


Risk Assessment			
<b>Tasks/Activity:</b>	<b>Work experience – over school leaving age</b>		
<b>Department:</b>	All	<b>Assessment Date:</b>	02.03.2023

Under health and safety law, work experience delegates must be treated as employees. You must treat them no differently to other young people you may employ.

A young person is anyone under 18.

A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16. **If the individual is below MSLA, work experience is purely observational.**

Items to Check:	Is a risk present?	Is the Risk Significant?	Control measures / Comments / Action:
	Yes/No	Yes/No	
Is the task likely to be within a young person's mental and emotional coping capacity?	Yes	No	No tasks given outside of the individual's capabilities and understanding. Under supervision at all times. Regular breaks given.
Is the task within a young persons' physical capacity?	Yes	No	No significant or hazardous physical work permitted
Is the pace of work set by machinery, peer pressure or incentive schemes?	No		
Hazardous manual handling?	No		May be expected to lift light items only. No significant or hazardous physical work permitted.
Does the task involve working in extreme heat or cold?	No		Only outside for short periods, no extreme conditions
Noise?	Yes	No	Monitored annually by specialist engineers. Noise in workshop occasionally reaches Daily exposure limit for short periods. Young person only in the area for short period of time and will not operate equipment that can cause significant exposure. Ear protection and training / instruction are provided.
Hand/arm vibration?	Yes	No	Not permitted to use any tools or equipment that causes significant vibration. Monitored annually by specialist engineers. Equipment with excessive vibration readings is removed from site.
Whole body vibration?	No		
Work involving hazardous equipment? (e.g. saws, naked flames, hydraulic presses, etc.)	Yes		Not permitted to use hazardous equipment
Sharp objects?	Yes	No	Not permitted to work with sharp objects or equipment
Hydraulic presses?	Yes	No	Not permitted to use hydraulic presses
Pressurised enclosures?	No		
Confined spaces?	No		
Hazardous substances?	No		Not permitted to use or handle hazardous substances. Relevant Personal protective equipment and training / instruction provided. Supervisors ensure relevant PPE worn.
Radiation?	No		
Biological agents?	No		
Asbestos?	No		No asbestos present in daily tasks. Any present in the building has been assessed and is safe when left undisturbed.

Items to Check:	Is a risk present?	Is the Risk Significant?	Control measures / Comments / Action:
	Yes/No	Yes/No	
Flammable substances?	Yes	No	Not permitted to work with/near flammable substances (e.g. draining fuel tanks etc.)
Gas cylinders?	Yes	No	Not permitted to work with gas cylinders
Work involving high voltage electrical hazards?	Yes	Yes	Not permitted to work with/near high voltage vehicles. Instruction given to avoid HV or electric vehicles.
Work involving devices that contain explosives?	Yes	No	Not permitted to handle materials containing explosives e.g. safety air bags etc.

Summary and Conclusions:	Yes	No
If control measures are followed is there a significant risk of a young person being adversely affected by the work or working conditions?		No
Is the work of a type that is permissible for persons under minimum school leaving age?		No
Is the local authority informed before persons under minimum school leaving age commence employment?	Yes	
Are the parents or guardians of young persons provided with the risk assessment?	On request	
<p>List below the action required to lower the risk before young persons are permitted to carry out the task:</p> <ul style="list-style-type: none"> <li><b>Induction</b> - The delegate must be inducted with a site walk, to familiarise them with the premises, welfare facilities and emergency exits. We must also point out the hazards in our business – slip/trip risk, chemicals, electric/HV vehicles, hazardous equipment etc.</li> <li><b>Risk assessment</b> - We must talk through the risk assessment with them, and both parties sign it. Both parties should keep a copy.</li> <li><b>Workshop</b> - Where the delegate is to spend time in the workshop they must provide clothing which may become dirty and safety footwear meeting ISO EN20345 standards (available from outlets such as Sports Direct, Screwfix etc. for circa £25). The company must provide all other personal protective equipment (safety glasses, cut resistant gloves, nitrile gloves and ear defenders). Supervisor must ensure PPE is worn at all appropriate times.</li> <li><b>Tasks</b> – the delegate cannot complete any tasks outside of their physical, psychological or technical capabilities. They must not use any hazardous equipment or substances. This means that they will spend the vast majority of their time observing, but can complete simple, low hazard tasks. <b>If the individual is below Minimum School leaving age (MSLA) then the work experience must be purely observational – no physical tasks to be completed.</b></li> <li><b>Safeguarding</b> – where under 18 years old, the delegate should be supervised at all times, always be working with multiple members of staff nearby, never leave site, never ride in vehicles.</li> </ul>		
If the work is not suitable for young person, summarise reasons for the decision below:		

**Assessed:** 02.03.2023 by Chris Thompson, DipNEBOSH (Head of Quality & Safety - Listers Group)

I have read and understood the above risk assessment and agree to comply with the control measures stated:

Signed by young person:..... Date:.....

Name: .....

Signed on behalf of Listers Group:..... Date:.....

Name: ..... Position: .....