

# Protecting Young Workers: Guidance for Managers

8 hours a day

40 hours a week

Managers must ensure that their young workers to not exceed their maximum working hours each day or week, and must keep a record of all of their working hours. Young workers are also entitled to



noise and vibration  
toxic substances  
extreme temperatures

A young worker may only complete work including exposure to the above, where all of the following conditions are met:

it is necessary for their training;  
they will be supervised by a competent person; and  
any risk will be reduced to the lowest level that is reasonably practicable.

Employers should already have control measures in place for high-risk environments. Managers should consider if exposure to high-risk environments has long-term health effects on a still-developing young body. Managers should be aware of the substances they might come into contact with, consider exposure levels and ensure legal limits are met.

Also consider legally required age limits on the use of some equipment and machinery (for example forklift trucks and some woodworking machinery).

## Safeguarding

The University expects all staff to promote good practice by being an excellent role model, contributing to discussions about safeguarding, being mindful of circumstances that may lead to themselves or others being made vulnerable and positively involving people in developing safe practices.

### Training for staff

All staff regardless of role will be made aware of, and be familiar with, the [UoR Safeguarding students, children and vulnerable adults policy](#) through the Staff Induction process.

All staff that regularly work closely with the young worker, for example managers, colleagues and supervisors, must have access to safeguarding information and be aware of child protection issues and the procedures in place to respond to suspected or confirmed cases of abuse. Managers must ensure they complete the following training:

[Safeguarding Essentials](#)

[Prevent Module 1](#)

[Prevent Module 2](#)

### How to report concerns

Any safeguarding concerns must be reported to a university Designated Safeguarding Lead (DSL) – all DSLs are listed within the [UoR Safeguarding students, children and vulnerable adults policy](#).

Concerns that staff or students may be at risk of being drawn into terrorism should be raised under the [The University's Prevent policy statement](#). This means that concerns should be raised with the Security Services Manager (or, in their absence, the Director of Campus Services) or by emailing [prevent@reading.ac.uk](mailto:prevent@reading.ac.uk).

Managers must ensure staff and young workers are aware of how to report safeguarding and Prevent concerns and are comfortable doing so.

### DBS checks

DBS checks for staff working with Young Workers are not required. Any activities with a person under 18 years old that are in relation