***Where young persons below minimum school leaving age are to be engaged on Work Experience, relevant and comprehensive information on the findings of the risk assessment will be made available to the child’s parent/carer.***

Please complete the pro-forma overleaf with details of any significant risks in the immediate environs of the pupil while on placement. For each risk please indicate any appropriate control measures that have been put in place to minimise the danger.

**Having completed the pro-forma (where significant risks have been identified) please read the statement underneath and sign and return it to the school in order that it may be passed on to the parents.** Please keep a copy of this form for your own records.

|  |  |  |
| --- | --- | --- |
| **RISK ASSESSMENT PRO-FORMA** | | |
| **Key Tasks, Locations and Areas (including any machinery and substances used)** | **Hazards and Significant Risks** | **Risk Control Measures** |
|  |  |  |
| **Prohibited or restricted tasks, areas or work equipment:** | | |
|  | | |

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| **Detail any relevant learning / behavioural difficulties, disabilities or medical / health conditions that may be restrictive or require special consideration prior to the young person starting their work placement:** |
|  |

(Use a continuation sheet if necessary) Page 2 of 4

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| **DECLARATION:** |
| I confirm that I have carried out an audit of significant risks for this placement. I have come to the conclusion that appropriate measures are in place for the safe conduct of the work activities proposed and the pupil will not be placed in an environment where there is the likelihood of serious risk to his/her health and safety.  Appropriate induction, training & supervision will be provided to enable the work to be conducted within acceptable safety standards.  Where a significant degree of potential for injury or ill health exists, I have identified this on this pro-forma and indicated the control measures that have been put in place to minimise any such danger. I understand this information may be shared with parent/carers.  **SIGNED: ……………………………………………………………….. PRINT NAME: ………………………………….....**  On behalf of:-  **ORGANISATION: ……………………………………………………………….. DATE: …….……………………………….** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General hazards associated with the workplace** | | | | |
| **Will the pupil work with:** | **Yes** | **No** | **Risks** | **Control measures to be in place** |
| 1. Animals |  |  | Bites, scratches, allergy triggers, zoonoses | * Give training on correct handling techniques and procedures. * Pupil to be supervised at all times. * Animals to be housed in secure carriers. * Hand washing and disinfectants to be made available. * First aid provision available at all times. |
| 1. Working with Chemicals (COSHH) |  |  | Dust, fumes and vapours which may be toxic, irritant, harmful, corrosive | * Give training on correct handling techniques and procedures. * Appropriate storage and disposal arrangements are in place for chemicals. * PPE is provided. * Spillage kit to be made available in lab areas and staff trained in use. * Pupil informed not to deal with spillages at induction. |
| 1. Biological agents |  |  | Zoonoses, pathogens | * Give training on correct handling techniques and procedures. * Appropriate storage and disposal arrangements are in place for biological waste. * Appropriate PPE is provided. * Spillage kit available in lab areas and staff trained in use. * Pupil informed not to deal with spillages at induction. |

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| 1. Clinical waste and sharps |  |  | Infection, cuts and needle stick injuries | * Information on the disposal of sharps given at induction. * Pupil will not handle clinical medical devices including sharps. |
| 1. Display Screen Equipment (DSE) |  |  | * Neck and upper limb strains * Inappropriate websites | * DSE assessment or advice as required. * Strict supervision. |
| 1. Extreme heat or hot surfaces |  |  | Scalds and burns | * Training and supervision. * Pupil prohibited from handling any substances or equipment that is extremely cold or hot. |
| 1. Machinery and equipment |  |  | Photocopiers, shredders, powered staplers, PC’s, printers etc. Saws, drills, plant machinery, etc | * Work equipment assessments. * Suitable instruction on use of equipment * Supervision as required |
| 1. Movement |  |  | Slips, trips and falls. | * Induction, training and supervision * Pupil to be advised to wear sensible footwear |
| 1. Continuous and excessive noise |  |  | Damage to hearing | * Induction, training and supervision * Appropriate PPE will be provided * Pupil is prohibited from work that will expose them to excessive noise |
| 1. Manual Handling |  |  | Back and upper limb strain | * Avoid manual handling where possible * Assess all proposed tasks to ensure no manual handling which may present significant risk is undertaken by pupil |
| 1. Emergency Preparedness and Procedure |  |  | Major or serious injury | * Pupil will be made aware of the emergency procedures during induction. * In the event of an emergency, pupil will contact and remain with their supervisor and follow their instructions at all times. * First aid provision available at all times. * Supervisor will have pupil’s emergency contact details available. |
| 1. Radiation |  |  | Radiation sickness, burns | * Restrict access to radiation sources * Induction, training and supervision * Pupil is prohibited from working with radioactive substances or isotopes |
| **Any other hazards that present additional risks to young or inexperienced person?** |  |  |  |  |

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