# **Template: On-site Work Placement Risk Assessment**

This document is designed to be used to assess health and safety hazards associated with a young person undertaking an in-person 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 to understand things that would be easier to learn 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. |  |  |
| Physical capacity | Injuries can occur in jobs that require repetitive or forceful movements, particularly when combined with awkward posture or insufficient recovery time.  You should :   * Take account of the physique and general health, age and experience of the young person in your risk assessment; * Provide training and supervision. |  |  |
| Moving & Handling | Manual handling includes not only lifting but pulling, pushing and twisting. Consider both the handling of inanimate objects and people. Can the handling task be avoided? |  |  |
| 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. |  |  |
| Noise | Exposure to prolonged loud noise may lead to increased blood pressure and tiredness. If you are 2 metres from a person and need to shout to be heard the noise is too loud. |  |  |
| Hazardous substances e.g. cleaning fluids, pesticides, etc | All chemicals used in the workplace should have a COSHH assessment. These should give an indication of any potential hazards and precautions that should be taken.  Please send us your COSHH assessment as an appendage to this risk assessment if relevant. |  |  |
|  |  |
| COVID-19/  infectious diseases | Some of our young people may be vulnerable and/or have vulnerable relatives.  What procedures do you have to prevent the spread of COVID-19 and/or other infectious diseases? |  |  |
| Safeguarding | Are there tasks or situations which may mean that a young person, who 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 |  |  |  |