

Risk Assessment for Work Experience Based Placement for Students and Employees Under 18

A risk assessment is a careful examination of what, in the workplace, could cause harm to people so that employers can weigh up whether they have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

Young people (under the age of 18), within the workplace and students (under minimum school leaving age), on work experience, are particularly at risk within the work environment. Due to their age and lack of experience, they may not appreciate the potential hazards or risks in the workplace. They may also consider taking on tasks which are beyond their physical and mental capacity. These, together with many other factors, place students at particular risk whilst on work experience. It is for this reason that the employer has been asked to address the significant risk to students during their time in the workplace.

Notes on completing the risk assessment overleaf

1. The work experience task

List the significant tasks to be completed by the student during his or her time on work experience within the employer's organization.

2. Hazards

List any hazards which may cause significant injury or harm.

3. Control measures

State the precautions in place to minimise the significant hazards or risks associated with the work experience tasks taking account of the lack of knowledge and the inexperience of the student.

4. Prohibited tasks / machinery / equipment / work areas

List any tasks, machinery, equipment or work areas which, on Health & Safety grounds, are not to be undertaken, used or visited by the students.

There are a number of age-related restrictions and prohibitions covering both young people at work and students on work experience. The Employment of Women, Young Persons and Children Act (1920) prohibits the employment of children under minimum school leaving age. There are other age-related restrictions, covering work within a variety of very specific occupational sectors. These are summarised below:

- a. Explosive industry, including the carriage of explosives by road
- b. Ionising radiation
- c. Any work involving the use of lead, including paid and pottery manufacture
- d. Work with power presses
- e. Work with woodworking machines
- f. Work with circular saws
- g. Agricultural vehicles and machines
- h. Work in mines, quarries, docks and shipbuilding

A comprehensive list of age related restrictions is contained within the: **H.S.E.Guidance HEALTH & SAFETY [G] 165- Young people at Work - A guide for Employers.**

Source: Health and Safety Executive Five Steps to Risk Assessment [IND [G] 136L]

Please complete the risk assessment over the page

Job Title & Description:

Hazards & Risks associated with the work:

Control measures to minimise risk:

Prohibited Tasks - Please list any tasks/ machinery/ equipment/ work areas, which on Health & Safety grounds are not to be undertaken, used or visited by the student:

Please confirm this offer of a Work Experience placement.
Manager/ Supervisor sign below for and on behalf of the Company

Signed: _____

Print name: _____

Position: _____

Date: _____

***All completed forms should be returned to Ms Sehdev by Friday 3rd May
rsehdev@park-aspirations.org***