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| ***Risk Rating System*** *Severity or most likely consequence**Likelihood of the incident occurring* | 123*1 = Minor/ No Injury* *2 = Lost Time Injury* *3 = Major Injury/ Fatality**1 = Unlikely/ Infrequent* *2 = Possible/Occasional* *3 = Likely/ Frequent* |
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| *Risk Rating = Likelihood x Severity* | *1 or 2 = Low Risk/ Priority**3 or 4 = Medium Risk/ Priority**6 or 9 = High Risk/ Priority* |

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| --- | --- |
| Organisation Name: |  |
| Location / Department:  |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

Assessment

| **Description of Hazard** | **Who could be harmed and how?**  | **Existing Control Measures** | **Risk Rating (1-9)** | **Additional Action Required (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- | --- |
| Lack of experience, maturity (i.e. lower perception of risk) | *Young person* | * *Young person to be supervised.*
* *Young person to be encouraged to report any concerns they may have to the supervisor.*
* *To be given training where necessary for the job role, and on any risks that they may be exposed to.*
 |  |  |  |
| Display screen equipment | *Young person* | * *Training given as part of the induction.*
* *DSE self-assessment to be completed upon induction.*
* *Regular visual checks to be undertaken by supervisor to ensure the young person has correct posture, is using equipment correctly etc.*
* *Regular breaks given.*
* *Young person to report any difficulties etc. whilst using DSE to supervisor.*
 |  |  |  |
| Manual handling | *Young person* | * *General risk assessments for manual handling in place.*
* *Young person will not be asked to carry weights that are above their capabilities, and that they are not comfortable with.*
* *Close supervision.*
* *Mechanical aids to be used when appropriate.*
* *Young person to be advised to report any concerns to their supervisor.*
 |  |  |  |
| Exposure to substances hazardous to health | *Young person**Other employees* | * *Young person to be advised of all hazardous substances at induction.*
* *Young person not permitted to use any hazardous substances.*
* *Young person to be supervised at all times.*
* *Young person to be advised to report any concerns to their supervisor.*
 |  |  |  |
| Exposure to biological agents | *Young person**Other employees* | * *Young person to be advised of any risks to biological agents at induction.*
* *Young person to be given guidance on good hygiene etc.*
* *Young person to be supervised at all times.*
* *Young person to be advised to report any concerns to their supervisor.*
 |  |  |  |
| Noise | *Young person* | * *Noise assessments are in place.*
* *Correct ear protection provided.*
* *Supervision to ensure that ear protection us worn.*
* *Training provided on the importance of ear protection, activities that need ear protection etc.*
* *Young person advised to report any concerns to their supervisor.*
 |  |  |  |
| Vibration | *Young person* | * *Vibration assessments are in place.*
* *Training provided at induction.*
* *Young person advised to report any concerns to their supervisor.*
* *PPE to be worn, supervisor to ensure this.*
* *Young person to be advised to report any concerns to their supervisor.*
 |  |  |  |
| Extreme cold or heat | *Young person* | * *Young person to be supervised at all times.*
* *Young person to be informed during their induction of any PPE that should be worn, and the importance of wearing it.*
* *Young person advised to report any concerns to their supervisor.*
 |  |  |  |
| Machinery | *Young person* | * *Young persons prohibited to using machinery without being trained and supervised.*
* *General risk assessment in place.*
* *Young person to be advised to report any concerns to their supervisor.*
 |  |  |  |
| Electrical safety | *Young person**Other employees* | * *All electrical equipment to be PAT tested.*
* *Visual checks to be carried out prior to use.*
* *Young person supervised at all times.*
* *Young person to be advised to report any concerns to their supervisor.*
 |  |  |  |
| Slips, trips and falls | *Young person**Other employees* | * *Work areas to be kept clean and tidy.*
* *Trailing cables to be secured.*
* *Young person to be provided with information during their induction on uneven surfaces, signage, good housekeeping.*
* *Young person to be told to wear sensible footwear.*
* *Young person to be told to report any concerns to their supervisor.*
 |  |  |  |
| Safeguarding | *Young person* | * *Young person to be supervised at all times.*
* *Young person to be advised to report any concerns to their supervisor.*
* *DBS checks to be undertaken where appropriate.*
 |  |  |  |
| Fire / emergency situation | *Young person**Other employees* | * *Existing plans are in place.*
* *Young person will be given verbal training at the beginning of the placement about the existing procedures.*
* *Young person to be escorted out in the event of an evacuation.*
* *Young person to advise supervisor if they have any special needs (a PEEP form will need to be filled out if appropriate).*
* *Young person to be advised to report any concerns to their supervisor.*
 |  |  |  |
| Lack of supervision | *Young person* | * *Nominated employee will oversee the young person and ensure that there is appropriate supervision in place at all times.*
 |  |  |  |
| Unfamiliar environment | *Young person* | * *Young person inducted and appropriate supervision in place at all times.*
* *Young person to be advised to report any concerns to their supervisor.*
 |  |  |  |

Action Plan

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| --- | --- | --- | --- | --- |
| **Action Ref. No.** | **Action Required**  | **Completion Deadline**  | **Responsible Person(s)** | **Completion Date** |
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| Date for Next Review: |  |