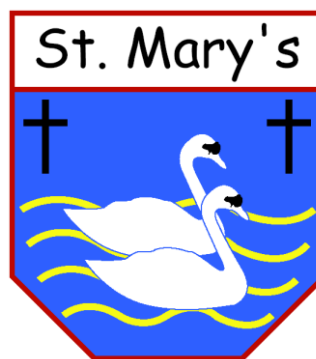


Saint Mary's Catholic Primary School

GENERAL SAFETY SERIES G43

YOUNG PEOPLE AT WORK



NOTE: Community and Voluntary Controlled schools and settings must adhere to guidance issued by their employer (the Local Authority) and use this document for reference purposes only.

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Introduction

Young people could be present in schools either as employees, or as pupils on work placements. Additional precautions need to be taken by Head teachers and premises managers in these circumstances because young people may not be suitable for some of the work that is undertaken by adults or they may need extra supervision or information to carry out that work due to their inexperience or immaturity.

There are also certain work activities that young people are restricted from doing. These factors must be risk assessed when someone who is under 18 is employed, or where a premises acts as the host or location for a work placement for a child (below minimum school leaving age (MSLA)).

Head teachers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

1. The Law

1.1 The Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc. Act, 1974 places the following duty on employers:

- “to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees whilst at work”, and;
- “to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected by his/her work, are not exposed to risks to their health or safety”.

In order to comply with this duty, an employer must assess the risks his employees and non-employees are exposed to by their work activities. The requirement is not new, but has been implied in legislation since 1974.

1.2 Management of Health and Safety at Work Regulations 1992 (as amended)

More recently, the duty to undertake risk assessments was made explicit in Regulation 3 of the Management of Health and Safety at Work Regulations 1992 (amended 1999). This regulation requires that:

“Every employer shall make a suitable and sufficient assessment of:

- the risk to the health and safety of his employees to which they are exposed whilst they are at work; **and**
- the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking e.g. pupils, parents, visitors, contractors etc.

The Management Regulations therefore require a general risk assessment of all risks in the workplace. They require employers to look at all hazards and assess them accordingly.

In addition to the employers’ duty to assess health safety risks there are particular responsibilities towards young people (Regulation 19 of the Management of Health and Safety at Work Regulations):

- to assess risks to all young people under 18 years of age, **before** they start work;

- to ensure the risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks;
- to introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.

In addition, employers should:

- let the parents/carers of any children below the MSLA know the key findings of the risk assessment and the control measures introduced, **before** the child starts work or work experience. This information can be provided in any appropriate form including verbally or directly to the parents or carers or, in the case of work experience, via an organisation such as the school, the work experience organiser, or if agreed with the parents, via the child him or herself, as long as this is considered a reliable method;
- address certain specific factors in the risk assessment including:
 - physical or psychological capacity
 - pace of work
 - temperature extremes,
 - noise or vibration
 - radiation
 - compressed air and diving
 - hazardous substances
 - lack of training and experience

Further information regarding these specific factors can be found on the HSE website by following this link <http://www.hse.gov.uk/youngpeople/risks/index.htm>

- take account of the risk assessment in deciding whether the young people should be prohibited from certain work activities, except in specified circumstances.

1.3 The Education (Work Experience) Act 1996

Children in their last year of compulsory schooling can take part in work experience schemes approved by the LA, although this is no longer a statutory requirement/entitlement. No distinction is made between special schools and other schools, or between schools maintained by the LA and those not so maintained. Children in their last year of compulsory schooling may be allowed to participate in properly authorised work experience schemes in industrial as well as non-industrial undertakings, but not on ships.

1.4 The Health and Safety (Training for Employment) Regulations 1990

Anyone receiving relevant training (work experience provided as part of a training course or programme, or training for employment or both) should be treated as employees for the purposes of health and safety legislation.

1.5 The Working Time Regulations 1999 (as amended)

The Working Time Regulations 1999 (as amended) apply to all workers, with some additional provisions available for young workers (below 18 years but above the MSLA). Briefly, young workers have special rights under the Working Time Regulations. The rights of young workers - those over the minimum school leaving age but under 18 and those under the minimum school age on approved work experience schemes - differ in the following ways:

- a limit of eight hours working time a day and 40 hours a week (unless there are special circumstances);
- not to work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances);
- 12 hours' rest between each working day;
- two days' weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.

If, on any day, or during any week, a young worker is employed by more than one employer, his working time shall be determined by aggregating the number of hours worked by him for each employer. For these purposes a week starts at midnight between Sunday and Monday (NB school or college time does not count as work unless it is part of job related training).

2. Definitions

For the purpose of this Safety Series:

Young Person	A 'young person' is anyone under eighteen years of age.
Child	A 'child' is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school, also referred to as the Minimum School Leaving Age (MSLA). (NB the oldest pupils of compulsory school age, those born in September for example, may be as old as 16 years and 10 months in year 11 before they leave school on the last Friday in June.)
Placement Provider	Placement providers are organisations that take students on work placements.

3. Responsibilities

3.1 Placement providers

Placement providers must regard any student on a work placement as their employee, with the same health and safety entitlements and duties as any other employee. The general duties of placement providers are to:

- Assess the risks to young people before they start work;
- Ensure that the risk assessment takes into account specific factors, including the young person's immaturity, inexperience and lack of awareness;
- Introduce control measures to eliminate or minimise the risks;
- Inform the young person about the significant risks to their health and safety and the control measures put in place;
- Ensure that the parents/guardians of children are informed of the key findings of the risk assessment before the placement begins.

3.2 Education Establishments

The Education (Work Experience) Act 1996 permits children in KS4 to undertake work experience as part of their education. This is no longer a statutory requirement/entitlement but some schools and settings are choosing to continue the work experience programme for pupils in KS4

In Community and Voluntary Controlled Schools, overall responsibility is placed on the Local Authority (LA). However, Head teachers have the same operational role as other line managers to ensure that the LA's policy and procedures for work placements are implemented. In Voluntary Aided and Foundation Schools and Academies, overall responsibility rests with the employer (the Governing Body).

Schools have a duty to take reasonably practicable steps to:

- Ensure the suitability of work experience or work-related learning placements taken up by their students
- Ensure that the placement organiser will make the necessary arrangements to check the suitability of placements, including arrangements for safeguarding
- Provide relevant information about individuals going on placements to the placement organiser (e.g. medical conditions, disabilities)
- Brief students prior to placements starting on their health and safety responsibilities and those of the employer while on placement
- Monitor students' health, safety and welfare while on placement and provide 'pastoral' support

Further information on Young People and Work Experience can be found on the HSE website at <http://www.hse.gov.uk/youngpeople/index.htm>.

3.3 Placement Organisers

Placement organisers may be schools or other organisations such as work based learning training providers. Placement organisers have a duty to take reasonably practicable steps to:

- Ensure that students are not placed in a working environment where there are significant risks to their health and safety by carrying out suitable pre-placement checks against recognised health and safety standards;
- Provide relevant information to the placement provider about health conditions or any learning difficulties identified by the student or the school;
- Ensure that the parents/guardians of children on work experience or work-related learning placements are informed of the findings of the young person risk assessment.

Where a student attends a placement organised through a Further Education College the school and the FE College must have clear joint arrangements in place to fulfil the role of the placement organiser.

3.4 Young People

Students participating in work experience or work-related learning programmes are regarded as the placement provider's employee for the purposes of health and safety. Therefore, the LA (in Community and Voluntary Controlled Schools) or the Governing Body (in Voluntary Aided and Foundation Schools and Academies) has the same duties towards young people on work placements, as it does towards other employees.

As employees, Young People have the following duties while at work:

- to take reasonable care for their own health and safety and of other persons who may be affected by their acts or omissions at work.

- to co-operate with the employer so far as is necessary to enable the employer or any other person to comply with a duty or requirement imposed by health and safety law.

3.5 Parents/Guardians

Parents/guardians have no responsibilities under health and safety law, but they can assist by providing relevant information about the young person's medical or behavioural condition to the school, placement organiser or placement provider as appropriate. They may also alert education establishments or placement organisers to any actual or potential health and safety problems in the placement that their children tell them about.

4. Child Employment

Very few children aged under 16 are employed in educational establishments, although some schools do employ children as cleaning staff. In these circumstances a permit must be obtained from the employer i.e. the LA or Governing Body.

5. Risk Assessment

A risk assessment of the activities that a young person may undertake must be carried out before their employment or work placement period begins. The findings of the risk assessment may determine what activities the young person will be allowed to undertake and may even determine whether a work placement can go ahead at all. To assist in this process a model Young Person Risk Assessment can be found at Appendix B.

5.1 Specific hazards and Young People

The following information should be used as part of the risk assessment process to identify hazards that present an increased risk to young people.

Agents, processes and work activities	What is the risk?	Control measures (How to avoid the risk)
Psychological capacity	<p>In the vast majority of jobs there is no difference in the kind of mental and social skills used by young people and adults.</p> <p>But there may be large individual differences in the psychological capacity of young people (due to training, experience, skills, personality and attitudes).</p> <p>However, there are some areas of work that could be beyond a young person's ability, such as:</p> <p>dealing with violent and aggressive behaviour; decision making in stressful situations.</p>	<p>A risk assessment must identify any critical tasks that rely on skill, experience and an understanding of the task requirements.</p> <p>Training and effective supervision must be provided, particularly where young people are:</p> <ul style="list-style-type: none"> • Using machinery with exposed dangerous parts (e.g. food slicing machinery); • Potentially exposed to violent or aggressive behaviour.

Agents, processes and work activities	What is the risk?	Control measures (How to avoid the risk)
Physical capacity	<p>Accidents, injuries and/or musculoskeletal disorders that can occur in tasks that require repetitive or forceful movements, particularly in association with awkward posture or insufficient recovery time.</p> <p>Young people may not be capable of driving or operating machinery that is designed for adults.</p>	<p>The risk assessment must take into account factors relating to physique, general health, age and experience.</p> <p>Training and effective supervision must be provided.</p>
Work where the pace is determined by machinery and involving payment by results	<p>Young workers may be more at risk as their muscle strength may not be fully developed, and they may be less skilled, e.g. in handling techniques or in pacing the work according to their capacity.</p> <p>They may also be more subject to peer pressure to take on tasks that are too much for them, or to work more quickly.</p>	<p>The risk assessment must take account of age and experience.</p> <p>Training and effective supervision should be provided.</p>
Extreme cold or heat	<p>Exposure to extreme heat carries risks for workers of all ages, including heat exhaustion or potentially fatal heat stroke. Protective clothing may prevent the body losing heat normally.</p> <p>Their response to work in hot conditions will depend on physical fitness, physique and past experience of hot conditions, which will vary from person to person.</p> <p>Exposure to extreme cold also carries risks for workers of all ages. Principally hypothermia and local cold injuries such as frostnip/frostbite.</p>	<p>It must be ensured that any intended exposure to extreme heat or cold is carefully risk assessed and minimised by:</p> <ul style="list-style-type: none"> • Suitable work patterns. • Reducing workrates. • Controlling work periods. • Getting a medical assessment of the young person before they start work. • Effective supervision.
Noise	<p>There is no evidence that young workers face greater risk of damaged hearing from exposure to noise than other workers.</p>	<p>The general requirements of the Noise at Work Regulations apply (risk assessment, hearing protection, etc.).</p> <p>The HSE advises that hearing protection (e.g. ear defenders) be provided to young persons where daily exposure exceeds the 'first action level' (see General Safety Series G 32 on the KAHSC website for further guidance).</p> <p>Effective supervision must be provided to ensure hearing protection is worn properly.</p>
Hand-arm vibration	<p>There is no evidence that young workers face a greater risk of developing Hand-Arm Vibration Syndrome (Vibration White Finger).</p> <p>However, there is an increased risk in the onset of non-occupational Raynaud's disease during adolescence which can give similar symptoms to vibration white finger.</p> <p>Young people with non-occupational Raynaud's Disease should not be exposed to HAV.</p>	<p>Control measures relevant to all employees must be implemented, including:</p> <ul style="list-style-type: none"> • Identifying hazardous equipment/tasks. • Limiting exposure. • Providing effective supervision. • Health surveillance.

Agents, processes and work activities	What is the risk?	Control measures (How to avoid the risk)
Whole-body vibration	<p>Regular exposure to shocks, low frequency whole-body vibration, e.g. driving or riding in off-road vehicles on uneven surfaces, or excessive movement may be associated with back pain, and other spinal disorders.</p> <p>Young workers may be at greater risk of damage to the spine as the strength of the muscles is still developing and bones do not fully mature until around the age of 25.</p>	<p>Controls must be introduced where significant risks are identified.</p> <p>Controls may include:</p> <ul style="list-style-type: none"> identifying hazardous equipment/tasks; limiting exposure by reducing either the time and/or level; providing effective supervision; and health surveillance.
Ionising radiation	<p>The risk of developing cancer and hereditary defects from exposure to ionising radiation is slightly higher for young people.</p> <p>Setting statutory annual dose limits controls the risk of developing cancer and hereditary defects from exposure to ionising radiation.</p> <p>The dose limits for young trainees are set at 30% of the adult limits.</p>	<p>Work procedures should be designed to keep exposure to ionising radiation as low as is reasonably practicable.</p> <p>Young people are not permitted to be designated as ‘classified persons’ and must only enter a ‘controlled area’ under the terms of a written safe system of work.</p>
Non-ionising electro-magnetic radiation	<p>Optical radiation:</p> <p>There is no evidence that young workers face greater risk of skin and eye damage.</p>	Procedures for adult employees exposed to non-ionising radiation (e.g. outdoor workers) must be applied.
	<p>Electromagnetic fields and waves:</p> <p>Exposure within current recommendations is not known to cause ill health. Extreme over-exposure to radio-frequency radiation may cause harm by raising body temperature.</p>	Exposure to electric and magnetic fields must not exceed restrictions published by the National Radiological Protection Board.
Biological agents	<p>Young workers are not intrinsically more susceptible to infections from biological agents than adults.</p> <p>Like any other worker, they may be at greater risk if they suffer from any disease or from the effects of medication or pregnancy.</p>	<p>Controls must be implemented for all employees regardless of their age or state of health against the risk of:</p> <ul style="list-style-type: none"> Infection at work, and Acquiring an allergy to certain micro-organisms. <p>Relevant COSHH risk assessments must be carried out and control measures implemented (e.g. maintaining high standards of hygiene, use of Personal Protective Equipment, etc.).</p> <p>Vaccinations (e.g. Hepatitis B) should be offered as a supplement to procedural or physical controls.</p>
Very toxic, toxic, harmful, corrosive and irritant substances	<p>Young people are not physiologically at any greater risk from exposure to such substances.</p> <p>However, they may not appreciate the dangers to their health, or follow instructions properly because of their immaturity.</p>	<p>COSHH risk assessments must be carried out for all substances in this group. Particular attention must be paid to the requirements for:</p> <ul style="list-style-type: none"> Information, instruction and training.

Agents, processes and work activities	What is the risk?	Control measures (How to avoid the risk)
		<ul style="list-style-type: none"> Effective supervision within a safe system of work.
	Some substances can cause allergic reactions in people, which may result in dermatitis or asthma, although they do not affect young people any differently.	See control measures detailed above. For further advice on asthma and dermatitis please contact Kym Allan Health & Safety Consultants Ltd.
	Some substances (<i>carcinogens</i>) may cause cancer. They need special consideration because of that property – they have no special effect on young people.	<p>There are special precautions for Carcinogens under the COSHH Carcinogens ACOP.</p> <p>Please contact Kym Allan Health & Safety Consultants Ltd. for further information.</p>
	<p>Some substances may impair a woman's ability to have children or may damage the unborn child.</p> <p>These substances do not affect young people any differently from adults.</p>	A separate risk assessment of new and expectant mothers at work must be carried out (see General Safety Series G23 on the KAHSC website).
Asbestos	<p>Young people are not physiologically at any greater risk from exposure to asbestos.</p> <p>However, young people may not appreciate the dangers and/or follow instructions properly because of their immaturity.</p>	In addition to normal controls for all employees, special attention must be paid to the provision of information, instruction and training, and effective supervision.
Flammable liquids	Accidental spills can cause fires or explosions. Flammable liquids must be used only for their intended purposes.	<p>Information must be given on:</p> <ul style="list-style-type: none"> The basics of flammability. What to do if a liquid is spilt. The dangers of misusing flammable liquids.
Flammable gases	Leaking gas from pipes, appliances or cylinders can cause fires or explosions.	<p>Information must be given on:</p> <ul style="list-style-type: none"> The basics of flammability. How to detect leaking gas. What to do in the event of a gas leak.
Gas cylinders	Leaking gas from cylinders (e.g. due to physical damage) may cause fires or explosions. Heavy cylinders may cause physical injury if not properly handled.	<p>Information must be given on:</p> <p>The basics of flammability. How to detect leaking gas. What to do in the event of a gas leak.</p>
	Physical damage to cylinders which may lead to fires or explosions. Heavy cylinders may cause physical injury if not properly handled.	<p>Gas cylinders need to be properly handled, to avoid:</p> <ul style="list-style-type: none"> Danger of fire or explosion Risk of physical injury to the worker, e.g. crushed toes.
	Application of heat to gas cylinders may cause them to burst, possibly resulting in a 'shrapnel' type explosion. Alternatively, the contents may be vented through a pressure release valve resulting in fire or explosion.	It must be ensured that gas cylinders are safely stored and used, away from direct sources of heat.
Work involving a risk of structural collapse	Including demolition, dismantling, construction, refurbishment and alterations when structures may be either deliberately or accidentally weakened.	Young people must only do such work if properly trained and under effective supervision.

Agents, processes and work activities	What is the risk?	Control measures (How to avoid the risk)
Work involving high-voltage electricity (1000 Volts and above)	There is no evidence that young workers face greater physical risks from electricity than other workers.	As with adults, young people must not undertake any work involving electricity unless: <ul style="list-style-type: none"> • they have the necessary technical knowledge and/or experience to prevent danger or injury; or • are under an appropriate level of supervision.
Work with fierce or poisonous animals	Farm animals (including semi-domesticated animals such as deer, as well as domesticated animals such as horses, cows and sheep) may occasionally show aggression. Young workers may be more at risk due to inexperience or lack of appreciation of the risks.	Effective supervision and training is essential. Consideration must be given to prohibiting young people working with fierce or poisonous animals. Employees must be segregated from potentially fierce animals so far as is reasonably practicable.
Woodworking machines	The Approved Code of Practice 'Provision and Use of Work Equipment' states that young people must not be allowed to use high-risk woodworking equipment unless they have the necessary maturity and competence i.e. completed appropriate training.	Young people must not be permitted to operate any woodworking machine which is hand fed and any of the following machines: <ul style="list-style-type: none"> • Sawing machines with circular blade or saw band. • Planing machines used for surfacing. • Vertical spindle moulding machines.

5.2 Restrictions on the Work of Young People

The outcome of your risk assessment and the extent of the control measures you introduce will determine whether significant risk or harm to the young worker remains. In most cases, if you are complying with existing health and safety legislation, for example the Manual Handling Operations Regulations 1992 (as amended), or the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the risks to young workers will be adequately controlled.

If a significant risk remains despite your best efforts to do what is reasonably practicable to control harmful exposure to substances at work, or significant risks to young workers undertaking particular work, you must not employ young workers to do this work. In these circumstances you may consider transferring the young worker to other work and replacing them with a more experienced adult. However, in doing so you will need to ensure that you are complying with other health and safety legislation. You will need to review the risk assessment if the nature of the work changes or if you suspect that it is no longer valid.

The prohibitions will not apply where young people over MSLA are doing work necessary for their training, under proper supervision by a competent person, and providing risks are reduced so far as is reasonably practicable, in line with existing health and safety legislation. "Training" includes Government funded training schemes for school leavers, modern apprenticeships, in-house training arrangements and work qualifying for assessment for

NVQs, e.g. craft skills. But the prohibitions will continue to apply to children under MSLA who are employed or undergoing training such as work experience.

5.3 Prohibited Activities

Young people are not allowed to undertake work that:

- Is beyond their physical or psychological capability.
- Involves exposure to agents that are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child, or can result in chronic effect on human health.
- Involves harmful exposure to radiation.
- Involves the risk of an accident that a young person would not recognise or avoid, because of a lack of safety awareness, experience or training.
- Involves a risk to health from; extreme cold or heat, noise, or vibration.

6. Supervision

Peer pressure, reluctance to ask questions and a misunderstanding of the significance of a safe system of work can all lead to young and inexperienced people over-stretching themselves and having or causing accidents. Therefore, young people should generally be supervised at all times.

Young people should be introduced to their supervisor(s) as part of their induction process (a model Work Experience Induction Checklist can be found in General Safety Series G12 on the KAHSC website). Where a young person will have more than one supervisor (e.g. they are on work experience or work-related learning within different parts of a unit or section) a single person must be assigned to be in overall control of the young person.

7. Induction Training for Young People

A Work Experience Induction Checklist (sample held at Appendix A) must be completed with all young people on their first day at work, regardless of the length of the work placement. In addition, Parts A and B of the Young Person Risk Assessment (Appendix A) must be discussed with the young person as part of the induction process and a copy of the completed risk assessment provided to the young person.

8. Information for Parents/Guardians

Parents or guardians of children (i.e. those under MSLA) must be informed of the findings of the young person risk assessment. If they are on a work experience or work-related learning placement this can be done via the placement organiser.

Parents and carers should receive:

- the results of the placement provider's risk assessment for the work experience placement and of the control measures to eliminate/control the identified risks;
- a copy of the consent form for the work experience placement. This may include further information on the placement, for example a plan of work during the placement, training and supervision, and procedures in the event of an accident;
- information on insurance cover for the student in case of an accident;
- information showing that it is a condition of work experience that students do not receive payment. They will therefore not be entitled to industrial injuries benefits if they are involved in an accident while taking part in work experience.

9. Incident Reporting

Normal incident/accident reporting procedures should be followed for all incidents involving young people, whether they are employed or on a work placement with an educational establishment. However, if the young person was on a work placement, a copy of the completed Incident Report Form must also be sent to the relevant school.

Further advice and assistance is available from Kym Allan Health & Safety Consultants Ltd., 3-4 Citadel Row, CARLISLE, CA3 8SQ. Telephone: 01228 210152.

Signed: Executive Headteacher: *S.L. Slack*

Signed: Chair of Governors: *G. Duncan*

Date: Reviewed September 2020

WORK EXPERIENCE INDUCTION CHECKLIST (Young Persons)

WORK EXPERIENCE INDIVIDUAL'S NAME				
SCHOOL WHERE NORMALLY BASED				
PLACE OF WORK				
START DATE				
PLACE OF WORK				
SUPERVISOR'S NAME				
SUPERVISOR'S JOB TITLE				
<p>We confirm that (NAME OF PERSON) has:</p> <ul style="list-style-type: none"> ▪ Been supported to complete the induction checklist and other induction activities ▪ Received guidance and direction to undertake their placement within St Mary's Catholic Primary School. 				
SIGNED:		<i>Work Experience Individual</i>	DATE:	
SIGNED:		<i>Supervisor</i>	DATE:	

PREPARATION CHECKLIST FOR HEADTEACHERS (TWO WEEKS BEFORE ARRIVAL)	
✓ <i>(as appropriate)</i>	
	Arrange PC access (if applicable) and work space. Ensure that any reasonable adjustments are made where necessary
	Carry out 'risk assessment – young people at work'. This is mandatory for anyone under the age of 18. If the individual is under 16 a copy should be sent to their parent/guardian
	Nominate a Supervisor and 'buddy/mentor'
	Plan and prepare a placement programme of work
	Inform relevant employees of the placement and their role

Induction checklist	Work exp. initials	Supervisor initials	Date completed
The school, the work base and colleagues			
Welcome by Supervisor or nominated person			
Introduction to immediate/other colleagues			
Explain domestic arrangements <ul style="list-style-type: none"> ▪ Drinking/eating facilities/Cloakroom/toilets ▪ Other on-site facilities (e.g. canteen/shop) ▪ Access to stationery and other supplies ▪ Hours of work/lunch breaks ▪ Office dress standards 			
Tour of workplace (include notice boards, fire exits)			
Access and security			
Access to workplace and security			
Security pass / ID card issued (if applicable)			
Data Protection Act and Freedom of Information Act			
Confidentiality			
Safeguarding/Child Protection – Do's and Don'ts			
Health and safety			
Fire procedure explained: <ul style="list-style-type: none"> ▪ Fire alarm sounds explained ▪ Location of fire exits and assembly points 			
First Aid procedure explained: <ul style="list-style-type: none"> ▪ First aid contact and facilities identified ▪ Procedure in event of accidents 			
Risk assessments and procedures explained e.g. manual handling, display screen equipment (if applicable)			
Accident and incident procedure and reporting explained			
Identify anything that work experience individual is NOT to do			
Equipment			
Office equipment <ul style="list-style-type: none"> ▪ Explanation of use of equipment, including internet usage policy if applicable 			
Objectives and skills			
Establish/confirm objectives of the placement and go through programme of work.			
Support the individual to develop skills and qualities that are important in the workplace e.g. communication, time management, organisation			
Any other information			

Induction checklist	Work exp. initials	Supervisor initials	Date completed
List here (if relevant)			

RISK ASSESSMENT – YOUNG PEOPLE AT WORK

SCHOOL:	St Mary's Catholic Primary School	DEPARTMENT:	
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PART A – GENERAL ASSESSMENT OF ACTIVITIES

What activities will the young person be carrying out? (List tasks below, including any machinery and substances used.)	Have these activities been risk assessed?	Are all control measures in place?	List any control measures not in place below.
Are there any hazards that present additional risks to a young or inexperienced person?	List any additional control measures required below.	List any tasks that the young persons will NOT be permitted to carry out.	

Assessor(s) name:		Assessor(s) signature:		Date:	
<i>The Line Manager/headteacher should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.</i>					
Head teacher's name:		Head teachers signature:		Date:	

PART B – SPECIFIC ASSESSMENT OF INDIVIDUAL YOUNG PERSON					
Name of Young Person	Age	Date of Birth	Address & Phone No.	Name(s) of Parent/Guardian	
<i>If the young person is below Minimum School Leaving Age information on the hazards involved in their work must be provided to parent/guardian.</i>					
Is the young person: (Please tick)	<input type="checkbox"/>	An employee	Name of Placement Organiser: (inc. individual contact name)		
	<input type="checkbox"/>	On a training scheme (e.g. modern apprentice)			
	<input type="checkbox"/>	On work placement/experience	Telephone number:		
Will all control measures in place for other employees be in place for this individual?		List any control measures that will not be in place (e.g. training, Personal Protective Equipment, health surveillance, etc.)			
Has any information on medical conditions or disabilities been provided? (List below)		List any additional control measures required below (inc. any further tasks that this young person will not be permitted to carry out)			
Name(s) and Positions (s) of Individual(s) who will be supervising Young Person: (A copy of this form must be provided to the person supervising.)					
Name and Position of the individual who will be in overall control of the Young Person:					
Assessor(s) name:		Assessor(s) signature:		Date:	
<i>The Line Manager/headteacher should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.</i>					
Head teacher's name:		Head teachers signature:		Date:	