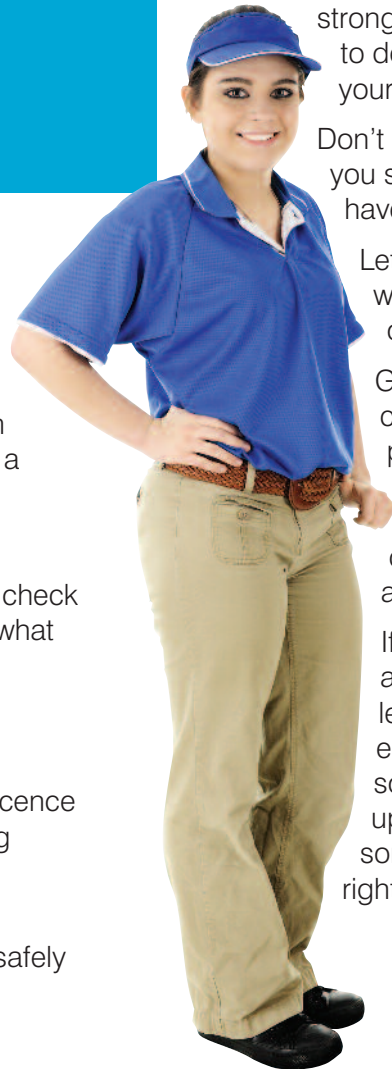
Don't be tempted to overdo it! Always do your best at work but be aware of your physical limitations – you probably won't be as strong as an adult who might be asked to do a similar job so don't risk injuring yourself.

Don't agree to work extra hours than you should – you may get too tired and have an accident.

Let your parents or carers know where you're working and what type of things your job involves.

Give your employer an emergency contact number (for example, your parents/carers work or home number or mobile if they have one) – just in case they need to contact someone if you have an accident.

If someone at work makes you feel awkward or uncomfortable, please let your parents or carers and the employer know. For example, someone might say something that upsets you or asks you to do something that doesn't seem or feel right.



Advice for parents and carers

Make sure that your child's employer has got an employment licence.

Try to check whether your child's employer has got employer's liability insurance.

Find out from the employer if they've done a risk assessment on the job your child is doing. Also check if they've given your child any information on health and safety at work or if they need to provide them with any safety equipment or protective clothing.

Talk to your child about what they do at work. You might be able to pick up on things such as if they're being asked to do something that you don't think is safe, or if they're uncomfortable or anxious about things at work. If you do, try to speak to their employer to check things out.

Make sure your child has got an emergency contact for you – just in case they become ill or have an accident at work. Also make sure that you've got a telephone number for them at work so that you can contact them if you need to.

Advice for employers

Things to do before the young person starts work ...

- Make sure you've got an employment licence for them – please contact the Child Licensing Department for more details.
- Carry out a risk assessment so that you're aware of the risks the job might involve and can take actions to limit them. You need to let the child's parents or carers know that the risk assessment has been done and any findings from it.
- Make sure you've got employer's liability insurance and that it's up to date.
- Not having a licence for a child could invalidate any insurance you do have.