

# Keeping people safe

Health and safety toolkit

## Young people



## Young people

Young people are an important part of any church community. Many are practising Christians, some are part of a choir, a Sunday school or share close links through their school or a community group such as Scouts or Guides.

Some churches support and develop young people by running regular youth groups or are part of a network youth church with other local churches working together as part of a 'Youth Ministry'. Some churches organise exchanges and visits, both nationally and further afield, or involve young people in mentoring or working with children and their peers. Very occasionally, some churches may take on young people as apprentices, for work experience, or as employees.

Whatever the extent to which young people are involved in your church, you will need to take steps to make sure that they remain safe. In most cases, you will already have the necessary health and safety precautions in place to protect others, so this should be straightforward.

## Legal requirements

A **young person** is defined as anyone under 18, and a **child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Students reach the MSLA in the school year in which they turn 16.

Under health and safety law, every employer must ensure that all their employees, irrespective of age, are protected from danger. With this in mind, additional consideration will be needed where young persons are employed whether for work, work experience, or as an apprentice.

Here, you will have duties under the Health and Safety at Work etc. Act 1974 and associated regulations (e.g. the Management of Health and Safety at Work Regulations). Broadly, you have a responsibility to ensure that young people employed or working with you are not exposed to risk due to their:

- lack of experience
- being unaware of existing or potential risks
- lack of maturity.

Beyond this, if someone is injured you may need to show that you have met your duty of care. For example, if your church youth group is carrying out an activity you have organised, you may need to make sure that it is done safely.

Working hours are not governed by health and safety law. Young people and children have different employment rights from adult workers and are subject to protection in relation to the hours they can work. More information can be found at [www.gov.uk](http://www.gov.uk).

Children below the MSLA must not be employed in industrial workplaces except when on work experience. Children under 13 are generally prohibited from any form of employment.

Safeguarding matters are not covered by health and safety law. Here, you will need to refer to other resources for information and guidance on these matters.

## Hazards to look out for\*

Typical hazards include:

- the layout of the church which might pose a specific danger to young people (e.g. balconies)
- hazardous substances used on the church premises during maintenance or cleaning
- work equipment requiring specific instruction or training
- tasks that require particular knowledge or skills to be done safely (e.g. lifting or moving tables or chairs).

Remember that hazards that are obvious to you, may not be to a young person.

## Precautions you can take\*

Typical precautions include:

- appointing a person(s) to supervise young workers and monitor their progress
- considering the need for tailored training or closer supervision for some
- considering if the work required of a young person is beyond their physical or psychological capacity
- taking appropriate precautions when exposed to hazardous substances or noise etc.

\* This list is not exhaustive



## Making a start

Action	Guidance
<p><b>1 Identify where any young people work or are involved in volunteering activities at your church.</b></p> <p><b>This should include any future planned activities which may involve them.</b></p>	<p>Young people could be employed by you, working on a voluntary basis or as work experience placement. It may be helpful to make a list of these.</p> <p>In some cases, it may be necessary to discuss what the young person will be doing in advance with the organisers (e.g. a school). It may also be appropriate to take account of what they and the parents or carers tell you of the young person's physical and psychological capacity and of any other particular needs (e.g. due to any health conditions or learning difficulties).</p>
<p><b>2 Check the precautions you have taken are adequate.</b></p> <p><b>If they are not, identify any additional ones that are needed and who will be responsible for implementing them.</b></p>	<p>If you are an employer and have completed formal risk assessments, a simple review of these should help you identify if adequate precautions are in place to protect young persons. If not, you may need to take additional steps to protect them.</p> <p>In most instances, the church environment is low risk, with everyday risks that will mostly be familiar to any young person. Here, your existing arrangements and precautions used to protect other employees and volunteers should be enough.</p> <p>If you are taking on a work experience student for the first time, or one with particular needs, review your risk assessment before they start. This will help you decide if the precautions you already have in place will be adequate.</p>
<p><b>3. Ensure that young people know how to work safely.</b></p> <p><b>Make a note of any information or training that is provided to individuals.</b></p>	<p>Some young people working at your church may be facing unfamiliar risks, from the job they are doing and from their surroundings. You may need to provide them with adequate instruction, training and supervision to enable them to work without putting themselves and other people at risk.</p> <p>Again, where you are an employer and have completed formal risk assessments, these should help you decide what is necessary. For example, information and training may need to cover:</p> <ul style="list-style-type: none"> <li>• the specific risks in your church</li> <li>• the risks from any work to be done</li> <li>• the health and safety precautions to be taken</li> <li>• emergency procedures.</li> </ul> <p>It is important that you check young people have understood the instruction and training they have received.</p> <p>Continued...</p>

Action	Guidance
<p><b>4. Document your arrangements and responsibilities for ensuring the safety of young persons.</b></p> <p><b>Review these where necessary, particularly if you suspect that they are no longer valid.</b></p> <p><b>Retain records of the notes you have made in the steps outlined above.</b></p>	<p>In some cases, it might be appropriate to provide supervision for young persons. You may also need to monitor their progress which will help you identify where additional adjustments may be needed.</p> <p>If you have prepared a health and safety policy, record these as part of it.</p> <p>You can use our Church Health and Safety Policy template if you haven't done this and need one to comply with health and safety law.</p>



## Want to know more?

We have produced some other useful resources to help you get started or simply check the adequacy of what you have already done. These are all available at:

[www.methodistinsurance.co.uk/healthandsafety](http://www.methodistinsurance.co.uk/healthandsafety)

Further guidance and resources are also available at:

[www.hse.gov.uk/youngpeople/](http://www.hse.gov.uk/youngpeople/)

For information dealing with safeguarding matters, refer to your local policy and arrangements.

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man then regional variations might apply. In this instance, you should check the guidance provided by the enforcing authority for your region. This will be freely available on their website.

### Information in this document

This guidance is provided for information purposes and is general and educational in nature and does not constitute legal advice. You are free to choose whether or not to use it and it should not be considered a substitute for seeking professional help in specific circumstances. Accordingly, Methodist Insurance PLC shall not be liable for any losses, damages, charges or expenses, whether direct, indirect, or consequential and howsoever arising, that you suffer or incur as a result of or in connection with your use or reliance on the information provided in this guidance except for those which cannot be excluded by law. Where this guidance contains links to other sites and resources provided by third parties, these links are provided for your information only. Methodist Insurance is not responsible for the contents of those sites or resources. You acknowledge that over time the information provided in this guidance may become out of date and may not constitute best market practice.

## Need to contact us?

For further information on health and safety in churches:

Call our Risk Management Advice Line on

**0345 600 7531**

Monday to Friday, 9am to 5pm (excluding Bank Holidays).

We may monitor or record calls to improve our service.

Email us at: [riskadvice@micmail.co.uk](mailto:riskadvice@micmail.co.uk)



Methodist Insurance PLC  
St Ann's House  
St Ann's Place  
Manchester M2 7LP  
Tel: 0345 606 1331 Fax: 0345 604 6302  
[www.methodistinsurance.co.uk](http://www.methodistinsurance.co.uk)

Methodist Insurance PLC (MIC) Reg. No. 6369. Registered in England at Beaufort House, Brunswick Road, Gloucester, GL1 1JZ. Methodist Insurance PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.