

YOUNG, NEW AND EXPECTANT WORKERS ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

What this business does differently for a person under 18, a new starter, or a new or expectant mother

KD-HSA-YN-018 Rev A0

MHSWR 1999 reg 19: a person under 18 is not employed for work beyond their physical or psychological capacity, or involving exposure to agents or risks they cannot yet recognise, unless it is necessary for their training, supervised by a competent person and the risk reduced to the lowest level reasonably practicable; reg 3(4): the assessment before a young person starts. Reg 16: the risk assessment for new and expectant mothers where women of child-bearing age are employed, and the alteration of conditions or hours, or suspension, where the risk cannot be avoided; reg 17: night work on a medical certificate; reg 18: the duties arise once the employer is told in writing. A new starter is not a regulatory category, but is the person hurt in the first weeks, so the arrangement covers them too. The assessor asks whether the business employs young people, apprentices or agency labour and what it does differently. The first-shift check is KD-SITE-NS-006, the talk KD-TBT-YW-035.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

YOUNG PERSONS AND APPRENTICES

NEW STARTERS

NEW AND EXPECTANT MOTHERS

ANYONE ELSE WHO NEEDS A DIFFERENT ARRANGEMENT

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ New starter and young or vulnerable person checks — KD-SITE-NS-006
- ☐ Young person risk assessments, and the training provider's agreement for apprentices
- ☐ New and expectant mother assessments and the notification, held apart from the site file
- ☐ Toolbox talk records — KD-TBT-YW-035
- ☐ Induction records with the restrictions noted — KD-CDM-IN-009
- ☐ Fit-to-work declarations — KD-SITE-FW-005; referrals and adjustments — KD-OH-RF-008

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.