

Work Experience – Risk Assessment Form for Young Person to be completed by Employer

The Management of Health and Safety of Work Regulations 1999 (as amended) require employers to carry out a risk assessment for students on work experience. You may use this form to assist compliance. Where a student is of compulsory school age, 'relevant and comprehensible' information about risks to health and safety and the control measures in place must be provided by the employer to the student's parent/guardian [see reverse for details].

RISK ASSESSMENT TO BE COMPLETED BY THE EMPLOYER/PLACEMENT PROVIDER (Please keep a copy for your own reference)

In carrying out this risk assessment consideration must be given to the work experience student's inexperience, lack of awareness and immaturity

COMPANY NAME		DATE OF RISK ASSESSMENT				
WHAT ARE THE HAZARDS FOR THE STUDENT? Spot hazards by: <ul style="list-style-type: none"> walking around your workplace; asking your employees what they think; visiting the <i>Your industry</i> areas of the HSE website or calling HSE Infoline; 	HOW MIGHT THE STUDENT BE HARMED? Remember: <ul style="list-style-type: none"> some students have particular needs; students are not in the workplace all the time; Say how the hazard could cause harm. 	WHAT ARE YOU ALREADY DOING? List what is already in place to reduce the likelihood of harm or make any harm less serious.	WHAT FURTHER ACTION IS NECESSARY? You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	HOW WILL YOU PUT THE ASSESSMENT INTO ACTION? Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.		
				ACTION BY WHOM	ACTION BY WHEN	DONE

REVIEW DATE:

I include details of risks notified to me by other employers for multi-site or where contractors are involved: [delete as appropriate]

Included

Not Applicable

EMPLOYER SIGNATURE		DATE	
NAME Please print		POSITION	

Young people are prohibited from doing certain work if, after control measures have been introduced, a significant risk remains.

This document is intended only as general information and is not as a legal interpretation of the law. It does not discharge your obligation as an employer to comply with the requirements of the health and safety legislation.

STUDENT DETAILS TO BE COMPLETED BY SCHOOL/STUDENT			
STUDENT NAME		SCHOOL NAME	
PARENT/GUARDIAN NAME		CONTACT TEL NO	
HOME ADDRESS			
IS THE STUDENT OF COMPULSORY SCHOOL AGE? <small>Circle appropriate</small>	YES	NO	

RISK ASSESSMENT: In carrying out the risk assessment for a work experience student placement the Employer must take account of:

- the inexperience, lack of awareness and immaturity of the young person
- the fitting-out and layout of the workplace and workstation
- the nature, degree and duration of exposure to physical, biological and chemical agents
- the form, range and use of work equipment and the way in which it is handled
- the organisation of processes and activities
- the extent of their health and safety training provided or to be provided to the young person
- the risk from specific agents, processes and work listed in the Annex to the European Directive (94/33/EC)[8]*

The outcomes of this risk assessment should be (a) recorded and a copy kept [if 5 or more people are employed], (b) brought to the attention of the work experience student and (c) brought to the attention of the student's parent/guardian where the student is of compulsory school age.

INFORMATION FOR PARENT/GUARDIAN: The Employer shall, before providing a child with a work experience placement, provide a parent/guardian or guardian of the child with comprehensible and relevant information on:

- (a) the risks to his health and safety identified by the assessment
- (b) the preventative and protective measures
- (c) the risks notified to the child's employer by another employer

NB This means that for **work experience students who are of compulsory school age**, the Employer **must** provide details of the risk assessment to a parent/guardian of that child. HSE guidance for employers* indicates that the information does not have to be in writing and that employers may develop generic risk assessments for work experience student activities

PROTECTION OF YOUNG PERSONS: Every employer must protect young persons at work. In addition to undertaking the risk assessment (see above), the employer must not **employ** young persons for work which:

- is beyond their physical or psychological capacity, involves exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child, or which in any other way chronically affect human health

- involves harmful exposure to radiation
- involves a risk of accidents which it may reasonably be assumed cannot be recognised or avoided owing to their insufficient attention to safety or lack of experience or training
- presents a risk to health from extreme cold or heat, noise or vibration

NB. In determining whether work will involve harm or risk, regard will be taken to the results of the risk assessment.

Nothing in the above paragraph shall prevent the employment of a young person who is no longer a child [i.e. not of compulsory school age] for work:

- where it is necessary for his training
- where the young person will be supervised by a competent person
- where any risk will be reduced to the lowest level that is reasonably practicable
- except where prohibitions or restrictions on the employment of any person already exist.

Child Protection: *Safeguarding of Children in Education (DfES Guidance September 2004)*, requires that employers have due regard for the welfare of young people in the work place. For some placements it may be necessary to carry out a Criminal Record Bureau check with an employer or placement supervisor. Further child protection guidance for work experience placements is available from the Oxfordshire Education Business Partnership.

References: Management of Health and Safety at Work Regulations 1999 (as amended), *The Health & Safety (Training for Employment) Regulations 1990*

* *Young people at work - A guide for employers* [Health & Safety Executive HS(G) 165 2000].

Definitions: "parent/guardian" is given in the Children's Act 1989

"young person" is one who has not attained the age of eighteen

"child" is one who is of compulsory school age

"compulsory school age" – a child is of compulsory school age until the last Friday in June in the school year in which they reach age 16

Contact OCC on 01865 323478 for further information