



THE EMPLOYERS' GUIDE

EMPLOYING A PERSON AGED 13-16 YEARS

13-16 YEARS



If you are planning to hire a young person aged between 13 and 16 years old, this guide will help you to understand the regulations you need to follow.



Children and young people:

- Must be at least 13 years old to work (and if they're 13 they should only complete light work in one of the approved occupations.)
- Can't work full time until after the official UK Year 11 leaving date which is the third Thursday in June.

During term-time, children aged 13 to 16 can work up to 12 hours per week, as follows:

- On school days for up to two hours, between the hours of 7am and 7pm (but obviously not when school is in session and only for a maximum of one hour before the school day starts.)



There are certain jobs young people are allowed to do.

They can work:

- In hairdressing salons or barber shops
- In shops, including shelf stacking
- Delivering newspapers or leaflets
- In an office, for instance as a receptionist
- Waiting on tables or serving food in a café or restaurant (**but not in a commercial kitchen**)
- In riding stables
- In a hotel or guesthouse doing light domestic work (like cleaning or housekeeping duties)
- In agricultural or horticultural jobs.

This list is not exhaustive and other types of work may be considered suitable.

- On Saturdays for up to five hours (for 13 and 14 year olds) and up to eight hours (for those aged 15 and 16.)
- On Sundays for up to two hours.

During school holidays children can work:

- Up to five hours a day and for up to 25 hours per week if they're aged 13 or 14.
- Up to eight hours per day and for up to 35 hours per week if they're aged 15 or 16.

They cannot work before 7am or after 7pm on any day.

There are certain jobs that young people are prohibited from doing. For example, working:

- In a butcher's shop
- Delivering milk
- In commercial kitchens or chip shops
- In factories
- In bars
- In a cinema, theatre, disco or dance hall
- Selling or delivering alcohol, except in sealed containers
- As a money-collector.

This is not a complete list – check with the Council if you are unsure.

You must:

- You must apply for a work permit within seven days of employing a young person. This applies even if you're employing your own child to work in the family business and regardless of whether they will be paid a wage. **The permits are free of charge.**
- Have a child protection policy in place.
- Complete a risk assessment and inform the young person and their parents of all the risks.
- Ensure that the young person receives a break of one hour after four hours' working.
- Ensure that the young person receives a two-week holiday free from work – in their school holidays.
- Ensure that all young people are properly dressed and shod for the work they do, eg. wearing reflective or light-coloured clothing if they deliver newspapers on winter evenings.

You can find more information on laws around employing young people, guidance on completing risk assessments and/or apply for a work permit at: manchester.gov.uk/youngworkers or you can call 0161 245 7171.



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