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| **DETAILS OF WORK EXPERIENCE** |
| **College/School/Service** |  |
| **Head of College/School/Service** |  |
| **Work Experience Supervisor** |  |
| **Date of Work Experience** |  |

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| **TRAINEE DETAILS** |
| **Name** |  |
| **Address** |  |
| **Date of Birth (dd/mm/yyyy)** |  | **School** |  |
| **Emergency Contact Name** |  |
| **Emergency Contact Number** |  |

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| **The Work Experience Supervisor must consider whether the young person will do:** |
| 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.1. **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.1. **Work that involves harmful exposure to radiation**

Ensure a young person’s exposure to radiation is restricted & does not exceed the allowed dose limit.1. **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.1. **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. |

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| **SECTION A: Description of activities that will be carried out by the trainee** |
| **What activities will the trainee be carrying out? (List tasks below, including any machinery and substances used)** | **Hazards associated with this activity?** | **What control measures are in place?** | **Additional control measures required?** **Yes/No** |
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| **SECTION B: General hazards associated with the workplace** |
| **Will the trainee work with:** | **Yes** | **No** | **Risks** | **Control measures to be in place** |
| 1. Animals
 |  |  | Bites, scratches, allergy triggers, zoonoses | * Give training on correct handling techniques and procedures.
* Trainee 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.
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| 1. Working with Chemicals (COSHH)
 |  |  | Dust, fumes and vapours which may be toxic, irritant, harmful, corrosive  | * 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
* Trainee informed not to deal with spillages at induction.
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| 1. Biological agents
 |  |  | Zoonoses, pathogens | * Give training on correct handling techniques and procedures.
* Appropriate storage and disposal arrangements are in place for biological waste.
* Appropriate PPE is provided
* Spillage kit available in lab areas and staff trained in use
* Trainee informed not to deal with spillages at induction.
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| 1. Clinical waste and sharps
 |  |  | Infection, cuts and needle stick injuries | * Information on the disposal of sharps given at induction
* Trainee will not handle clinical medical devices including sharps.
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| 1. Display Screen Equipment (DSE)
 |  |  | * Neck and upper limb strains
* Inappropriate websites
 | * DSE assessment or advice as required
* Strict supervision
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| 1. Extreme heat or hot surfaces
 |  |  | Scalds and burns | * Training and supervision
* Trainee prohibited from handling any substances or equipment that is extremely cold or hot
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| 1. Machinery and equipment
 |  |  | Photocopiers, shredders, powered staplers, PC’s, printers etc. | * Work equipment assessments.
* Suitable instruction on use of equipment
* Supervision as required
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| 1. Movement around campus
 |  |  | Slips, trips and falls. | * Induction, training and supervision
* Student to be advised to wear sensible footwear
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| 1. Continuous and excessive noise
 |  |  | Damage to hearing | * Induction, training and supervision
* Appropriate PPE will be provided
* Trainee is prohibited from work that will expose them to excessive noise
 |
| 1. Manual Handling
 |  |  | Back and upper limb strain | * Avoid manual handling where possible
* Assess all proposed tasks to ensure no manual handling which may present significant risk is undertaken by trainee
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| 1. Emergency Preparedness and Procedure
 |  |  | Major or serious injury | * 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.
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| 1. Radiation
 |  |  | Radiation sickness, burns | * Restrict access to radiation sources
* Induction, training and supervision
* Trainee is prohibited from working with radioactive substances or isotopes
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| **Any other hazards that present additional risks to young or inexperienced person?** |  |  |  |  |

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| **Details of any relevant learning/ behavioural difficulties, disabilities or medical/health conditions that may be restrictive or require special consideration prior to the young person starting their work experience** |
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| DECLARATION: TO BE COMPLETED BY THE WORK EXPERIENCE SUPERVISOR  |
| * ***Appropriate measures are in place for the safe conduct of the work activities proposed.***
* ***Appropriate training & supervision will be provided to enable work to be conducted within acceptable safety standards.***
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| Supervisor’s Name: | Signature: | Date: |
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| ***Where young persons below minimum school leaving age are to be engaged on Work Experience, relevant and comprehensive information on the findings of the risk assessment must be made available to the child’s parent/guardian.******The information need not be supplied in writing but if not, Work Experience Supervisor must still have a way of confirming that relevant and comprehensible information has been provided.*** |
| Parent Name: | Signature: | Date: |
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