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| ***Risk Rating System***  *Severity or most likely consequence*  *Likelihood of the incident occurring* | 1  2  3  *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: |  |