**WORK PLACEMENT RISK ASSESSMENT GUIDANCE**

**Introduction**

The below Work Placement Risk Assessment template has been developed for use by employers when they take a young person on for a work placement. Use this template as a guide to think through some of the hazards in your business and the steps you need to take to control the risks. The template includes some hazards to consider, but they may not all be relevant for your particular workplace.

This is not a generic risk assessment that can be adopted wholesale without any thought. Every business is different, you need to think through the hazards and controls required in your business for yourself and adapt and complete the form as required.

**Your responsibilities**

When it comes to controlling risks within your workplace, you do not need to treat a work placement student any differently from how you treat any other young person you employ, simply use your existing arrangements for assessment and management of risks to young people.

If you do not currently employ a young person, have not done so in the last few years or are taking on a work placement student for the first time, or one with particular needs, review your risk assessment before they start.

Keep any additional work in proportion to your work environment:

* For placements in **low-risk environments**, such as shops, **with everyday risks** that will mostly be familiar to the young person, your existing arrangements for other employees should suffice.
* For environments with **risks less familiar** to the young person (e.g. in light assembly or packing facilities), you will need to make arrangements to manage the risks. This will need to include induction, supervision, site familiarisation and any protective equipment needed.
* For a placement in a **higher-risk environment** such as construction, agriculture and manufacturing you will need to:
  + Consider what work the young person will be doing or observing, the risks involved and how these are managed;
  + Satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and they work in practice.

When carrying out an induction with a young person, explain the risks and how they are controlled, checking that they understand what they have been told. You should also check that they know how to raise health and safety concerns.

Further information about taking on a work placement and your responsibilities in relation to health and safety can be found on the HSE website: <http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

The purpose of this specific risk assessment is to ensure the health, safety and welfare of [INSERT NAME] as they are a young person and it has been considered with respect to their work activities there is a residual risk where additional controls are required. [INSERT NAME] has agreed the following and has given his/her approval and consent to share this information. This will also comply with Regulations 3 of the Management of Health & Safety at Work Regulations 1999.

1. Add any further control measures that are not shown which apply to the job as this **may not** be a complete list of the significant control measures for your situation.
2. Review date should take into account experience.

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| --- | --- |
| **Details** | Name:  Age:  Date of Birth: |
| **Occupational Sector** | Work Placement |
| **Job Title** |  |
| **Main tasks and duties** |  |
| **Potential limitations from disability** |  |
| **Specific PPE requirements**  Where applicable, include details of any equipment they will be issued with. | To be issued with: |

|  |  |  |  |
| --- | --- | --- | --- |
| **What are the hazards?**  The below headings are included as areas to consider, but may not be relevant for all workplaces. Please amend as required. | **What are you already doing?** | **What further action is necessary?** | **Supervisor to sign off with the young person.** |
| **Manual handling** |  |  |  |
| **Display Screen Equipment** |  |  |  |
| **Lone Working** |  |  |  |
| **Working at height** |  |  |  |
| **Noise** |  |  |  |
| **Falling objects** |  |  |  |
| **Slips, trips and falls** |  |  |  |
| **Machinery** |  |  |  |
| **Airborne dust and fumes (inhalation, allergic response, asphyxiation)** |  |  |  |
| **Musculoskeletal disorders (MSDs) and injuries** |  |  |  |
| **Electrical** |  |  |  |
| **Fire** |  |  |  |
| **Gas** |  |  |  |
| **Confined Spaces** |  |  |  |
| **Hazardous substances and chemicals** |  |  |  |
| **Biological** |  |  |  |
| **Violence and threatening behaviour** |  |  |  |
| **Extremes of weather** |  |  |  |
| **Hot equipment, materials and liquids** |  |  |  |
| **Cold temperatures (freezer work)** |  |  |  |
| **Workplace temperature** |  |  |  |
| **Food Handling** |  |  |  |
| **Blades and sharp instruments** |  |  |  |