Health and Safety checks.

As work experience students are usually between the aged of 14 and 19 years old,) are usually only on a work experience visit for one- two weeks and will be supervised by a member of staff at ALL TIMES, a CRB check is not required. It is possible that you, as an employer, may be required to provide a health and safety checklist, risk assessment and/or the Public Liability Insurance policy number to the placement organiser (e.g. school, supported employment agency).

Before the placement starts, complete a young person risk assessment (Appendix – 1)

On the first day

The student can be inducted by an experienced member of staff, and should work through their work experience induction booklet.

* Welcome.
* Discuss what your organisation/business does and what your role/department does.
* Discuss the students interests and motivation for the placement. This will help you tailor their experience.
* Discuss working hours, breaks, clothing, and jewellery requirements.
* Discuss the fire procedure, making sure the student knows what to do in the event of a fire (Use the H&S guide within the induction booklet)
* Discuss the importance of Confidentiality and Data Protection. Ask them to read the Code of Conduct policy.
* Show the student around the department, discussing the daily routines of staff.
* Start discussing the induction pack and signing each relevant section.
* Answer any questions.

During the placement – Do’s and Don’ts

Do

* Complete the Induction pack.
* Provide the student with a photo copy of induction when completed. This could be used as evidence for the students course work.
* Include the student in the daily routines – getting the post, setting up a room for meeting. Although the students are restricted in certain areas there are plenty of activities they can be involved with – be creative.
* Vary work on a day to day bases.
* Get them to work in another department – learn more about the organisation.
* Check to see if any internal activates are running during the placement – link the student in to join in planned activates.
* Show the student where the information is kept.
* At quieter times during the day encourage the student to spend some time reading the information and maybe help them plan an activity to complete with you.
* Make it a memorable experience for the student.

Don’ts

* Leave Student to sit in the corner.
* Just give filing/photocopying to complete.
* Get annoyed if they make a mistake; encourage them to learn from the mistake.
* Discuss internal politics with placement.
* Leave sensitive information lying around.

**Young Person Risk Assessment**

This document is a young person risk assessment template; and is used to assess health and safety hazards associated with a young person on a work placement.

This document is used to discover the hazards associated with a particular job role and the young person (things that have the potential to harm someone), the potential severity of those hazards, and work out what the risk is. The risk assessment then looks at how we can eliminate the risk or if this is not possible, reduce it and control it. Risk assessments should ideally be carried out in conjunction with those exposed to the risk(s) or as a minimum discussed with such persons.

**In order to complete this assessment successfully, you should refer first to the following HSE guidance. This can be obtained by following these web links:**

The Right Start. Work experience for young people: <http://www.hse.gov.uk/pubns/indg364.pdf>

Five steps to risk assessment: <http://www.hse.gov.uk/pubns/indg163.pdf>

An introduction to health and safety: <http://www.hse.gov.uk/pubns/indg259.pdf>

**STEP 1:** Outline the background information and confirm it is correct

|  |  |  |  |
| --- | --- | --- | --- |
| Young person’s name: |  | | |
| Job role: |  | | |
| Location of job role: |  | | |
| **Signature** (person carrying out risk assessment) |  | Date |  |
| **Signature:** (Person subject to risk assessment) |  | Date |  |

**YOUNG PERSONS AT WORK – RISK ASSESSMENT FORM**

# London Borough of Richmond upon Thames

|  |  |  |  |
| --- | --- | --- | --- |
| HAZARD | DESCRIPTION | RISK OF INJURY OR EXPOSURE | ACTION / COMMENTS |
| Psychological capacity | Are there critical tasks, which rely on skill, experience and an understanding of the task requirements?  You should provide young people with training and effective supervision, particularly where they might be:   * Using machinery with exposed dangerous parts e.g. food slicing machinery; * Potentially exposed to violent or aggressive behaviour. |  |  |
| Physical capacity | Injuries can occur in jobs that require repetitive or forceful movements, particularly when combined with awkward posture or insufficient recovery time.  You should :   * Take account of the physique and general health, age and experience of the young person in your risk assessment; * Provide training and supervision |  |  |
| Moving & Handling | Manual handling includes not only lifting but pulling, pushing and twisting. Consider both the handling of inanimate objects and people. Can the handling task be avoided? |  |  |
| Display Screen Equipment | Correct posture is very important to prevent undue strain being placed on the neck, shoulders, back, arms and wrists.  Ensure that a VDU workstation assessment is carried out. |  |  |
| Noise | Exposure to prolonged loud noise may lead to increased blood pressure and tiredness. If you are 2 metres from a person and need to shout to be heard the noise is too loud. |  |  |
| HAZARD | DESCRIPTION | RISK OF INJURY OR EXPOSURE | ACTION / COMMENTS |
| Hazardous substances e.g. cleaning fluids, pesticides, etc | All chemicals used in the workplace should have a COSHH assessment. These should give an indication of any potential hazards and precautions that should be taken. |  |  |
| Biological Agents e.g. Hepatitis B, HIV, herpes, TB, syphilis, chickenpox, typhoid and rubella. | Consider:   * the nature of the biological agent * how the infection is spread * how likely contact is * what control measures there are, e.g. physical containment, hygiene measures, use of vaccines |  |  |
| Any other concerns |  |  |  |

INTOLERABLE RISK (High Risk) – Remove hazard immediately

SUBSTANTIAL RISK (Medium Risk) – Adapt working practices & introduce control measures

MODERATE RISK (Low Risk) – Advise & supervise Young Person