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# **Template: 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.

**In order to complete this assessment successfully, you can refer first to the following Health and Safety Executive guidance:**

The Right Start. Work experience for young people: <http://www.hse.gov.uk/pubns/indg364.pdf>

Five steps to risk assessment: <http://www.hse.gov.uk/pubns/indg163.pdf>

Please outline the background information and confirm it is correct

| Job role: | Arts Emergency Work Experience Placement |
| --- | --- |
| Location of placement: |  |
| **Signature** (person carrying out risk assessment) |  |
| **Signature:** (person acting as supervisor of young person - if different from above) |  |

| HAZARD | DESCRIPTION | RISK OF INJURY OR EXPOSURE | ACTION / COMMENTS |
| --- | --- | --- | --- |
| Covid-19 | How are you protecting your staff against contracting and spreading Covid-19?You should:* identify what work activity or situations might cause transmission of the virus
* think about who could be at risk
* decide how likely it is that someone could be exposed
* act to remove the activity or situation, or if this isn't possible, control the risk.
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| 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.
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| 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. |  |  |
|  |  |
| Any other concerns |  |  |  |

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