

## Risk Assessment Form

<b>Date:</b>	<b>Assessed by:</b>	<b>Location:</b>	<b>Assessment ref no:</b>	<b>Review date:</b>
<b>Task</b> Under 18 Student from local school participating in work experience				

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
A member of the public on site	Student not familiar with the environment	Student	<p>Suitable member of University personnel will give induction briefing before any work activity commences.</p> <p>This must include instructions/information on dual-stage fire alarm / evacuation / first aid and location of local First Aiders / welfare facilities.</p> <p>If working in laboratory environment induction must also contain action in case of chemical emergency, use of Diphoterine and any other specific area hazards (e.g. electromagnets, cryogenic liquids, pressurised gases etc.), working hours and prohibition of lone working.</p>	Low	T
A member of the public on site	Student getting lost in the building(s).	Student	<p>University personnel responsible for supervision during placement to greet student at entrance of the building and guide them to the area.</p> <p>Student to be accompanied and supervised at all times.</p>	Low	T
A member of the public on site	Student feeling unwell during the event	Student	<p>Student to inform University staff of any health issues that may affect their day, (e.g. mobility problems)</p> <p>Student to bring their own medications.</p> <p>Student to inform supervising individual immediately if feeling unwell.</p>	Low	T

**Result: T = Trivial; A = Adequately controlled; N = Not adequately controlled, action required; U = Unknown risk**

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Under-18s on site	Young persons are more vulnerable due to immaturity and inexperience.	Student	<p>Student chaperoned/supervised by a member of University at all times.</p> <p>Student must never be alone in a one-to-one situation with any University personnel.</p> <p>Meetings will take place as a group, in an open office/laboratory or in a public area, such as the café.</p>	Low	A
Under-18s carrying out basic lab work	Young persons are more vulnerable due to immaturity and inexperience.	Student	<p>Student's activities will not involve any CMR (carcinogenic, mutagenic or reproductive toxins), skin or respiratory sensitisers, ionising radiation, non-ionising radiation, extreme noise, extreme temperatures and vibrations.</p> <p>Student to receive comprehensive training until fully competent. Close supervision provided at all times.</p> <p>Risk Assessments for individual tasks to be carried out in advance.</p> <p>Personal Protective Equipment (PPE) will be provided: lab coat, appropriate gloves and safety glasses, and proper use monitored.</p> <p>Working hours restricted to within 9am-5pm, minimum 1 lunch break (30mins – 1hr) and 1 rest break (15-30mins) everyday</p>	Low	A

#### **Authorisation by Supervisor**

**I confirm that I have considered and understood the activities and the associated hazards. I am satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to acceptable levels.**

**Print name:**

**Signed:**

**Date:**

**Result: T = Trivial; A = Adequately controlled; N = Not adequately controlled action required; U = Unknown risk**