

Risk Assessment

Activity/Task <small>(List activities involved in and hours and days of the week to be worked)</small>	
Persons at Risk	Young Persons i.e. Apprentices, Trainees or a Child i.e. Work Experience. (A young person is anyone under 18 years old, a child is anyone who has not yet reached the official age at which they may leave school often referred to as the minimum school leaving age (MSLA))
Department	
Supervisor	
Name	
Date of Birth	
Mentor	
Relevant Risk Assessments <small>List all risk assessments applicable to the work the young person will be undertaking</small>	
Note	The purpose of this risk assessment is to make sure the health, safety and welfare of the young person has been considered with respect to their age, experience, maturity. This will also make sure you have complied with Regulation 19 of the Management of Health & Safety at Work

Restrictions on Work	Other Limitations on the person named above as a result of any medical advice etc.:
<p>Young People under 18 years old must not be allowed to do work which:</p> <ul style="list-style-type: none"> Cannot be adapted to meet any physical or mental limitations they may have; Expose them to substances which are toxic or cause cancer; Involves extreme heat, noise or vibration 	

CHILDREN BELOW THE MSLA MUST NOT BE EMPLOYED UNLESS ON WORK EXPERIENCE SCHEMES WHICH HAVE BEEN APPROVED BY THE LOCAL AUTHORITY OR GOVERNING BODY OF AN INDEPENDENT SCHOOL AND AN ADEQUATE LEVEL OF SUPERVISION CAN BE MAINTAINED

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
1. Capability and Competence - associated with Psychological/ Physical Capacity	<ul style="list-style-type: none"> YP is unlikely to recognise own limitations and strength due to lack of experience, training, sufficient attention to safety or may have a disability 	4	5	20	<ul style="list-style-type: none"> Young persons receive induction training and site familiarisation before commencement of work Adequate information, instruction and supervision is given at induction and whenever risks change Job/placement offer dependant on satisfactorily passing company medical, alcohol and drugs screening Competence is assessed by the manager and training is carried out to address any gaps Manager or supervisor ensures all work carried out in accordance with statutory provisions and company policy/procedure 	2	3	6
2. Lone Working and Working Hours	<ul style="list-style-type: none"> Working unaccompanied can put young persons at increased exposure to risks from dangerous or difficult tasks. Young persons require adequate rest time for their bodies to recover 	4	4	16	<ul style="list-style-type: none"> Young Persons who are below MSLA are prohibited from working alone or remotely and are subject to supervision at all times Young Persons are not expected or encouraged to exceed working time limit of 8 hours per day or 40 hours per week Young persons are not permitted to work either between 10pm and 6am or between 11pm and 7am Young persons are allowed 12 consecutive hours of rest between each working day and 2 consecutive days of rest per week Manager ensures young person takes a 30 min rest break every 4.5 hours worked Working time is monitored by the manager and is recorded Young Persons are not permitted to work on their own in any part of the premises 	1	4	4
3. Fire & Explosion	<ul style="list-style-type: none"> Risk of injury or death due to unfamiliarity with layout of premises, fire evacuation procedures, safe use of equipment and safe handling and storage of chemicals 	4	5	20	<ul style="list-style-type: none"> Young persons receive training in emergency procedures via induction and site familiarisation before commencement of work Young person is made aware of the content of separate fire risk assessment and fire prevention and fire protection measures that are in place Management are made aware when young person is working in the premises The action to take in the event of a fire, fire wardens, assembly points and means of escape are advised during induction training 	1	5	5
4. Hand Arm Vibration - associated with the use of power and pneumatic tools	<ul style="list-style-type: none"> Use of power tools may expose YP to high levels of vibration and result in increased risk of hand arm vibration syndrome or carpal tunnel 	4	4	16	<ul style="list-style-type: none"> Young Persons with non-occupational Reynaud's are prohibited from using tools or equipment likely to expose them to vibration Young persons below the MSLA are not permitted to use hand held powered tools Any pre-existing medical conditions are identified at interview or via medical screening A separate and detailed individual assessment of the risks to the young person has been carried out and significant risks documented Young persons are made aware of the risks and precautions associated with vibration during site induction and their work activities supervised by a competent person Young persons are subject to annual screening and regular health surveillance as indicated by the assessment 	1	4	4

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
5. Electricity	<ul style="list-style-type: none"> Faulty electrical equipment and installations or their misuse can result in electric shock electrical burns, potential for fatality due to electrocution 	4	5	20	<ul style="list-style-type: none"> No young person is permitted to use electrical equipment unless they have received information, instruction, training and are supervised by a competent person All electrical equipment is PAT tested on a regular basis and subject to visual inspection prior to use All fixed wiring and electrical installations is tested on a five yearly basis Young persons are made aware of the risks and precautions associated with working with electrical equipment during induction An appropriate level of supervision is maintained as appropriate to the equipment being used and the work being undertaken 	1	5	5
6. Noise associated with the workshop tools and machinery, compressed air and other background noise	<ul style="list-style-type: none"> Impact noise and prolonged exposure to continuous high levels of noise i.e. from pneumatic and metal cutting tools, compressors, loud radios and other noisy equipment can cause damage to hearing 	4	4	16	<ul style="list-style-type: none"> A separate assessment of noise has been carried out, documented and outcome communicated. Actions from the assessment have been addressed Noisy areas and tasks have been identified and areas where noise exceeds 85dBA demarcated as hearing protection zones Young persons have received instruction and information on risks and precautions associated with exposure to noise Young person issued with personal protective equipment where noise above 80dBA. Young person has received instruction in how to use, check and maintain properly Young persons exposed to noise above 80dBA on a regular basis are subject to annual health surveillance Wearing of hearing protection is enforced when levels exceed 85dB(A), when using air powered tools or when working adjacent to those operating air powered tools 	2	4	8
7. Exposure to Hazardous Substances	<ul style="list-style-type: none"> ALL activities 	4	3	12	<ul style="list-style-type: none"> Detailed COSHH Assessments have been carried out, documented and outcome communicated for all activities involving hazardous activities Young persons below the MSLA are not permitted to use hazardous substances Access to hazardous substances only when authorised and supervised. Substances are used in accordance with the MSDS and any COSHH assessments Implementation of control measures, adherence to agreed work methods and use/ maintenance of PPE/RPE is monitored periodically by management Young persons have received instruction on handling and storage of hazardous substances and reporting failures in control measure, defective equipment and the onset of an ill health effect A high standard of hand hygiene and cleanliness is maintained Pre-existing medical conditions are identified through medical screening at recruitment and known health effects are monitored via health surveillance 	2	3	6

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
7. Exposure to Hazardous Substances	<ul style="list-style-type: none"> Staff may suffer respiratory discomfort and ill-health if exposed to diesel engine exhaust emissions (DEEEs) 	4	4	16	<ul style="list-style-type: none"> Garage doors opened prior to run in/out and left open for as long as is reasonably practicable Engines are switched off and idling avoided where wherever possible PPE and RPE is used and worn in accordance with the specific requirements of the relevant MSDS and COSHH assessment Any pre-existing medical conditions are screened at recruitment An adequate level of general ventilation is provided and maintained and where there is specific risk a dust extraction system or LEV is provided and its use enforced Young persons are trained in the use and pre-use inspection of any dust extraction systems or LEV that have been provided Where indicated in COSHH risk assessments, young persons are included in the regular health surveillance programme 	1	4	4
	<ul style="list-style-type: none"> Inhalation of dust from sanding and upholstery activities can cause respiratory irritation 	4	3	12	<ul style="list-style-type: none"> Sanders equipped with on tool dust extraction system or local exhaust ventilation is available Wearing of PPE/RPE is enforced by management. Minimum PPE/RPE requirement is disposable overalls, nitrile gloves, safety goggles and FFP2 RPE as minimum 	2	3	6
	<ul style="list-style-type: none"> Exposure to cigarette smoke 	4	3	12	<ul style="list-style-type: none"> A no smoking policy is strictly enforced. Smoking is not permitted within buildings or vehicles and is restricted to designated areas only. Smoke free access and egress is provided and maintained 	1	3	3
	<ul style="list-style-type: none"> Exposure to biological agents e.g. legionella 	4	5	20	<ul style="list-style-type: none"> A separate assessment of risk to legionella has been carried out, documented and a programme of controls is in place 	1	5	5
8. Slips Trips and Falls associated with working in wet /oily environment	<ul style="list-style-type: none"> Slipping on wet/oily floors Tripping on raised curbs and traffic calming measures 	4	4	16	<ul style="list-style-type: none"> A good standard of housekeeping is maintained to keep work areas and walkways clear Young persons are instructed and receive information on any cleaning activities likely to leave residue on the floor(s) Wet/oily floors and other spillages are communicated by use of signage and /or word of mouth Employees contain, clear and dispose of spillage immediately Safety footwear provided and worn is oil and slip resistant and has protected steel toe caps 	2	4	8
9. Vehicle Movements associated with workplace transport and reversing operations in and around workshop and the yard	<ul style="list-style-type: none"> Young persons could suffer fatality or major injury if struck by moving/ reversing vehicles e.g. bus, car, fork lift 	4	5	20	<ul style="list-style-type: none"> A detailed assessment of the risk from workplace transport carried out, documented and communicated to employees and contractors Site speed limits are clearly indicated and never exceed 10mph. Sanctions are applied to offenders and incidents/actions recorded and retained Young persons i.e. persons under the age of 18, are prohibited from driving fork lift trucks Young persons have received training in risk and precautions associated with workplace transport including traffic and pedestrian routes, site rules and speed limits, via induction and site familiarisation before commencement of work Young persons likely to cross or work in traffic areas are issued with Hi Visibility clothing and receive adequate instruction and information on its use. Managers monitor compliance Young persons required to drive company vehicles as part of their duties hold a full valid driving licence the validity of which has been checked by the responsible manager/supervisor 	1	5	5

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
10. Work At Height - General	<ul style="list-style-type: none"> Falls from height when climbing or working from ladders/step ladders and platforms/ trestles and falls into inspection pits 	4	5	20	<ul style="list-style-type: none"> Young persons below MSLA are not permitted to work at height Young persons not permitted to erect or climb platform towers or operate and work from mobile elevated working platforms (MEWPS) Young persons have received training on selection and safe use of suitable access equipment and height awareness as a minimum Young persons working at height are fully supervised at all times Young person receive specific instruction and information on risks and precautions when working in or around open pits 	1	5	5
11. Work Equipment associated with use of vehicle lifts, pillar drill, grinders, guillotine, LEV, compressed air systems, battery booster packs etc.	<ul style="list-style-type: none"> Minor /major injury including crushing, amputation, entanglement, abrasions, laceration and penetration injuries etc., from inappropriate use or use of a variety of unfamiliar work equipment 	4	5	20	<ul style="list-style-type: none"> Young persons below the MSLA are not permitted to use work equipment Young persons are not permitted to mount or dress abrasive wheels Young persons are only permitted to use workshop equipment for which they have received instruction and are fully supervised by a competent person Young Persons are given instruction and information on safe use of work equipment prior to use. Specific information is given on guards fitted to rotating parts of machinery, tools and emergency stop controls Specific instruction is given to young person on use of axle stands when using vehicle lifts, wheel chocks and VOR steering wheel covers 	1	5	5
12. Welding, soldering and cutting	<ul style="list-style-type: none"> Employees could suffer major injury, burns and ill health as a result of hot surfaces, respiratory irritation as a result of inhaling welding fume when removing or repairing components and releasing seized parts 	4	4	16	<ul style="list-style-type: none"> Young persons are only permitted to use gas welding equipment for which they have been trained and are fully supervised by a competent person Young person has received training in safe handling and storage of gas cylinders During welding activities the appropriate face, respiratory protection and clothing to cover arms, legs and hands is issued and wearing enforced by a manager. Specific PPE/RPE is detailed in the COSHH assessment Exposure to direct and reflected ultraviolet (UV) light and infrared rays is prevented by wearing protective clothing, and using welding screens 	2	4	8
13. Fork Lift Trucks	<ul style="list-style-type: none"> Collision with other workplace transport, potential to overturn FLT 	4	5	20	<ul style="list-style-type: none"> Young persons are prohibited from operating fork lift trucks 	1	5	5
14 Manual Handling associated with repetitive movement or lifting, pushing, pulling and carrying of items by bodily force and twisting and stretching	<ul style="list-style-type: none"> Lifting, pushing, pulling and carrying. Removal and refitting components increasing risk of soft tissue injury, back pain and musculoskeletal injury 	4	4	16	<ul style="list-style-type: none"> Where hazardous manual handling operations have been identified a separate detailed assessment has been carried out and documented Manual handling is eliminated where possible by use of pallet trucks, lifting equipment, sack barrow or seeking help when needed Young persons are not expected to lift beyond their capabilities and have received training in correct lifting/handling techniques Young persons are encouraged to take regular rest breaks Work activities and practices are closely monitored by the responsible manager or supervisor 	2	4	8

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		L	S	R		L	S	R
15. Extremes of temperature associated with exposure to high temperatures / humidity and increased physical effort	<ul style="list-style-type: none"> Staff may suffer heat stress and fatigue. Similarly staff could experience discomfort, ill effects and possibly hypothermia due to exposure to cold temperatures or inclement weather 	3	4	12	<ul style="list-style-type: none"> Exposure to extreme warm temperatures is reduced by controlling work pattern and the work rate Cold drinks or drinking water is readily available in hot weather and hot drinks can be obtained in cold weather In extremes of weather young persons encouraged to take regular short rest breaks Warm clothing, waterproof and high visibility outer clothing as suitable to the task is provided and worn in cold or inclement weather 	1	4	4
16. Hygiene and comfort associated with poor welfare arrangements and working conditions	<ul style="list-style-type: none"> Inadequate welfare/ working arrangements can result in unhygienic conditions and ill health 	4	4	16	<ul style="list-style-type: none"> Induction of young persons includes familiarisation with location of toilets, showers, lockers, drinking water, mess room/canteen Young persons are required to wear blue nitrile gloves when working in engineering environment where risks associated with oil/skin contact. Managers/supervisors ensure compliance Young persons are required to maintain hand hygiene standards. Recommended gloves are used, hands washed and dried thoroughly and moisturising after creams used. Managers/supervisors ensure compliance Workplaces are inspected on a regular basis and the actions from the inspections addressed. Inspections are documented 	1	4	4
17. Needlestick Injuries associated with unplanned contact with needles, syringes and other sharps when cleaning	<ul style="list-style-type: none"> YP could be exposed to blood borne disease if pierce skin with dis-guarded needles, syringes and other sharps 	3	4	12	<ul style="list-style-type: none"> Young persons are instructed on the risks and precautions associated with safe collection and disposal of needles and syringes found during cleaning activities Young persons receive information regarding safe methods of work associated with cleaning the interior of vehicles Young persons are required to use tools specifically provided to check areas that cannot be seen, such as below seat bases, between seat cushions etc. 	2	4	8
18 Display Screen Equipment associated with computer workstations	<ul style="list-style-type: none"> Incorrect posture or adjustment of the workstation can lead to WRULD's, poor lighting can result in eye strain and headaches and poor job design or software to stress and fatigue 	4	4	16	<ul style="list-style-type: none"> A detailed risk assessment has been carried out and documented where use of the equipment is habitual. Findings have been communicated to the DSE user Findings of the DSE assessment have been addressed A free eye test and provision of basic spectacles for use at DSE (where prescribed) is available to DSE users User has received information or training with regard to risks and precautions and how to make simple adjustments to the workstation/equipment 	1	1	4
19. Emergencies - Injuries, incidents near misses	<ul style="list-style-type: none"> Lack of preparedness or failure to react to emergencies or give first aid quickly could potentially be fatal 	4	5	20	<ul style="list-style-type: none"> A separate assessment of the requirement for first aiders and first aid facilities for this location has been made Nominated first aider(s) have been appointed in the ratio of 1 per 50 employees and they have received adequate training An appropriately stocked and maintained first aid kit and basic instructions are readily available Where there is no access to running water 1litre of eyewash in 2 separate 500ml containers is provided The contact details of first aiders and location of first aid facilities have been communicated or displayed on the notice board All injuries are recorded in the accident book retained on site and internal/external reporting, recording and investigation processes are adhered to 	1	5	5

Key: Risk Ranking = Likelihood x Severity

Likelihood:

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Fairly unlikely
- 4 = Likely
- 5 = Certain

Severity:

- 1 = No injury or illness
- 2 = Minor injury or illness
- 3 = Up to 7 days absence
- 4 = Over 7 day absence
- 5 = Fatality

Residual Risk (after controls):

- 17-25** = Unacceptable Risk
- 10-16** = High Risk
- 5-9** = Medium Risk
- 1-4** = Low Risk

Score 17-25 Unacceptable Risk

Stop activity immediately and review controls

Score 10-16 High Risk

Implement existing controls and look to improve on them within specified timescale

Score 5-9 Medium Risk

Implement existing controls and look to improve

Score 1-4 Low Risk

No further action required ensure controls maintained

Are Any Additional Precautions Required?

Managers of the location should add any additional precautions required at their location/garage to reflect any specific hazards not covered within this generic document (If Any)

Sign off and Approval

Conducted by:

Name: _____ Position: _____ Date: _____

Signature: _____

I do accept the findings of the above assessment and shall undertake any relevant control measures shown to reduce any associated risks to a level So Far As Is Reasonably Practicable as considered necessary.

Accepted by:

Name: _____ Position: _____ Date: _____

Signature: _____

Review period:

Next review date: