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| **ES02b** | **Young Persons Work Experience Risk Assessment** | | |
| **Unit Address** | |  | |
| **Risk Assessment Completed** | | Date | Signed |
| **1st review** | | Date | Signed |
| **2nd review** | | Date | Signed |
| **3rd review** | | Date | Signed |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

The purpose of the Young Persons Work Experience Risk Assessment is to make sure the health, safety and welfare of persons under 16 on work experience have been considered with respect to their age, experience, maturity and physical capabilities.

Instructions on completing the Young Persons Work Experience Risk Assessment.

1. Tick all boxes in the right-hand column of the Risk Assessment to indicate the control measures, which are applicable to this unit, and;
2. Add any further hazards and the control measures in Section 3 where there are any significant risks that apply to the unit and/or the work being undertaken by Young persons in this unit.
3. All young persons must sign the risk assessment training record to evidence their understanding of the control measures in place to ensure their safety
4. Provide a copy of the Risk Assessment and training record to parents/legal guardians, with the provided covering letter.

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| **Section 1 – General workplace hazards** | | | |
| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young persons to make sure the risk is adequately controlled** | **These control measures**  **apply in this unit** |
| Fire and Emergency Evacuation | 1. All employees are trained in fire safety and evacuation procedures on induction; 2. Regular fire safety checks are carried out; | * Young persons to be made aware of fire hazards, fire safety notices and emergency procedures; * Managers/supervisors to be aware that Young persons working on placements are to be included in register/roll call and escorted from the building; |  |
| Manual handling | 1. Manual handling eliminated where possible; 2. Employees are trained in safe lifting and handling practices; 3. Lifting equipment provided and maintained in good condition; 4. Two-person lifting and carrying where possible; | 1. Young persons instructed on manual handling while on induction; 2. Only light, low risk tasks may be allocated to young persons; 3. Managers/supervisors take account of young persons physical capabilities when allocating tasks; |  |

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| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young persons to make sure the risk is adequately controlled** | **These control measures**  **apply in this unit** |
| Slips, trips and falls | 1. Employees are instructed to clean up spillages as they occur and to use wet floor signs and/or give verbal warnings when floors are wet; 2. Walkways are kept clear of obstructions which may cause trips, slips and falls; 3. Walkways maintained in good condition; | 1. Young persons told to report damaged or wet floors and any obstructions in walkways to their manager/supervisor; 2. Young persons given specific instruction not to run or rush in the workplace; 3. Young persons instructed to wear footwear that has a low heel, slip resistant sole and fully covers the upper part of the foot; |  |
| Unfamiliar workplace environment | 1. Tour of workplace included during induction; 2. Employees made aware of any unit / site specific hazards; | 1. Young persons given time to become familiar with the workplace environment; 2. Young persons are supervised or accompanied by a colleague around the site until they are familiar with their surroundings; 3. Young persons to be Supervised at all times; |  |
| Working at height  *risk of injury from being struck by falling items and falling from height* | 1. Stored items to be stacked securely to prevent them falling; 2. Heavy items to be stored on lower shelves; 3. Step stools or stepladders used to access work at height ; | * Young persons are made aware of items stacked at higher levels; * Young persons are not permitted to use step stools or ladders and are instructed to seek assistance; |  |
| Cleaning chemicals  *burns, irritation* | 1. Cleaning chemicals are only purchased from the approved supplier; 2. Cleaning tasks are carried out using chemicals with the least hazardous classification; 3. Employees are trained in the correct storage, handling and use of cleaning chemicals; 4. Personal protective equipment is provided and used e.g. goggles, gloves, aprons and mask; | 1. Young persons are not permitted to handle or use any hazardous chemicals; 2. Young persons may use pre-diluted non hazardous sanitisers only once instructed and trained on safe use; 3. Young persons instructed on meaning of chemical hazard symbols; |  |
| Disposal of waste  *sharp edges, sharp knives* | 1. All employees given training in waste disposal procedures, including sharp objects, e.g. glass, crockery; 2. Employees aware of lifting practice to reduce risk of injury; 3. Employees trained in the use and cleaning of waste disposal machinery and compactors; | 1. Young persons are not permitted to handle any breakages; 2. Young persons are not permitted to empty or lift full bins or bin bags; 3. Young persons are not permitted to use or work near any waste machinery such as compactors or balers; |  |

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| **Section 1 – General workplace hazards** | | | |
| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young persons to make sure the risk is adequately controlled** | **These control measures**  **apply in this unit** |
| Electricity | 1. Electrical equipment is maintained in good condition and subjected visual inspection and PAT testing; 2. Employees are trained in the safe use of electrical equipment and appliances 3. Employees are trained how to isolate equipment from the electricity supply in an emergency; 4. Employees are instructed to report all faults/defects to electrical equipment to their manager or supervisor and not to use it until it is made safe; | 1. Young persons instructed only to use specific non dangerous equipment that they have been trained to use; 2. Young persons instructed to report any defects or hazards; 3. Young persons instructed never to attempt to carry out any repairs or modifications to electrical equipment; |  |
| Gas | 1. Gas appliances are maintained in good condition by a competent person; 2. Employees are trained in the safe lighting and use of gas appliances; 3. Employees are trained how to isolate gas appliances from the main gas supply in an emergency; 4. Employees are instructed to report all faults/defects and suspected gas leaks to their manager or supervisor and not to use gas appliances until they are made safe; | 1. Young persons are not permitted to use any gas appliances; |  |
| Lone working | 1. Lone working risk assessment completed for all lone workers; | 1. Young persons are not permitted to work alone; 2. Young persons must be under constant supervision; |  |

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| **Section 2 – Hazards in kitchens and food & beverage service** | | | |
| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young persons to make sure the risk is adequately controlled** | **These control measures**  **apply in this unit** |
| Hot/humid working environment  *Stress, Exhaustion, lack of concentration* | 1. Adequate Ventilation; 2. Rest breaks; | 1. Young persons encouraged to drink water regularly to stay hydrated; 2. Young persons to be given adequate breaks; 3. Young persons to be told that if feeling fatigued to report this immediately to their managers/supervisor; |  |
| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young persons to make sure the risk is adequately controlled** | **These control measures**  **apply in this unit** |
| Hot materials, hot foods, hot liquids and hot equipment  *Burns and scalds from hot ovens, water boilers, hot plates and dishes, hot trolley, hot pans/pan handles and containers,* coffee machine, urns, kettles, dishwashing machines, hot taps | 1. Equipment to be adequately maintained and fit for purpose; 2. Employees trained in the safe use of equipment; 3. Employees trained to use oven cloths/gloves, waiting cloths, protective clothing; 4. Employees to use trolleys to move containers of hot foods and liquids where practicable; | 1. Young persons are only permitted to undertake simple cooking procedures that do not involve deep fat fryers and/or large quantities of hot food or liquids; 2. Young persons must be under close and direct supervision whilst undertaking any simple cooking procedures; 3. Young persons to be supervised in the use of personal protective equipment; |  |
| Fryers  *Hot oil burns and scalds* | 1. Fryers maintained in good condition; 2. Employees trained in the safe use of fryers; 3. Employees made aware of the risks of slippery floors near fryers; 4. Employees trained to use oven cloths/gloves and protective clothing; 5. Employees trained to use frying baskets and long handled tools to remove food from fryers; 6. Employees instructed to allow oil to cool before draining; | * Young persons are not permitted to use fryers; |  |
| Sharp knives  *Cuts and lacerations* | 1. Knives are maintained in good condition; 2. Knives to be kept sharp; 3. Knives stored safely when not in use; 4. Employees trained in the correct selection, use and handling of knives; | 1. Young persons are not permitted to use sharp knives; 2. Young persons may be instructed on the safe use of butter knives under supervision; |  |
| Machinery for slicing, mixing, mincing, rolling, blending, or any other food activities | 1. Machinery maintained in good condition; 2. Employees trained in the safe cleaning and use of machinery; | * Young persons are not permitted to use any dangerous machinery; * Young persons to be made aware of the hazards presented by machinery in the workplace; |  |

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| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young persons to make sure the risk is adequately controlled** | **These control measures**  **apply in this unit** |
| Walk-in freezers and cold rooms | * Walk-in freezers and cold rooms maintained in good condition; * Walk-in freezers and cold room doors fitted with emergency door release mechanism; * Employees to work only for short periods of time in cold rooms whenever practicable;  1. Thermal protective equipment provided for prolonged working in cold rooms; | 1. Young persons not to work alone in cold rooms; |  |
| Money handling | 1. Employees trained in correct use of cash registers and the safe handling and carrying of cash; 2. Money for banking is collected by security company; | 1. Young persons are not responsible for large amounts of money; 2. Young persons are supervised or other members of staff to be in close proximity; |  |
| Dealing with customers | 1. Employees are trained in customer service and dealing with complaints 2. Employees are told how to raise the alarm if threatened or attacked | 1. Young persons told to immediately inform their manager or supervisor if they are threatened or feel threatened; 2. Young persons to be removed from area immediately if the manager/supervisor has any concerns for their safety; |  |
| Waiting Activities | 1. Employees to be trained in hazards and risks with regard to waiting and service of customers; 2. Insulated cloths to be used when handling hot items; 3. Trays to be used for carrying where possible 4. Sufficient access to be maintained to all walkways; 5. Handle glass drinking vessels and containers with care; | 1. Young persons instructed on hazards and risks during service briefings; 2. Young persons to be adequately supervised; 3. Young persons may only carry small amounts at any one time; 4. Young persons to be instructed on using insulated waiting cloths; 5. Young persons are not permitted to polish glasses; 6. Young persons to report any potential problems to their manager/supervisor; |  |

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| **Section 3 – Hazards affecting team support employees from other sites / units** | | | |
| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young persons to make sure the risk is adequately controlled** | **These control measures**  **apply in this unit** |
| Employees working on this site/unit who may also normally work at other Compass sites, e.g. mobile workers, casual workers at varying venues; | 1. Tour of this workplace included during induction; 2. Employees made aware of any unit / site specific hazards; 3. All employees are trained in fire safety and evacuation procedures. 4. Regular fire safety checks are carried out; | 1. Young persons given time to become familiar with this workplace environment; 2. Young persons are supervised or accompanied by a colleague around this site until they are familiar with their surroundings; 3. Young persons to be made aware of the site fire hazards, fire safety notices, emergency procedures and included in register or roll call; |  |

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| **Section 4 – Please add any additional hazards & controls not listed above** | | | |
| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young persons to make sure the risk is adequately controlled** | **These control measures**  **apply in this unit**  **(tick box)** |
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| **Risk Assessment Training Record** | | | |
| **ES02b** | **Young Persons Work Experience** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Name | | Signature | Date |
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