# **Template: Online Work Placement Risk Assessment**

This document is designed to be used to assess health and safety hazards associated with a young person undertaking an online or remote work placement. Please return this assessment prior to the placement taking place.

**For extra support in completing this assessment, you can refer to the following guidance:**

* [The Right Start: Work experience for young people](https://www.arts-emergency.org/files/indg364.pdf)
* [Managing risks and risk assessment at work](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)

Please outline the background information and confirm it is correct.

| **Organisation**: |  |
| --- | --- |
| **Organisation Address**: |  |
| **Name of person carrying out risk assessment:** |  |
| **SUPERVISOR DETAILS - the young person’s main contact during the placement** | |
| **Supervisor Name** (if different from the person carrying out the risk assessment) |  |
| **Supervisor Email**: |  |
| **Supervisor Job Role**: |  |

**Risk Ratings:**

* INTOLERABLE RISK (High Risk) – Remove hazard immediately
* SUBSTANTIAL RISK (Medium Risk) – Adapt working practices & introduce control measures
* MODERATE RISK (Low Risk) – Advise & supervise Young Person

| HAZARD | DESCRIPTION | RISK OF INJURY OR EXPOSURE | ACTION / COMMENTS |
| --- | --- | --- | --- |
| Psychological capacity | Are there tasks, which rely on skill, experience and an understanding that the young person might not have?  You should provide young people with training and effective supervision, particularly where they might:   * Benefit from additional training, especially skills or tasks that would be easier to learn or understand in an in person environment. * Use new programmes that they may be unfamiliar with. * Be potentially exposed to violent or aggressive behaviour or materials that are inappropriate or traumatic in nature. * Meet adults who have not committed to Arts Emergency’s code of conduct, who might pose a safeguarding risk to a young person. |  |  |
| Display Screen Equipment | Correct posture is very important to prevent undue strain being placed on the neck, shoulders, back, arms and wrists.  Ensure that a VDU workstation assessment is carried out. You can download a free PDF on the [HSE website.](https://www.hse.gov.uk/pubns/ck1.htm)  Using Display Screen Equipment for long hours can lead to headaches and migraines. Ensure that you are offering regular breaks during the working day. |  |  |
| Safeguarding | Are there tasks or situations which may mean that a young person is under 18 will be left alone? In Arts Emergency’s Code of Conduct, we request that:   * You always accompany the young person to meetings (online or in person) * You must be cc’d into all email correspondence   If your young person is under 18, are the people that your young person will interact with briefed on best practice? |  |  |
| Any other concerns |  |  |  |