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Author / Title: Anna Smith, Head of Health, Safety and Security		Responsibility: Health, Safety and Security	
Replaces: Version 3.2, Management of Young People at Work, Corp/Pol/036		Head of Department: Anna Smith, Head of Health, Safety and Security	
Validated By: Education Governance Group Health and Safety Committee		Date: 20/10/2016 21/12/2017	
Ratified By: Procedural Document and Information Leaflets Group		Date: 10/01/2018	
Review dates may alter if any significant changes are made		Review Date: 01/12/2020	
Which Principles of the NHS Constitution Apply? Please list from principles 1-7 which apply 1,3,4,5,6,7		Which Staff Pledges of the NHS Constitution Apply? Please list from staff pledges 1-7 which apply 1,2,3,4,5,6,7	
Does this document meet the requirements of the Equality Act 2010 in relation to Race, Religion and Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity, Pregnancy & Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social Economic Deprivation discrimination? Yes			
Document for Public Display: Yes			
Reference Check Completed by.....Tracey Roberts Cuffin.....Date.....01/08/2017....			
To be completed by Library and Knowledge Services Staff			

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BEHAVIOURAL STANDARDS FRAMEWORK

To help create a great place to work and a great place to be cared for, it is essential that our Trust policies, procedures and processes support our values and behaviours. This document, when used effectively, can help promote a workplace culture that values the contribution of everyone, shows support for staff as well as patients, recognises and celebrates the diversity of our staff, shows respect for everyone and ensures all our actions contribute to safe care and a safe working environment - all of which are principles of our Behavioural Standards Framework.

Behavioural Standards Framework – Expectations ‘at a glance’

Introduce yourself with #hello my name is... 	Value the contribution of everyone	Share learning with others
Be friendly and welcoming	Team working across all areas	Recognise diversity and celebrate this
Respect shown to everyone	Seek out and act on feedback	Ensure all our actions contribute to safe care and a safe working environment
Put patients at the centre of all we do	Be open and honest	For those who supervise / manage teams: ensure consistency and fairness in your approach
Show support to both staff and patients	Communicate effectively: listen to others and seek clarity when needed	Be proud of the role you do and how this contributes to patient care

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1. SUMMARY

The Trust has statutory obligations under the Management of Health and Safety at Work Regulations 2006¹ to ensure any workplace hazards are risk assessed for young people at work and that these risks are removed or reduced so far as is reasonably practicable.

Young people may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following arrangements should be implemented to ensure their safety:

- a) Risk assessments undertaken on any process or procedure, when performed by experienced adults, should be reassessed in the light of the lack of experience of the young person.
- b) Additional training, instruction and supervision should be provided, until the young person has demonstrated a satisfactory degree of competence.
- c) Careful attention should be paid, by both the young person and supervisor, to any restrictions placed on the type of work, which may be undertaken.

2. PURPOSE

A young person (16 - 18 years of age) is defined as any person between the ages of 16 - 18 who has not attained the age of 18 years.

A child is anyone who is not over compulsory school age i.e. 16. He or she has not yet reached the official age, at which they may leave school, also referred to as the minimum school leaving age (MSLA).

Note: The oldest pupils of compulsory school age, those born in September for example, may be as old as 16 years and 10 months, in year 11, before they leave school, on the last Friday in June.)

3. SCOPE

Children and Young People currently come into the organisation for work, training or work experience in a number of ways:

- Apprenticeship schemes for 16 years and above
- 16 years and above, work experience opportunities
- Under 16 work experience schemes

This policy applies to all areas of the Trust, where young people may be employed and the placement of children for work experience within the Trust. The Trust is committed to ensuring their health and safety while at work. It aims to do this by:

- a) Providing a safe and healthy working environment which, as far as is reasonably practicable, reduces the personal risks to the young person/child
- b) Implementing a proactive approach to risk assessment to identify where risks need to be controlled
- c) Providing guidance to managers and supervising staff on implementing adequate control measures
- d) Ensuring no young person/child is involved in activities where a significant risk of harm exists

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- e) Ensuring each young person/child receives sufficient information, instruction and supervision to enable them to work safely

Young people/ children will not be employed in activities, where a significant risk to their health and safety is identified. Following assessments, young people will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

The Trusts deals with the management of Children differently to the management of Young People:

Apprentices are managed through the Apprenticeship Programme managed by the Vocational Service Manager

Over 16 work experience is carried out in a clinical or non-clinical environment and students are individually placed in areas relevant to their interest and develop requirements. They will be supervised and accompanied by a suitable member of staff from that area and this will be managed in line with the Standard Operating Procedure for Work Experience 16+

Under 16 work experience is carried out in an educational environment where students are taught as a group by various staff members from relevant specialist clinical and non-clinical disciplines. At all times, the group is accompanied and supervised by a member of the Careers and Engagement Team

4. POLICY

4.1 Responsibilities

Chief Executive: has overall responsibility for this policy and to ensure that reasonably practicable control measures can be implemented to reduce the personal safety risks to children and young people.

Directors and Heads of Service: are responsible for ensuring the day to day health, safety and welfare of any children and young people. They should understand the legal requirements to assess the risks to their health and safety, and ensure adequate resources are available to protect them from harm.

Senior Managers and Team Leaders: have a responsibility for the safety of any child or young people within their team. They are responsible for ensuring that a risk assessment is undertaken of the expected work area before the young person arrives. They are responsible for implementing any additional controls to protect that young person. In the case of a child, they should ensure that information on the key risk assessment findings is forwarded to the parents or the work experience organiser.

Managers: are required to ensure the findings from any assessment are understood by employees who will be working with and / or supervising the young person or child. They should maintain a copy of the risk assessment on file for that young person. When the young person arrives the manager should ensure they receive a briefing which explains the likely risk and the control measures in place to protect them from harm.

Managers should also ensure the young person or child is adequately supervised and complies with the risk assessment controls.

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Supervisors and working colleagues: will maintain awareness of the working arrangements and practices of young people or children, and intervene, if they feel that safety is compromised through inexperience or lack of knowledge.

Risk and Health and Safety Managers: will provide advice, support and guidance to all staff on any health and safety issues affecting young people at work or children on work experience placements

Vocational Services Manager is responsible for day to day implementation of pastoral care aspects of the employment of young people on the Apprenticeship Scheme and will provide provide advice, support and guidance to all staff on pastoral issues affecting those young people at work.

Careers and Engagement Team is responsible for the day to day implementation of the under 16s work experience programme and pastoral care for those children as required.

4.2 Risk Assessment

A risk assessment will be carried out for the delivery of experience to the Under 16 cohorts (children).

For Young Persons, in line with the Management of Health and Safety at Work Regulations¹ the Trust is required to assess the workplace risks that may affect the health, safety and welfare of any young person. This risk assessment will outline the existing control measures designed to safeguard the person as well as detail what further action needs to be taken to remove or reduce this risks from occurring (see Appendix 1).

The assessment should take into account the vulnerability of the young person and any impact on patients due to his/her possible immaturity, lack of experience or knowledge. In particular it should consider:

- How the workplace is laid out, including housekeeping and welfare facilities
- What type of work equipment will be used and how it will be handled
- How the work is organised within the team
- The need to provide health and safety instruction and supervision
- The nature of any physical, biological or chemical agents they may be exposed to
- The availability of personal protective equipment for the young person to use

4.3 Assessment Outcomes

If a significant risk cannot be removed or reduced by implementing additional control measures, then the young person must not be allowed to do the work. This will be the case if the work:

- Cannot be adapted to meet their physical or psychological capabilities
- Involves harmful exposure to substances which are toxic or cause cancer, or effects likely to be passed on genetically or likely to harm the unborn child;
- Involves harmful exposure to radiation
- Involves extreme heat, noise, vibration or working at height
- Involves hoisting patients as Lead Handler

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A child (i.e a young person below the minimum school leaving age) must never undertake any activities involving these risks. A young person, who is over the minimum school leaving age, may be employed to undertake work where these risks are present, provided:

- The work is necessary for their clinical training
- The work is properly supervised by a competent person, and
- The risks are reduced to the lowest level possible

The findings from any risk assessment should be communicated to the school/college or provided to the young person so that the legal guardian can be informed (see Appendix 1).

4.4 Training and Supervision of Young People

The manager or supervisor of the young person will ensure that they receive the Trust’s Local Workplace Induction in line with Trust policy. Evidence of this induction should be recorded on TMS as per Trust policy. It is important that the young person receives suitable supervision and that any other colleagues provide care and support in protecting this person while they are in the working environment.

4.5 Pastoral Care

UHMBT’s values, principles, Behavioural Standards Framework and expectations will shape the child or young person’s care and pastoral support.

For Young Persons, the relevant departmental manager will assign a person to provide pastoral support to the young person in the workplace to support their growth, development and success not only in their role within UHMBT but in the world outside. Learners will have their own personal development plan which will include goals for learning, attendance and behaviour. Regular and high-quality feedback and assessment will help structure support for learners. The learner’s voice will be listened to and acted upon in a timely fashion, with feedback provided within agreed time frames.

For children, pastoral support is provided by the Careers and Engagement Team

Learners will benefit from an approach to pastoral care that recognises their individual circumstances and can meet their individual needs.

- Factors such as caring responsibilities, disability, gender reassignment and family relationships have the potential to seriously impact upon a learner’s academic and practical achievement and general wellbeing.
- Many learners start to develop their political, cultural, social, sexual and spiritual identities while in education – and the journey will not always be an easy one.
- Staff reaction to the issues that students present and their ability to understand their experiences are crucial in enabling them to work through their problems effectively.
- UHMBT has a legal responsibility to ensure that students are protected from discrimination and harassment and that reasonable adjustments are made to give disabled students equality of access in all aspects of their studies and working / training life

UHMBT will have a pastoral system that provides effective support and high quality guidance and advice. Respect for all and consideration for others will be promoted and

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expected at all times. These young people will feel safe from bullying, racism and any other form of discrimination.

An open and honest culture with a meaningful pastoral system will create a safe and positive environment to learn and work. The young person will be encouraged to analyse, question and assess the impact of their lifestyles as part of our commitment to improving the health and well-being of our learners.

Managers are able to contact the Vocational Services Manager should they need advice in supporting a young person. Any concerns about an Under 16 student on work experience should immediately be reported to the Careers and Engagement Team.

4.6 Limits on Working Hours, Rest from Work and Paid Annual Holidays

The Working Time Regulations apply to all workers, with some additional provisions available for young workers.

Young people and those under the minimum school age on approved work experience schemes have special rights under the Working Time Regulations, which differ in the following ways:

- A limit of eight hours working time a day and 40 hours a week (unless there are special circumstances).
- Not to work either between 11pm and 6am or between 11pm and 7am (except in certain circumstances).
- 12 hours' rest between each working day.
- Two days' weekly rest and a 30-minute in-work rest break, when working longer than four and a half hours.

If, on any day, or, as the case may be, during any week, a young person is employed by more than one employer, his working time shall be determined by aggregating the number of hours worked by him for each employer. For these purposes, a week starts at midnight; between Sunday and Monday (NB school or college time does not count as work unless it is part of job related training).

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5. ATTACHMENTS	
Number	Title
1	Checklist for Young People Risk Assessment
2	Equality & Diversity Impact Assessment Tool

6. OTHER RELEVANT / ASSOCIATED DOCUMENTS	
Unique Identifier	Title and web links from the document library
HR31	Working Time Regulations http://uhmb/cs/tpdl/Documents/HR31.pdf
Corp/Pol/013	Staff Induction http://uhmb/cs/tpdl/Documents/CORP-POL-013.docx
Corp/Pol/078	Behavioural Standards Framework http://uhmb/cs/tpdl/Documents/CORP-POL-078.pdf
Corp/Proc/075	Work Experience http://uhmb/cs/tpdl/Documents/CORP-PROC-075.docx

7. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS	
References in full	
Number	References
1	Great Britain (2006) (SI 2006 No.438) The Management of Health and Safety at Work (Amendment) Regulations 2006. Available at: http://www.legislation.gov.uk/ukxi/2006/438/contents/made (accessed 01/08/2017)
Bibliography	
Health and Safety Executive (HSE) Young people at work. Available from: http://www.hse.gov.uk/youngpeople/ (accessed 01/08/2017)	

8. DEFINITIONS / GLOSSARY OF TERMS	
Abbreviation or Term	Definition
Young Person	A young person (16 - 18 years of age) is defined as any person between the ages of 16 - 18 who has not attained the age of 18 years.
Child	A child is anyone who is not over compulsory school age i.e. 16. He or she has not yet reached the official age, at which they may leave school, also referred to as the minimum school leaving age (MSLA).

9. CONSULTATION WITH STAFF AND PATIENTS		
Enter the names and job titles of staff and stakeholders that have contributed to the document		
Name	Job Title	Date Consulted
Kate Casey	Head of Learning and Development	2016 - 2017
Vicky Lumley	Career and Engagement Lead	05/12/2017
Health and Safety Reps, Champions and Advocates Group	Oli Playforth – Chair of H&S Reps, Champions and Advocates Group	20/12/2017

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10. DISTRIBUTION PLAN	
Dissemination lead:	Amanda O'Brien/ Vicky Lumley
Previous document already being used?	Yes
If yes, in what format and where?	Young Person policy on Sharepoint
Proposed action to retrieve out-of-date copies of the document:	Remove from Sharepoint and archive
To be disseminated to:	
Document Library	
Proposed actions to communicate the document contents to staff:	Include in the UHMB Friday Corporate Communications Roundup – New documents uploaded to the Document Library

11. TRAINING		
Is training required to be given due to the introduction of this policy? *Yes / No * Please delete as required		
Action by	Action required	Implementation Date

12. AMENDMENT HISTORY				
Version No.	Date of Issue	Page/Selection Changed	Description of Change	Review Date
2.2	June 2014	3.2	Chief Operating Officer changed to Director of Governance	June 2016
2.2	June 2014	2	Information regarding Plan, Do, Check, Act	June 2016
2.2	June 2014	Associated Documents	Added Child Abduction Policy	June 2016
2.2	July 2015	Section 4.2 page 4	Addition of restriction on working at night.	June 2016
2.2	July 2015	Checklist page 8	Inclusions of PPE, Bed Rails, Radiation and Incident Reporting as result of audit undertaken.	June 2016
3	June 2016		Review	01/06/2017
3.1	Oct 2017	Page 3	BSF page added	01/06/2017
3.2	20/12/2017		Review date extended Form No. 203/2017	01/02/2018
4	Jan 2018	P4 Sect 3.0	Scope enhanced to describe the different routes through work experience takes place	01/01/2021
		P5 Sect 3.0	Inclusion of detail relating to the frameworks for managing the different groups of students	
		P5 Sect 4.1	Addition of the word "child" in several places to	

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			differentiate from Young Person	
		P6 Sect 4.1	Inclusion of responsibilities for Vocational Services Manager and Career and Engagement Lead regarding pastoral responsibilities	
		P6 Sect 4.2	Addition of requirement for risk assessment to be in place for the teaching of U16s to differentiate from the risk assessment for other work experience groups	
		P7 Sect 4.3	Clarity added around activities Young persons must not carry out in the work place. Already current practice but stated for the avoidance of doubt.	
		P7 Sect 4.4	Addition of the reference to Young People for clarity	
		P8 Sect 4.5	Addition of responsibility for pastoral care for Careers and Engagement Lead to differentiate from 16+	
		P9 Sect 6	Additional reference to Work placement policy	

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Appendix 1: Checklist for Young People on Apprenticeship - Risk Assessment

Identifying young people	
1. Have the young person's age and date of birth been verified and recorded?	Yes/No
2. Is the young person of compulsory school age (under 16 years)?	Yes/No
3. If yes to 2 above, has his/her parent(s) or guardian been consulted and informed about health and safety arrangements?	Yes/No
Night working requirements	
4. Does the young person work during the period 11pm to 6am?	Yes/No
Rest and break requirements	
6. Does the young person work for two or more days in a row?	Yes/No
7. If yes to 6 above, is the young person given an uninterrupted period of 12 hours rest in every 24 -hour period worked?	Yes/No
8. If yes to 6 above is the young person given 2 days rest in each week worked?	Yes/No
9. Is the young person's daily working time more than 4.5 hours?	Yes/No
10. If yes to 9 above, is the young person given a break of 30 minutes for every 4.5 hours worked?	Yes/No
11. Has the young person been assigned a supervisor/manager who is responsible for the supervision of his/her health and safety?	Yes/No
12. Does the young person work alone?	Yes/No
13. If yes to 12 above, is the young worker adequately trained and supervised taking particular account of any machinery he/she may be required to operate?	Yes/No
Specific risk assessments	
14. Has the young person's job/placement been assessed in order to identify any potential exposure to physical, biological and chemical agents?	Yes/No
15. If such exposure has been identified, have steps been taken to eliminate or reduce the exposure?	Yes/No
16. Has a specific risk assessment been carried out on the young person's workplace/workstation which takes particular account of:	
<input type="checkbox"/> the fitting and layout of the workplace/workstation?	Yes/No
<input type="checkbox"/> the nature, degree and duration of exposure to physical, biological and chemical agents?	Yes/No
<input type="checkbox"/> the form, range and use of work equipment and the way it is handled?	Yes/No
<input type="checkbox"/> the organisation of processes and activities?	Yes/No
<input type="checkbox"/> the level of risk from extremes in cold/heat, noise and vibration?	Yes/No
17. Have any preventative and protective measures which could be employed to eliminate or reduce the hazards and risks identified been implemented, such as:	
<input type="checkbox"/> modifications of the workstation?	Yes/No
<input type="checkbox"/> provision of equipment to enhance comfort/access at workstation, such as footrests / document holders?	Yes/No
<input type="checkbox"/> reorganisation of work tasks to eliminate exposure to physical, biological or chemical agents?	Yes/No
<input type="checkbox"/> provision of additional training or supervision to assist in the safe handling of work equipment?	Yes/No
<input type="checkbox"/> provision of protective clothing or apparatus to assist with the safe handling of work equipment?	Yes/No
<input type="checkbox"/> reorganisation of work activities to eliminate risks from unsafe handling of work equipment?	Yes/No

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<input type="checkbox"/>	modifications of extremes in temperature, noise and vibration?	
<input type="checkbox"/>	reorganisation of work activities to eliminate risks from exposure to extremes in temperature, noise and vibration?	Yes/No
		Yes/No
Training and communication		
18.	Has the young person been inducted and trained adequately taking account of his/her inexperience, lack of awareness of risks and immaturity and identified risks?	Yes/No
19.	Have the results of the general and specific risk assessments been presented and explained to the young person adequately?	Yes/No

SAMPLE

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Equality Impact Assessment Form

Department/Function	Learning and OD			
Lead Assessor	Anna Smith			
What is being assessed?	Young People at Work			
Date of assessment	10/01/2018			
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Equality of Access to Health Group	<input type="checkbox"/>	Staff Side Colleagues	<input type="checkbox"/>
	Service Users	<input type="checkbox"/>	Staff Inclusion Network/s	<input type="checkbox"/>
	Personal Fair Diverse Champions	<input type="checkbox"/>	Other (Inc. external orgs)	<input checked="" type="checkbox"/>
	Please give details: Educational Governance Group			

1) What is the impact on the following equality groups?		
Positive:	Negative:	Neutral:
<ul style="list-style-type: none"> ➤ Advance Equality of opportunity ➤ Foster good relations between different groups ➤ Address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ Unlawful discrimination, harassment and victimisation ➤ Failure to address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ It is quite acceptable for the assessment to come out as Neutral Impact. ➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged
Equality Groups	Impact (Positive / Negative / Neutral)	Comments
Race (All ethnic groups)	Neutral	<ul style="list-style-type: none"> ➤ Provide brief description of the positive / negative impact identified benefits to the equality group. ➤ Is any impact identified intended or legal?
Disability (Including physical and mental impairments)	Neutral	
Sex	Neutral	
Gender reassignment	Neutral	
Religion or Belief	Neutral	
Sexual orientation	Neutral	
Age	Positive	Addresses the explicit needs of young people at work
Marriage and Civil Partnership	Neutral	
Pregnancy and maternity	Neutral	
Other (e.g. caring, human rights)	Neutral	

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2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	
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<p>3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.</p> <ul style="list-style-type: none"> ➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups ➤ This should be reviewed annually.
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Action Plan Summary

Action	Lead	Timescale

This form will be automatically submitted for review for Policies and Procedures once approved by Policy Group. For all other assessments, please return an electronic copy to EIA.forms@mbht.nhs.uk once completed.

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