

Safe Management of Young People in the Work Environment Policy

(HSP 18)

V5.0

March 2025

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Data Protection Act 2018 (UK General Data Protection Regulation – GDPR) Legislation.

The Trust has a duty under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 to ensure that there is a valid legal basis to process personal and sensitive data. The legal basis for processing must be identified and documented before the processing begins. In many cases we may need consent; this must be explicit, informed, and documented. We cannot rely on opt out, it must be opt in.

Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 is applicable to all staff; this includes those working as contractors and providers of services.

For more information about your obligations under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 please see the Information Use Framework Policy or contact the Information Governance Team.

Royal Cornwall Hospital Trust rch-tr.infogov@nhs.net

1. Introduction

- 1.1. The employment of young people in the workplace need not present a problem. However, young workers are particularly at risk within the workplace because of a relative lack of experience or a lack of maturity which may reduce their awareness of existing or potential risks.
- 1.2. This Policy enables the Trust to meet the requirements of both the Health and Safety at Work etc. Act and the Management of Health and Safety at work Regulations 1999.
- 1.3. All people are at particular risk of injury in the first six months of a job as they may be aware of existing or potential risks. Young people, especially those new to the workplace, are particularly vulnerable because of their lower levels of life experience. They may:
 - 1.3.1. Encounter unfamiliar risks from the jobs they will be doing and from the working environment.
 - 1.3.2. Lack experience or maturity or may be unaware of how to raise concerns.
 - 1.3.3. Not have reached physical maturity and therefore lack the strength demanded.
 - 1.3.4. Be eager to impress or please people with whom they work.
- 1.4. People on Work Experience or Employment Training schemes and volunteers have the same protection in Health and Safety Legislation as paid employees.
- 1.5. This version supersedes any previous versions of this document.

2. Purpose of this Policy/Procedure

- 2.1. This Policy describes the procedures which should be followed to ensure that where a young worker is working in the Trust as either an employee, volunteer or on work experience they are not exposed to any increased or significant risk without prior risk assessment.
- 2.2. This Policy applies to amongst others, people on work experience from schools, colleges, and other organisations.
- 2.3. All employees are required by their contract of employment to co-operate with the Trust on Health and Safety matters, this includes compliance with this policy. Any action to the contrary will result in disciplinary action.
- 2.4. All people undertaking work experience must follow the instructions, training and procedures which are provided to them.
- 2.5. The purpose of this document is to:
 - 2.5.1. Enable the Trust to ensure that it provides a safe working environment as far as is reasonably practicable.

- 2.5.2. Ensure that the appropriate risk assessments and control measures are in place.

3. Scope

- 3.1. The Trust is committed to ensuring the safety of all persons who undertake work, paid or unpaid, for or with the Trust.
- 3.2. The Trust Board views the statutory obligations in various Health and Safety Legislation as the minimum standard and is committed to exceeding these standards to achieve best practice.
- 3.3. The Trust encourages liaison between the Trust and local schools and colleges for work experience students to spend some time in various departments within the Trust. It is also accepted that, from time to time, young people will be appointed to temporary and substantive posts.
- 3.4. The Trust is aware of the additional risks that may follow because of the employment of young people and will take all measures necessary to minimise those risks so far as is reasonably practicable.
- 3.5. This Policy applies to all Trust staff, sites and activities.

4. Definitions / Glossary

For this document, unless otherwise stated specifically the following definitions will apply throughout.

The Trust	The Royal Cornwall Hospitals NHS Trust.
Trust sites	All areas, sites, buildings or premises owned, occupied or controlled by the Trust.
Staff	All persons who are employed by the Trust whether on permanent or temporary contracts written or implied, paid or unpaid. This shall include persons employed through recruitment and employment agency providers to assist the Trust in delivery of services but excluding contractors and third parties undertaking works for or on behalf of the Trust.
Young Person	A young person is anyone aged under 18.
Child/children	A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.
MSLA	Minimum school leaving age.

Work experience	Period(s) of time spent by a child or young person in a work environment observing work activities, usually as part of their schooling or college course structure.
Risk assessment	The careful examination of what could cause harm, and the likelihood of the harm occurring; in order to decide on precautions to prevent that harm occurring. (See Appendix 3).
Control Measure	Any measure to reduce the risk in the workplace, e.g. Standard Operating Procedures, mechanical devices, personal protective equipment, training, restricted access zones.
Work Environment	Any environment where activities are being undertaken for, by or on behalf of the Trust.
Contractors	Any person employed by or working for a third-party organisation working for or acting on behalf of the Trust.
HSE	Health and Safety Executive.

5. Ownership and Responsibilities

5.1. Role of Chief Executive Officer (CEO)

- In accordance with the requirements of the Health and Safety General Policy the CEO has overall accountability for the management of all aspects of Health and Safety including the management of work equipment.
- Responsibility for the day-to-day implementation of this policy is delegated throughout the organisational management structure.

5.2. Role of Board of Directors

It is the duty of the Board of Directors to take responsibility for the safe undertaking of all aspects of work under their control. Where actions to control risks are beyond the authority of managers and supervisors, directors must ensure there are adequate arrangements in place for such hazards and risks to be notified to them by the fastest possible means and that they are effectively managed and controlled.

5.3. Role of Chief Operating Officer (COO)

- The Chief Operating Officer is the nominated Executive Director with responsibility for Health and Safety across the organisation.

- To ensure that the Health and Safety Department have suitable and sufficient resources, including training provision, equipment, funding, etc are provided within the Trust to ensure that the requirements, written or implied, of this document can be met.

5.4. Role of the Dual Chief People Officer

To ensure that the Learning and Development Department have suitable and sufficient resources, including training provision, equipment, funding, etc. are provided within the Trust to ensure that the requirements, written or implied, of this document can be met.

5.5. Role of the Care Group Senior Leadership Team, Directors and Senior Managers

- Consider those activities and equipment that present a risk to young people and children; furthermore, ensure these risks are added to the local risk register and monitored through the Care Group or Department Health and Safety Forum.
- Ensure that provision is made for the introduction of safe working procedures and measures as identified by risk assessment ([Appendix 3](#)). Senior Managers will also ensure that there is adequate provision of supervision available for young people and children.
- Ensure that acceptable tasks are identified for young people and children and the managers and supervisors are fully briefed on the activities that young people and children can be involved in.
- Directors must ensure that managers are adequately trained to identify hazards, assess risks, develop adequate control measures and understand their responsibility and level of authority.

5.6. Role of Heads of Nursing (or Care Group equivalent)

Heads of Nursing (or care Group equivalents) are to:

- Be aware of the Trust's Health and Safety strategy and policies.
- Support the departmental manager in promoting a Health and Safety culture within their working environment, ensuring participation and involvement when requested.
- Identify potential risks and Health and Safety issues that may impact on the Trusts ability to achieve its objectives, and report concerns through their Line management structure.
- Take due care at work, report any accidents, incidents, or untoward occurrences, and comply with the Trust's Health and Safety Policies in order that the Trust can fulfil its Health and Safety responsibilities.

5.7. Role of the Managers and Supervisors

All Managers are responsible, within their sphere of influence, for ensuring that all operations and activities involving young people/children at work are managed and controlled in a safe manner; and will:

- Assess the risks associated with the work activities prior to the start and throughout the placement or high-risk period.
- Ensure that all relevant members are adequately trained to ensure that the requirements of this document are applied.
- Ensure that members of staff within their work area, regardless of role, follow safe working procedures and implement the controls identified in the risk assessment.
- Ensure that all incidents or near-misses relating to young people and children at work are fully reported in the Trust incident reporting and management system.
- Where required, share the results of the assessment with organisations sponsoring the young person/child in the Trust.

5.8. Role of Staff

In addition to and compliance with the statutory obligations placed upon all employees, staff will:

- Report any problems/incidents or concerns with young people in their work area directly to their line manager.
- Co-operate with the undertaking of risk assessment and implanting safe working procedures.
- Ensure that Standing Operating Procedures and safe systems of work are followed.
- Not ask, facilitate, or encourage young people to undertake or participate in activities for which they have not been trained, authorised or are not supervised fully.

5.9. Role of Workplace Experience Co-ordinators in the Trust

- The Trust Work Experience Co-Ordinators will ensure that all placements are risk assessed and that a suitable mentor is appointed to induct and facilitate the placement in the work area.
- Ensure that all successful work placement applicants are issued with an honorary contract of employment and are provided with placement information in addition to an induction by the local manager prior to starting the placement.

5.10. Role of the Health, Safety, Moving and Handling Team

The Health, Safety, Moving and Handling Team will:

- Advise and assist with the Risk Assessment process.
- Provide information about activities that may include risks to staff, patients or others to the Health and Safety Committee and other groups as required.
- Support the investigation of incidents related to young people.
- Where appropriate, make reports to external agencies regarding failure or injuries and ill health conditions.
- Periodically monitor and evaluate training arrangements for compliance with this document.

5.11. Role of the Trust Occupational Health Services

The Occupational Health Services will:

- Provide health surveillance to staff identified by risk assessment.
- Provide information for Line Managers on control measures required for individuals.
- Notify the Health, Safety, Moving and Handling Management Team of all cases of ill health or injury that are or may be attributed to the activities of young people at work, current or historic.
- Ensure that a Datix entry is created for each incident or potential or actual injuries, ill health, or harm, including near-miss situations, reported, or referred to the service.

5.12. Role of the Head of Learning and Development

- The Head of Learning and Development will ensure that suitable and sufficient training is made available for staff required to undertake risk assessments for young people.
- Furthermore, will work with local managers to ensure that suitable and sufficient training is provided and maintained for young people relative to the work area.

5.13. Role of the Health and Safety Committee

The Health and Safety Committee shall:

- Receive periodic reports on matters relating to young persons on Trust sites.

- Ensure that the content of this document is cascaded throughout the organisation via Care Group forums, meetings, etc.
- Evaluate data relating to equipment associated incidents and occupational ill health through:
 - Incident and accident statistics.
 - RIDDOR incidents reported to the Health and Safety Executive.
 - Legal action/claims data.
 - Sickness absence data.
 - Occupational Health data on health surveillance.

6. Standards and Practice

6.1. Training

- 6.1.1. All staff involved in the assessment of risks to young people in the workplace shall receive training/instruction, commensurate directly with their duties.
- 6.1.2. All staff should be aware of the risks they may be exposed to and the findings of the risk assessment and controls in place.

6.2. Risk Assessment

- 6.2.1. Schools, colleges, and other establishments must understand only students who have successfully completed the work experience / apprenticeship procedure will be permitted on Trust Sites.
- 6.2.2. The completion of the risk assessment will be the responsibility of the local manager where the young person will be working. Risk assessments should be completed using the template ([Appendix 3](#)).
- 6.2.3. A copy of the completed assessment should be provided to the manager of the young person (if different), and, where applicable the work experience co-ordinator and the education facility or similar arranging the placement.
- 6.2.4. Assessments must be readily available to the Health, Safety, Moving and Handling Management Team upon request.
- 6.2.5. Task and young people risk assessments will assist in identifying the hazards and the potential for harm arising from work activities and the use of the equipment (See [Appendix 3](#)). The risk assessment should consider:
 - 6.2.5.1. The work undertaken or likely to be undertaken or assisted by young people.
 - 6.2.5.2. The way in which work is carried out.

- 6.2.5.3. Whether there are variations from day to day.
- 6.2.5.4. Equipment manufacturers/suppliers' information including noise, vibration, etc.
- 6.2.5.5. Environmental considerations (lighting, temperature, weather, etc.)
- 6.2.5.6. Location, frequency, and duration of the work.
- 6.2.5.7. The extent of Health and Safety training needed.
- 6.2.5.8. Risks from particular agents, chemicals, processes, and work.
- 6.2.5.9. Accidents, near-misses, incidents and occupational Ill Health.

6.3. Accidents, Near-misses, Incidents and Occupational Ill Health

- 6.3.1. All accidents, incidents and ill health involving or affecting young people at work must be reported directly to the manager of that department concerned and the incident reported on the Trust's incident reporting system, Datix.
- 6.3.2. All such Datix reports will be fully investigated in accordance with the Trust's Incident Reporting System.

6.4. Restricted Duties

Young people will not undertake any of the following duties or activities unless a specific part of a recognised training course and where a comprehensive risk assessment has been completed and approved by the Care Group General Manager or Care Group Director.

- 6.4.1. Night work – work on any day between the hours of 23:00 hrs. and 06:00 hrs. See Night Working Policy section 6.3.
- 6.4.2. No person under 16 years of age shall be present in an operating theatre during any procedure.
- 6.4.3. Witness, observe or participate in a post-mortem or birth procedures.
- 6.4.4. The Trust does not organise placements in the delivery suite or pathology for work experience students.
- 6.4.5. Work in a kitchen using mechanical food slicing/cutting equipment.
- 6.4.6. Work in the wash area of the CSSD process.
- 6.4.7. No persons under 16 years of age shall be in an X-ray room, CT scanner or any other environment where ionizing radiation is being utilised clinically.

6.5. Working Hours

- 6.5.1. Children below the minimum school leaving age (MSLA) must not be employed in on Trust's sites, except when on work experience.
- 6.5.2. No young person shall work more than 8 hours in any rolling 24-hour period, must have a minimum of 12 hours between shifts or work attendances.
- 6.5.3. Every young worker shall have a minimum weekly break of 48 hours, in addition to the 12-hour daily break.
- 6.5.4. Every young person shall have a break from work activities of not less than 30 minutes after more than 4.5 hours of work.

7. Dissemination and Implementation

- 7.1. This Document will be disseminated to the Health and Safety Committee for distribution throughout Care Groups and stored in the Trust Document Library with unrestricted access for all staff.
- 7.2. Notification of the publication and subsequent updates of the policy will be made via policy update email via normal communications route.

8. Monitoring compliance and effectiveness

Information Category	Detail of process and methodology for monitoring compliance
Element to be monitored	Young people at work risk assessments. Incidents and occupational ill health associated with young people at work.
Lead	Health and Safety Committee.
Tool	Reports to the Health and Safety Committee by the Health and Safety Advisor and Occupational Health Service.
Frequency	Bi-annually.
Reporting arrangements	Reports received by the Health and Safety Committee as detailed above and reported in accordance with the Committee Terms of Reference.
Acting on recommendations and Lead(s)	The Health and Safety Committee, supported by the specialist advisers, shall make recommendations as appropriate.
Change in practice and lessons to be shared	Where issues are identified within the report; all such comments will be provided to the relevant department/area by the appropriate representative on the committee within a timeframe identified by the committee to undertake improvement or remedial action.

9. Updating and Review

- 9.1. This policy will need to be reviewed not more than every 3 years, or subject to any industry and Government guidance and best practice updates.
- 9.2. Revisions can be made ahead of the review date when the procedural document requires updating. Where the revisions are significant and the overall policy is changed, the author should ensure the revised document is taken through the standard consultation, approval, and dissemination processes.
- 9.3. Where the revisions are minor, e.g. amended job titles or changes in the organisational structure, approval can be sought from the Executive Director responsible for signatory approval and can be re-published accordingly without having gone through the full consultation and ratification process.
- 9.4. Any revision activity is to be recorded in the Version Control Table as part of the document control process.

10. Equality and Diversity

- 10.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the [Equality Diversity And Inclusion Policy](#) or the [Equality and Diversity website](#).
- 10.2. Equality Impact Assessment

The Initial Equality Impact Assessment Screening Form is at Appendix 2.

Appendix 1. Governance Information

Information Category	Detailed Information
Document Title:	Safe Management of Young People in the Work Environment Policy (HSP 18) V5.0.
This document replaces (exact title of previous version):	Safe Management of Young People in the Work Environment Policy (HSP 18) V4.0.
Date Issued / Approved:	March 2025.
Date Valid From:	March 2025.
Date Valid To:	March 2028.
Author / Owner:	Gavin Griffiths, Head of Health and Safety. Nicola Webber, Health and Safety Lead Auditor and Investigator.
Contact details:	01872 252266.
Brief summary of contents:	Policy procedures and guidance for the management of young people at work. Arrangements for safe managing young people, typically, under the age of 18 years in the work environment.
Suggested Keywords:	Young people, under 18, work experience students, students, risk assessment, inexperience, working hours, rest breaks.
Target Audience:	RCHT: Yes CFT: No CIOB ICB: No
Executive Director responsible for Policy:	Chief Operating Officer.
Approval route for consultation and ratification:	Health and Safety Committee.
Manager confirming approval processes:	Gavin Griffiths, Head of Health and Safety.
Name of Governance Lead confirming consultation and ratification:	Gavin Griffiths, Head of Health and Safety.

Information Category	Detailed Information
Links to key external standards:	Health and Safety at Work etc. Act 1974. The Management of Health and Safety at Work Regulations 1999. Working Hours Regulations 1996. CQC 10. HSE guidance.
Related Documents:	Health and Safety General Policy. Risk Assessment Policy. COSHH Policy. Personal Protective Equipment Policy. Incident Reporting Policy. Health Surveillance Policy.
Training Need Identified:	Yes.
Publication Location (refer to Policy on Policies – Approvals and Ratification):	Internet and Intranet
Document Library Folder/Sub Folder:	Chief Operating Officer/Health and Safety.

Version Control Table

Date	Version Number	Summary of Changes	Changes Made by
February 2007	V1.0	Initial issue.	Len Welch
March 2010	V2.0	Minor changes to sentences to add clarity. The addition of Roles and responsibilities. Change from Directorates to Divisions and updating on Trust procedures.	Unknown Author
September 2014	V3.0	Complete re-write and update to the policy.	J. Robin Gatenby, Health and Safety Manager
September 2016	V3.1	Minor changes to correct spelling and aid clarification.	Paul Freeman, H&S Auditor
February 2021	V4.0	Full Review – Minor changes to give clarification.	Malcolm Irving, Health and Safety Advisor/Auditor

Date	Version Number	Summary of Changes	Changes Made by
September 2024	V5.0	Full Review – Minor changes to give clarity.	Nicola Webber, Health and Safety Lead Auditor and Investigator

All or part of this document can be released under the Freedom of Information Act 2000.

All Policies, Strategies and Operating Procedures, including Business Plans, are to be kept for the lifetime of the organisation plus 6 years.

This document is only valid on the day of printing.

Controlled Document.

This document has been created following the Royal Cornwall Hospitals NHS Trust [The Policy on Policies \(Development and Management of Knowledge Procedural and Web Documents Policy\)](#). It should not be altered in any way without the express permission of the author or their Line Manager.

Appendix 2. Equality Impact Assessment

Section 1: Equality Impact Assessment (EIA) Form

The EIA process allows the Trust to identify where a policy or service may have a negative impact on an individual or particular group of people.

For guidance please refer to the Equality Impact Assessment Policy (available from the document library) or contact the Equality, Diversity, and Inclusion Team
rcht.inclusion@nhs.net

Information Category	Detailed Information
Name of the strategy / policy / proposal / service function to be assessed:	Safe Management of Young People in the Work Environment Policy (HSP 18) V5.0.
Department and Service Area:	Chief Operating Officer/Health and Safety.
Is this a new or existing document?	Existing.
Name of individual completing EIA (Should be completed by an individual with a good understanding of the Service/Policy):	Nicola Webber, Health and Safety Lead Auditor and Investigator.
Contact details:	01872 25 2976.

Information Category	Detailed Information
1. Policy Aim - Who is the Policy aimed at? (The Policy is the Strategy, Policy, Proposal or Service Change to be assessed)	State how risks to young people in the work environment will be managed and controlled by the Trust.
2. Policy Objectives	Ensure compliance with Statutory instruments, industry best practice guidance.
3. Policy Intended Outcomes	Suitable and sufficient assessment of risks, reduction in sickness absence, safer working environment.
4. How will you measure each outcome?	Regular reports to Health and Safety Committee.
5. Who is intended to benefit from the policy?	All staff and stakeholders.

Information Category	Detailed Information
6a. Who did you consult with? (Please select Yes or No for each category)	- Workforce: Yes - Patients/ visitors: No - Local groups/ system partners: No - External organisations: No - Other: No
6b. Please list the individuals/groups who have been consulted about this policy.	Please record specific names of individuals/ groups: Health and Safety Committee.
6c. What was the outcome of the consultation?	Approved 16 January 2025.
6d. Have you used any of the following to assist your assessment?	National or local statistics, audits, activity reports, process maps, complaints, staff, or patient surveys: None.

7. The Impact

Following consultation with key groups, has a negative impact been identified for any protected characteristic? Please note that a rationale is required for each one.

Where a negative impact is identified without rationale, the key groups will need to be consulted again.

Protected Characteristic	(Yes or No)	Rationale
Age	No	This Policy does not impact on age.
Sex (male or female)	No	This policy does not impact on sex.
Gender reassignment (Transgender, non-binary, gender fluid etc.)	No	This policy does not impact on gender reassignment.
Race	No	This Policy does not impact on race.
Disability (e.g. physical or cognitive impairment, mental health, long term conditions etc.)	No	This Policy does not impact on disability.
Religion or belief	No	This Policy does not discriminate with any religious or cultural beliefs.
Marriage and civil partnership	No	This Policy does not impact on marriage/civil partnership.

Protected Characteristic	(Yes or No)	Rationale
Pregnancy and maternity	No	This Policy does not impact on pregnancy/maternity.
Sexual orientation (e.g. gay, straight, bisexual, lesbian etc.)	No	This Policy does not impact on sexual orientation.

A robust rationale must be in place for all protected characteristics. If a negative impact has been identified, please complete section 2. If no negative impact has been identified and if this is not a major service change, you can end the assessment here.

I am confident that section 2 of this EIA does not need completing as there are no highlighted risks of negative impact occurring because of this policy.

Name of person confirming result of initial impact assessment: Nicola Webber, Health and Safety Lead Auditor and Investigator.

If a negative impact has been identified above OR this is a major service change, you will need to complete section 2 of the EIA form available here:

[Section 2. Full Equality Analysis](#)

Appendix 3. Young People at Work Risk Assessment Template

HEALTH AND SAFETY DEPARTMENT

Risk Assessment – Young Persons			
Assessment Reference:	Click here to enter text.	Date of this assessment:	Click here to enter a date.
Site:	Choose If "Other" Add Site Here	Division:	Click here to enter text.
Location (Ward/Dept):	Click here to enter text.		
This assessment is to be completed for an individual young person <u>prior</u> to the commencement of work. For further information please see the Trust Policy Procedure and Guidance Document:			
Personal details			
Name	Click here to enter text.	Date of Birth	Click here to enter a date.
Address	Click here to enter text.		
Telephone no	Click here to enter text.		
Mobile no	Click here to enter text.		
Is the young person under the minimum school leaving age (MSLA)?	☐	Yes	☐
Advice must be given to the parent with regard to the work activities undertaken by the young person if under MSLA	☐	Yes	☐
Next of kin details			
Name	Click here to enter text.		
Address	Click here to enter text.		
Postcode	Click here to enter text.		
Telephone no	Click here to enter text.		
Mobile no	Click here to enter text.		
Relationship	Click here to enter text.		
Background details			
Name of school or college (currently or previously attended)	Click here to enter text.		
Contact Name	Click here to enter text.		
Address	Click here to enter text.		
Telephone no	Click here to enter text.		
Mobile no	Click here to enter text.		
Head teachers, class tutors references available?	☐	Yes	☐
Comments	Click here to enter text.		
Physical capacity			
Has the individual had any previous accidents resulting in injury that might impact upon this work?	☐	Yes	☐
If yes, provide details	Click here to enter text.		
Has the young person any mental or physical incapacity?	☐	Yes	☐
If yes, explain condition	Click here to enter text.		
Does the young person have any allergies?	☐	Yes	☐
If yes, explain condition	Click here to enter text.		

Author: Lead Auditor and Investigator
Reviewer: Head of Health and Safety
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Review Date: Nov 2027

Has the individual the strength to carry out the work/tasks?		Yes ☐	No ☐
Note work tasks to be completed requiring physical strength	Click here to enter text.		
List of agents, processes and work young person could be exposed to or engaged in	Click here to enter text.		
1) Is the pace of work determined by machinery?		Yes ☐	No ☐
If yes, provide details	Click here to enter text.		
Has a risk assessment been completed for this operation (attach)		Yes ☐	No ☐
2) Is the young person expected to operate in a pressurised or compressed air environment?		Yes ☐	No ☐
If yes, provide details	Click here to enter text.		
Has a risk assessment been completed for this operation (Attach)		Yes ☐	No ☐
3) Is the young person likely to be exposed to a biological agent?		Yes ☐	No ☐
If yes provide details	Click here to enter text.		
Has a CoSHH assessment been completed for this exposure		Yes ☐	No ☐
4) Is the young person likely to be exposed to any hazardous substances		Yes ☐	No ☐
If yes, explain condition	Click here to enter text.		
Has a COSHH assessment been completed for this operation		Yes ☐	No ☐
5) Is the young person likely to be exposed to chemicals that are classified as toxic?		Yes ☐	No ☐
If yes, provide details	Click here to enter text.		
Has a risk assessment been completed for this operation		Yes ☐	No ☐
Has a COSHH assessment been completed for this operation (attach)		Yes ☐	No ☐
6) Is the young person likely to be exposed to lead or lead compounds?		Yes ☐	No ☐
If yes, provide details	Click here to enter text.		
Has a risk assessment been completed for this operation? (attach)		Yes ☐	No ☐
7) Is the young person likely to be exposed asbestos?		Yes ☐	No ☐
If yes, provide details	Click here to enter text.		
Has a risk assessment been completed for this operation? (attach)		Yes ☐	No ☐
8) Is the young person likely to be exposed to ionising radiation?		Yes ☐	No ☐
If yes, provide details	Click here to enter text.		
Has a risk assessment been completed for this operation? (attach)		Yes ☐	No ☐
9) Is the young person likely to be exposed to ionising or non-ionising radiation? (Xray, sunlight, infrared, ultraviolet, microwaves, lasers)		Yes ☐	No ☐
If yes, provide details	Click here to enter text.		

Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
10) Is the young person likely to be engaged in the manufacture, handling of devices, or other objects containing explosives?	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation?	Yes ☐	No ☐
List of agents, processes and work young person could be exposed to:	Click here to enter text.	
11) Is the young person likely to be engaged in work involving the handling of equipment compressed liquefied, dissolved gases or flammable liquids?	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
12) Is the young person likely to be engaged in work involving flammable gases (leaking gases from pipes, appliances or cylinders)	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
13) Is the young person likely to be engaged in work involving gas cylinders (manual handling, fire explosion, bursts)	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
14) Is the young person likely to be engaged in work involving access to confined spaces (vats, tanks, etc.) ?	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
15) Is the young person likely to be engaged in work involving a risk of structural collapse?	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
16) Is the young person likely to be engaged in work involving low / high voltage electrical hazards?	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
17) Is the young person likely to be exposed to extremes of cold or heat?	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
18) Is the young person likely to be exposed to noise at or above 80 dB?	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
19) Is the young person likely to be exposed to hand-arm vibration? (HAV's)	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	

Author: Lead Auditor and Investigator

Reviewer: Head of Health and Safety

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Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
20) Is the young person likely to be exposed to whole body vibration? (WBV's)	Yes ☐	No ☐
If yes, provide details	Click here to enter text.	
Has a risk assessment been completed for this operation? (attach)	Yes ☐	No ☐
Other hazards: Click here to enter text.	Yes ☐	No ☐
Controls in place:	Click here to enter text.	
Other hazards: Click here to enter text.	Yes ☐	No ☐
Controls in place:	Click here to enter text.	
Assessment evaluation		
Department Head:	Click here to enter text.	
Is the young person considered suitable for placement/employment?	Yes ☐	No ☐
Has the young person the physical strength and mental attributes to complete the work tasks as indicated	Yes ☐	No ☐
Are all the work tasks indicated above operating under current risk assessment programme?	Yes ☐	No ☐
Overall Risk Level:	Very Low Low Medium High	
The exposure or commencement of work will only take place on the completion of a programme of induction, all relevant information/instruction/training has been delivered to the individual and appropriate supervision is provided.		
A record of any training/information delivered is to be kept		
The young person named above is authorised to complete the work		
Name:	Click here to enter text.	Signed:
Position:	Click here to enter text.	Date:
		Click here to enter a date.
Assessment review to be completed at least annually, following an incident or when job/work/exposure to the individual changes		
Review date	Comments	Signature of person conducting review
Click here to enter a date.	Click here to enter text.	
Review date	Comments	Signature of person conducting review
Click here to enter a date.	Click here to enter text.	
Review date	Comments	Signature of person conducting review
Click here to enter a date.	Click here to enter text.	

Copy sent to Occupational Health for inclusion in the individuals OH record ☐

Date: [Click here to enter a date.](#)

Please forward copies of this assessment to the Health, Safety, Moving and Handling Management Office, where you may also seek further advice, if necessary.

Author: Lead Auditor and Investigator

Reviewer: Head of Health and Safety

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