

# Capability assessment for vulnerable workers

Vulnerable Workers can include expectant mothers, people with a disability and young people. These groups may be at more risk than other people at work and need special attention from the employer.

Safety point	Why?	How do you do this?
<p>Businesses must have arrangements to identify and protect vulnerable workers.</p>	<p>You have extra legal responsibilities to protect vulnerable groups.</p>	<p>If:</p> <ul style="list-style-type: none"> <li>• a female employee tells you that she is pregnant, has given birth within the previous six months, or is breastfeeding;</li> <li>• you employ someone who is under 18</li> <li>• an employee tells you that something has effected their capacity to work</li> <li>• an employee is off on long-term sick leave</li> </ul> <p>You, or your managers if you have any, must do a specific risk assessment for that person. You must look at what they are doing and make sure put in place any extra controls necessary to take in to account their condition.</p>
<p>If a risk assessment finds risks to new or expectant mothers which cannot be avoided you must:</p> <ul style="list-style-type: none"> <li>• Alter her working conditions or hours of work if it is reasonable to do so and would avoid the risks, and if you cannot;</li> <li>• Identify and offer her suitable alternative work that is available and if you cannot;</li> <li>• Suspend her from work on full pay</li> </ul>	<p>The law requires you to put the interests of the individual first as far as possible. It is important to be flexible and to involve the employee in any decision making, otherwise disputes can lead to Employment Tribunals and/or investigations by Environmental Health.</p>	<p>What arrangements do you have for expectant mothers?</p> <div data-bbox="746 1249 1453 1666" style="border: 1px solid black; height: 186px; width: 443px;"></div> <p>Tell staff as part of their induction that expectant mothers must tell you of their condition.</p> <p>A risk assessment must then be carried out by a competent person looking at the <b>individual's</b> situation and work tasks to identify any risks to her or the baby.</p>

Safety point	Why?	How do you do this?
<p>If you employ someone under the age of 18, BEFORE they start work, you must do a risk assessment for them.</p>	<p>People under the age of 18 will not necessarily have the knowledge and experience to understand the risks of a workplace. You may also have some specific work tasks which they will have no experience of at all. You cannot expect them to know how to deal with risks experienced members of staff normally deal with safely.</p>	<p>Do you employ under 18's? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes: You must not employ a young person for work:</p> <ul style="list-style-type: none"> <li>• Which is beyond their physical or psychological capacity;</li> <li>• Involves harmful exposure to substances which could chronically affect their health</li> <li>• Involving risk of accidents which it may reasonably be assumed cannot be recognised or avoided due to their insufficient attention to safety or lack of experience or training;</li> <li>• Where there is a risk to health from: <ul style="list-style-type: none"> <li>i.) Extreme cold/heat</li> <li>ii.) Noise; or</li> <li>iii.) Vibration.</li> </ul> </li> </ul> <p>What work do under 18's do?</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p>If you employ someone below school leaving age they need a Work Permit issued by the Local Authority.</p>	<p>This ensures controls over work which could put the child in danger or impede their education.</p>	<p>Do you employ anyone under school leaving age? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>You cannot employ a child under 13 years old. Children between 13 years and school leaving age must get a Work Permit by asking their school.</p>
<p>You can offer Work Experience to children in most workplaces.</p>	<p>Work Experience in a well managed workplace should not expose children to significant risks while giving them valuable experience of the work environment.</p>	<p>Does the company provide Work Experience for local schools/colleges? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Can Work Experience be given without expecting student to do high risk activities? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is the young person supervised by a competent person? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are any risks reduced as much as reasonably practicable? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>You must write and keep a risk assessment for the student.</p>
<p>You must have risk assessment arrangements for employees suffering from disabilities, stress or illness.</p>	<p>You must protect employees from additional risks arising from their condition. This will help them to get back into the work environment as quickly as possible.</p>	<p>Does the company have a sickness absence policy? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does the company provide return to work interviews? Yes <input type="checkbox"/> No <input type="checkbox"/></p>