



RINGWOOD
— A NATIONAL TEACHING ACADEMY —

WORK EXPERIENCE RISK ASSESSMENT

This Risk Assessment is to identify the activities of the given work experience placement within the context of your workplace, and to establish the subsequent risks and control measures that need to be in place. A risk scoring will determine if the work experience placement is either Low Risk, Mid Risk or High Risk.

There are 2 Sections, complete Section A using the scoring system of Section B.
Once complete, please sign and return to the Ringwood School Careers Coordinator:
Liz Kratzke-Lowther, elizabeth.lowther@ringwood.hants.sch.uk

Company:	
Work Experience Placement Job Title:	
Name of Assessor:	
Signature and Date:	
Overall Score:	
Overall Scoring Grade:	

The Work Experience Supervisor must consider whether the young person will...	
1.	Work that is beyond their physical or psychological capacity This does not have to be complicated, it could be as simple as checking a young person is capable of safely lifting weights and following instructions.
2.	Work that involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way Be aware of substances a young person might come into contact with in their work, consider exposure levels and ensure legal limits are not exceeded.
3.	Work that involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training A young person might be unfamiliar with 'obvious' risks. An employer should consider the need for tailored training/closer supervision.
4.	Work that presents a risk to health from extreme cold, heat, noise or vibration In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place.

SECTION A: General hazards and subsequent risks and control measures for the workplace


Will the trainee work with:	Yes / No	Risks	Control measures to be in place	Risk Scoring
Machinery and equipment		Photocopiers, shredders, PC's, printers etc.	<ul style="list-style-type: none"> • Work equipment assessments • Suitable instruction on use of equipment • Supervision as required 	
Display Screen Equipment (DSE)		Neck & upper limb strains Inappropriate websites	<ul style="list-style-type: none"> • DSE assessment or advice as required • Strict supervision 	
Movement around Workplace		Slips, trips and falls	<ul style="list-style-type: none"> • Induction, training and supervision • Student to be advised to wear sensible footwear 	
Manual Handling		Back and upper limb strain	<ul style="list-style-type: none"> • Avoid manual handling where possible • Assess all proposed tasks to ensure no manual handling which may present significant risk is undertaken 	
Extreme heat or hot surfaces		Scalds and burns	<ul style="list-style-type: none"> • Training and supervision • Student prohibited from handling any substances or equipment that is extremely cold or hot 	
Working with Chemical (COSHH) and Biological Agents		Dust, fumes and vapours which may be toxic, irritant, harmful, corrosive Zoonosis, pathogens	<ul style="list-style-type: none"> • Give training on correct handling techniques and procedures • Appropriate storage and disposal arrangements are in place for chemicals • PPE is provided • Spillage kit to be made available in lab areas and staff trained in use • Student informed not to deal with spillages at induction 	
Clinical waste and sharps		Infection, cuts and needle stick injuries	<ul style="list-style-type: none"> • Information on the disposal of sharps given at induction • Student will not handle clinical medical devices including sharps 	
Animals		Bites, scratches, allergy triggers, Zoonosis	<ul style="list-style-type: none"> • Give training on correct handling techniques and procedures • Student to be supervised at all time • Animals to be housed in secure carriers • Hand washing and disinfectants to be made available • First aid provision available at all times 	
Continuous and excessive noise		Damage to hearing	<ul style="list-style-type: none"> • Induction, training and supervision • Appropriate PPE will be provided • Student is prohibited from work that will expose them to excessive noise 	
Emergency Preparedness and Procedure		Major or serious injury	<ul style="list-style-type: none"> • Trainee will be made aware of the emergency procedures during induction • In the event of an emergency, trainee will contact and remain with their supervisor and follow their instructions at all times • First aid provision available at all times • Supervisor will have trainee's emergency contact details available 	

SECTION A: General hazards and subsequent risks and control measures for the workplace

(Any others not already stated but specific to your workplace....)

Will the trainee work with:	Yes / No	Risks	Control measures to be in place	Risk Scoring

SECTION B: Matrix Table to determine level of risk

LIKELIHOOD 							KEY
	Rare 1	Unlikely 2	Possible 3	Likely 4	Almost certain 5		
Catastrophic 5	5	10	15	20	25	Low Risk (1 to 6)	
Major 4	4	8	12	16	20	Mid Risk (8 to 12)	
Moderate 3	3	6	9	12	15	High Risk (15 to 25)	
Minor 2	2	4	6	8	10		
Insignificant 1	1	2	3	4	5		

CONSEQUENCE 