

RISK ASSESSMENT

Title:	Young Persons and Work Experience				Date of Assessment:	19/10/2016	Risk Assessor:	Ian Warne
Reference Number:	RA09	Version Number:	5	People involved in making this assessment:			Ian Warne	
Task/Process:	Young Persons and Work Experience Persons Working at Plastica				People at Risk:	Young person, work experience person and employees.		
Documents Associated with this Risk Assessment:			RA55 Stress, Mental Health and Wellbeing Risk Assessment. H&S09 Mental Health and Wellbeing Policy					
Review Date:	05/06/2025	Reviewer:	Dan Sawyer and Rosie McCallough			Next Review Date:	04/06/2025	

Hazard: Psychological Capacity	Risk to mental health, stress and other injuries. Risk to young person, work experience person and employees.
Control Measures:	
1.	Provide young people with additional training and supervision ensuring they have skills, experience and full understanding of the task requirements
2.	Assess the psychological capacity (with the placement organiser if a work experience person) and discuss any particular health concerns or learning difficulties
3.	Instruction, information, training and supervision

Hazard: Physical Capability		Risk to mental health, stress and other injuries. Risk to young person, work experience person and employees.	
Control Measures:			
1.	Assess the physique and general health, age and experience of the young person to undertake the task required (with placement organiser if a work experience student) and discuss any particular health concerns or learning difficulties		
2.	Instruction, information, training and supervision		

Hazard: Slips and trips	Risk of musculoskeletal injuries. Risk to young person and work experience person.
Control Measures:	
1.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of light and space
2.	Plan the route and brief all involved of the route
3.	Sensible shoes to be worn providing slip protection
4.	Leads to be kept safe and not cause a trip hazard
5.	Spills in department to be cleaned immediately
6.	Department to be kept free from trip hazards and regularly checked
6.	Instruction, information, training and supervision

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Hazard: Manual Handling	Risk of musculoskeletal injuries. Risk to young person and work experience person.
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Control Measures:	
1.	Lifting equipment provided where necessary
2.	All staff trained in manual handling (training reviewed)
3.	Two person lift when required
4.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of light and space
5.	Plan the route and brief all involved of the route
6.	Ensure all people involved are physically fit to do the work required
7.	Wear suitable PPE
8.	Instruction, information, training and supervision

Hazard: Forklift Trucks	Risk of crush injuries, broken bones, impalement and death. Risk to young person and work experience person.
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Control Measures:	
1.	Forklifts to stay within marked areas when possible
2.	Pedestrians to stay within marked areas when possible
3.	All forklifts are fitted with speed limiters (except Combi and Reach)
4.	Only trained, competent and approved employees to use forklifts
5.	Forklifts are regularly inspected and maintained (LOLER)
6.	Horns and flashing beacons are fitted as standard
7.	Pedestrians to take evasive action when horns sounding
8.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
9.	Ensure terrain and weather conditions are suitable
10.	Driver to ensure load is secure, not overweight and correctly loaded
11.	Refer to FLT02 Pedestrian Safety Around Forklift Trucks
12.	Instruction, information, training and supervision.

Hazard: Display Screen Equipment	Risk of musculoskeletal injuries, eye problems and headaches. Risk to young person and work experience person.
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Control Measures:	
1.	Display Screen Equipment Assessment to be carried out on young person's first day
2.	Review assessment at regular intervals
3.	Regular self-assessment – do not use if unsure
4.	Regular breaks from using DSE
5.	Inform manager/supervisor of any issues
5.	Instruction, information, training and supervision

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Hazard: Noise and Vibration	Risk of damage to hearing and permanent damage to hands and arms (HAVS). Risk to young person and work experience person. Risk of vibration only applies to those 18 years of age and over.
Control Measures:	
1.	Ensure PPE is provided and worn where required
2.	Low noise and low vibration tooling used where possible
3.	Planned maintenance for machinery and LEV systems
4.	Employees trained in risks of noise and vibration exposure
5.	Employees trained in system of work to reduce noise and vibration exposure (e.g. suitable feed rates, reduced time on certain jobs etc.)
6.	Employee health surveillance implemented
5.	Take regular rest breaks away from noise source
6.	Staff trained in systems of work to reduce noise and vibration exposure (e.g. suitable feed rates, reduced time on certain jobs etc.)
7.	Instruction, information, training and supervision
Hazard: Hazardous Substances	Risk of skin, eye and respiratory irritation. Risk to young person, work experience person and employees.
Control Measures:	
1.	If possible, avoid any contact.
2.	COSHH assessments carried out and regularly reviewed
3.	Train young person of the potential dangers
4.	Take regular rest breaks away from hazardous substance
5.	Ensure PPE is provided and worn where required
6.	Instruction, information, training and supervision
Hazard: Office Machinery (e.g. photocopier)	Risk of burns, entanglement of body parts, cuts and bruising. Risk to young person, work experience person and employees.
Control Measures:	
1.	Give full training on how to use machinery
2.	Self-assessment – do not use if unsure
3.	PAT testing as required
4.	Suitable clothing to be worn
5.	Instruction, information, training and supervision
Hazard: Drinks Machines	Risk of burns and scalds. Risk to young person, work experience person and employees.
Control Measures:	
1.	Appropriate training to be given

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2.	Instruction, information, training and supervision
Hazard: Child Protection	Risk of exposure to sights and sounds that are unsuitable for young persons. Harm through direct or indirect contact. Risk to young person and work experience person.
Control Measures:	
1.	Appropriate training to be given to other employees
2.	Highlight issue to young person and report to supervisor/manager as necessary
3.	Instruction, information, training and supervision
Hazard: Electrical Interruption of Pacemakers	Risk of fainting, heart failure and death. Risk to young person and work experience person with a pacemaker.
Control Measures:	
1.	Do not enter Liner Department if you have a pacemaker.
2.	Instruction, information, training and supervision
Hazard: Temperature	Risk of heat exhaustion or cold stress. Risk to young person and work experience person.
Control Measures:	
1.	Appropriate training to be given
2.	Provide PPE as required for the task
3.	Explain the clothing requirements in the area
4.	Take regular rest breaks in an area of suitable temperature
5.	Drink warm or cold fluids dependent upon the temperature
6.	Instruction, information, training and supervision
Hazard: Fatigue	Risk of accidents and injuries. Risk to young person, work experience person and employees.
Control Measures:	
1.	Ensure rest breaks are taken
2.	Report issues to Supervisor/Manager
3.	Limit working hours
4.	Instruction, information, training and supervision
Hazard: Fire	Risk of serious or fatal injuries from smoke inhalation, burns or death. Risk to young person, work experience person and employees.
Control Measures:	
1.	Fire Safety Risk Assessment completed that is linked to the MAPP and COMAH

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2.	Smoke and heat detectors linked to the Fire Alarm
3.	Marked Fire Escape Routes
4.	Emergency lighting
5.	Trained Fire Wardens
6.	Regular Fire Drills
7.	Instruction, information, training and supervision

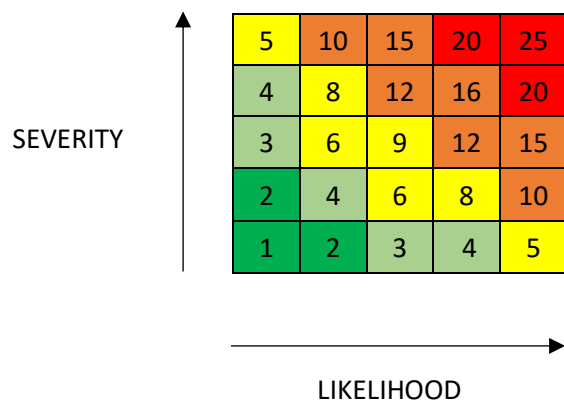
Hazard: Stress		Risk to mental health. Risk to young person and work experience person.
Control Measures:		
1.	Vary the tasks if possible	
2.	Monitor workload	
3.	Control exposure to stressful situations	
4.	One to One discussions	
5.	Open door management and HR policy	
6.	Refer to RA55 Stress, Mental Health and Wellbeing Risk Assessment	
7.	Refer to H&S 09 Mental Health and Wellbeing Policy	
8.	Instruction, information, training and supervision.	

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

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HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk