

Young Workers Policy

The Grove Tavern, Southbourne

Applies to employees aged 16 and 17 who are above compulsory school leaving age

Purpose

The Grove Tavern welcomes applications from young people aged 16 and 17. We are committed to providing a safe, supportive working environment and ensuring that young workers are only given duties that are appropriate for their age, training and experience.

Working hours and rest

- Work no more than **8 hours in any one day**.
- Work no more than **40 hours in any one week**.
- Receive a **30 minute rest break** when working for more than 4.5 hours.
- Receive at least **12 hours of daily rest** between working days.
- Receive at least **48 hours of weekly rest**, subject to the limited exceptions allowed by law.

These protections apply to young workers who are above compulsory school leaving age and under 18. Working time for under-18s cannot normally be averaged to exceed the daily or weekly limits.

Evening and late working

Young workers must not work between **midnight and 4am**. They are normally restricted from working between 10pm and 6am, or 11pm and 7am where the contract provides for that period. There are limited exceptions for sectors including hotels and catering, but these are subject to legal conditions and safeguards.

The Grove Tavern will only roster a 16 or 17 year old for late work where it is lawful, necessary, appropriate for the role and supported by suitable supervision and rest arrangements.

Supervision

Young workers must receive appropriate instruction, training and supervision. The Duty Manager or Shift Supervisor must take the young worker's age, experience and level of training into account before allocating duties. A young worker must not be expected to undertake a task they have not been trained to perform safely.

Barback duties

- Collecting glasses and bottles
- Operating the glasswasher once trained
- Restocking fridges and bar supplies
- Clearing and cleaning tables
- Emptying bins and general cleaning
- Assisting other members of the bar team

Extra care must be taken when carrying glassware, moving stock or dealing with broken glass. Young workers should ask for assistance with heavy or awkward loads.

Kitchen and pizza duties

Young workers may assist with food preparation and pizza service once appropriately trained and supervised. Duties may include:

- Preparing pizzas
- Cooking pizzas using approved equipment

- Cutting and presenting food
- Washing up
- Cleaning and sanitising food preparation surfaces
- Restocking ingredients
- Checking dates and rotating food stock
- Sweeping and mopping the kitchen

Young workers must follow all food hygiene and allergen procedures. Any allergy query or uncertainty about ingredients must be referred to the supervisor before preparing or serving the order.

Alcohol

Workers under 18 must not buy or consume alcohol while working. A 16 or 17 year old may serve alcohol in a restaurant where the sale has been approved by the licence holder or bar manager. Any sale or supply of alcohol at The Grove Tavern must also comply with the premises licence and the pub's own authorisation procedures.

Grove Tavern rule: Barback and Kitchen Assistants under 18 must not independently sell or serve alcohol unless specifically authorised by the Duty Manager and permitted under the premises licensing procedures.

Cleaning chemicals and equipment

- Follow product instructions and training
- Use any required protective equipment
- Never mix cleaning chemicals
- Report spills or damaged containers immediately
- Ask a supervisor if unsure how to use a product or piece of equipment

Risk assessment

The Grove Tavern will consider the additional risks that may apply to workers under 18. Particular attention will be given to:

- Hot cooking equipment
- Knives and cutting equipment
- Heavy or awkward lifting
- Glass and broken glass
- Cleaning chemicals
- Wet or slippery floors
- Working late at night
- Dealing with difficult or intoxicated customers

Difficult customers and incidents

Young workers should not be expected to deal with aggressive, threatening or heavily intoxicated customers. If there is a confrontation, disturbance or other difficult situation, they should immediately inform the Duty Manager, Shift Supervisor or security staff.

Training

Before carrying out duties independently, young workers will receive appropriate training relevant to their role, including where applicable:

- Health and safety
- Food hygiene
- Allergens
- Kitchen equipment
- Cleaning procedures
- Glass handling
- Manual handling
- Emergency procedures
- Who to contact when assistance is required

Supervisor responsibility

The Duty Manager or Shift Supervisor is responsible for making sure young workers are given appropriate duties, receive their required breaks and are not asked to work outside the permitted working hours. Supervisors should intervene if a task is unsuitable or a young worker has not yet been trained to carry it out safely.

Employee responsibility

- Follow training and instructions
- Use equipment correctly
- Report hazards, accidents or near misses promptly
- Ask for help if unsure how to complete a task safely
- Tell the supervisor if they believe a task is unsafe or they have not been trained to carry it out

Our commitment

The Grove Tavern wants young employees to gain useful workplace experience in a safe and supportive environment. No young worker should feel pressured to carry out a task that they have not been trained or authorised to perform.

Important note

This policy is intended as an internal workplace guide and does not replace legal advice. Different rules can apply to a 16 year old who is still below compulsory school leaving age. Before employing anyone in that position, management must check the applicable child employment rules and any local authority requirements.

Reference sources

GOV.UK - Maximum weekly working hours: www.gov.uk/maximum-weekly-working-hours

GOV.UK - Rest breaks for young workers: www.gov.uk/rest-breaks-work/young-workers

GOV.UK - Night working hours: www.gov.uk/night-working-hours

GOV.UK - Alcohol and young people: www.gov.uk/alcohol-young-people-law

Policy reviewed: 14 September 2026