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| **ES11b** | **Young Persons Work Experience Risk Assessment (< 16 years)** |
| **Unit Name** |  | **Unit Number** |  |
| **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. Review the hazards in Section 1 and tick all boxes in the right-hand column to indicate the control measures which are applicable to this unit.
2. Add any further hazards and the control measures in Section 2 where there are any significant risks that apply to the unit and/or the work being undertaken by Young Persons in this unit.
3. Complete a Young Person’s Risk Assessment Training Record for each Young Person 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 – Workplace hazards** |
| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young Persons to make sure the risk is adequately controlled** | **Tick if these control measures apply in this unit** |
| Fire and Emergency Evacuation | * All employees are trained in fire safety and evacuation procedures on induction;
* 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 | * Manual handling eliminated where possible;
* Employees are trained in safe lifting and handling practices;
* Lifting equipment provided and maintained in good condition;
* Two-person lifting and carrying where possible;
 | * Young Persons instructed on manual handling while on induction;
* Only light, low risk tasks may be allocated to Young Persons;
* Young Persons told to seek help where needed;
* 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** | **Tick if these control measures apply in this unit** |
| Slips, trips and falls | * 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;
* Walkways are kept clear of obstructions which may cause trips, slips and falls;
* Walkways maintained in good condition;
 | * Young Persons told to report damaged or wet floors and any obstructions in walkways to their manager/supervisor;
* Young Persons given specific instruction not to run or rush in the workplace;
* Young Persons instructed to wear footwear that has a low heel, slip resistant sole and fully covers the upper part of the foot;
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| Unfamiliar workplace environment | * Tour of workplace included during induction;
* Employees made aware of any unit / site specific hazards;
 | * Young Persons given time to become familiar with the workplace environment;
* Young Persons are supervised or accompanied by a colleague around the site until they are familiar with their surroundings;
* Young Persons to be supervised at all times;
 |  |
| Working at height*risk of injury from being struck by falling items and falling from height* | * Stored items to be stacked securely to prevent them falling;
* Heavy items to be stored on lower shelves;
* 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 work at height, use step stools or ladders and are instructed to

seek assistance; |  |
| Cleaning chemicals*burns, irritation* | * Cleaning chemicals are only purchased from the approved supplier;
* Cleaning tasks are carried out using chemicals with the least hazardous classification;
* Employees are trained in the correct storage, handling and use of cleaning chemicals;
* Personal protective equipment is provided and used e.g. goggles, gloves, aprons and mask;
 | * Young Persons are not permitted to handle or use any hazardous chemicals;
* Young Persons may use pre- diluted non-hazardous sanitisers only once instructed and trained on safe use;
* Young Persons instructed on meaning of chemical hazard symbols;
 |  |
| Disposal of waste *sharp edges, sharp knives, broken glass, crockery* | * All employees given training in waste disposal procedures, including sharp objects, e.g. glass, crockery;
* Employees aware of lifting practice to reduce risk of injury;
* Employees trained in the use and cleaning of waste disposal machinery and compactors;
 | * Young Persons are not permitted to handle any breakages;
* Young Persons are not permitted to deal with waste bags
* Young Persons are not permitted to use or work near any waste machinery such as compactors or balers;
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| **Specific Hazard Identified** | **Current Control Measures** | **Additional controls for Young Persons to make sure the risk is adequately controlled** | **Tick if these control measures apply in this unit** |
| Electricity | * Electrical equipment is maintained in good condition and subjected visual inspection and PAT testing;
* Employees are trained in the safe use of electrical equipment and appliances
* Employees are trained how to isolate equipment from the electricity supply in an emergency;
* 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;
 | * Young Persons instructed only to use specific non-dangerous, low risk equipment that they have been trained to use;
* Young Persons instructed to report any defects or hazards;
* Young Persons instructed never to attempt to carry out any repairs or modifications to electrical equipment;
 |  |
| Gas | * Gas appliances are maintained in good condition by a competent Person;
* Employees are trained in the safe lighting and use of gas appliances;
* Employees are trained how to isolate gas appliances from the main gas supply in an emergency;
* 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;
 | * Young Persons are not permitted to use any gas appliances;
 |  |
| Lone working | * Lone working risk assessment completed for all lone workers;
 | * Young Persons are not permitted to work alone;
* Young Persons must be under constant supervision;
 |  |
| Dealing with customers | * Employees are trained in customer service and dealing with complaints
* Employees are told how to raise the alarm if threatened or attacked
 | * Young Persons told to immediately inform their manager or supervisor if they are threatened or feel threatened;
* Young Persons to be removed from area immediately if the manager/supervisor has any concerns for their safety;
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| Money handling | * Employees trained in correct use of cash registers and the safe handling and carrying of cash;
* Money for banking is collected by security company;
 | * Young Persons are not responsible for large amounts of money;
* Young Persons are supervised or other members of staff to be in close proximity;
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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** |
| Hot/humid working environment*Stress, Exhaustion, lack of concentration* | * Adequate ventilation;
* Rest breaks;
 | * Young Persons encouraged to drink water regularly to stay hydrated;
* Young Persons to be given adequate breaks;
* Young Persons to be told that if feeling fatigued to report this immediately to their managers/supervisor;
 |  |
| 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* | * Equipment to be adequately maintained and fit for purpose;
* Employees trained in the safe use of equipment;
* Employees trained to use oven cloths/gloves, waiting cloths, protective clothing;
* Employees to use trolleys to move containers of hot foods and liquids where practicable;
 | * 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;
* Young Persons must be under close and direct supervision whilst undertaking any simple cooking procedures;
* Young Persons to be supervised in the use of Personal Protective Equipment;
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| Fryers*Hot oil burns and scalds* | * Fryers maintained in good condition;
* Employees trained in the safe use of fryers;
* Employees made aware of the risks of slippery floors near fryers;
* Employees trained to use oven cloths/gloves and protective clothing;
* Employees trained to use frying baskets and long handled tools to remove food from fryers;
* Employees instructed to allow oil to cool before draining;
 | * Young Persons are not permitted to use fryers;
 |  |
| Sharp knives*Cuts and lacerations* | * Knives are maintained in good condition;
* Knives to be kept sharp;
* Knives stored safely when not in use;
* Employees trained in the correct selection, use and handling of knives;
 | * Young Persons are not permitted to use sharp knives;
* 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 | * Machinery maintained in good condition;
* 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;
* Thermal protective equipment provided for

prolonged working in cold rooms; | * Young Persons not to work alone in freezers and cold-rooms;
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| Waiting Activities | * Employees to be trained in hazards and risks with regard to waiting and service of customers;
* Insulated cloths to be used when handling hot items;
* Trays to be used for carrying where possible
* Sufficient access to be maintained to all walkways;
* Handle glass drinking vessels and containers with care;
 | * Young Persons instructed on hazards and risks during service briefings;
* Young Persons to be adequately supervised;
* Young Persons may only carry small amounts at any one time;
* Young Persons to be instructed on using insulated waiting cloths;
* Young Persons are not permitted to polish glasses;
* Young Persons to report any potential problems to their manager/supervisor;
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| Employees working on this site/unit who may also normally work at other Compass sites, e.g. mobile workers, casual workers at varying venues; | * Tour of this workplace included during induction;
* Employees made aware of any unit / site specific hazards;
* All employees are trained in fire safety and evacuation procedures.
* Regular fire safety checks are carried out;
 | * Young Persons given time to become familiar with this workplace environment;
* Young Persons are supervised or accompanied by a colleague around this site until they are familiar with their surroundings;
* 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 2 – 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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| --- | --- | --- | --- |
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## Workplace Safety Management System

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| **ES11b** | **Risk Assessment Training Record – Young Persons Work Experience (< 16 years)** |
| **Unit Name:** | **Unit No:** |
| **Young Person’s Name:** | **Date of Birth:** |
| **Young Person’s Job Title:** | **Training completed by:** |
| **Hazards** | **Control Measures** |
| Tick all hazards applicable to the Young Person’s Job and Workplace | Enter the date and your initials to confirm that the additional controls identified in the Site Risk Assessment for Young Persons for this Unit are in place and have been explained/shown to the Young Person |
|  | Tick all applicable | Date explained/shown to Young Person | Initials |
| **Workplace hazards** |  |  |  |
| * Fire and Emergency Evacuation
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| * Manual handling
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| * Slips, trips and falls
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| * Unfamiliar workplace environment
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| * Working at height
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| * Cleaning chemicals
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| * Disposal of waste
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| * Electricity
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| * Gas
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| * Dealing with customers
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| * Money handling
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| * Hot/humid working environment
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| * Hot materials, hot foods, hot liquids and hot equipment
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| * Fryers
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| * Sharp knives
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| * Powered Machinery for Slicing, Mixing, Mincing, Rolling and Blending
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| * Walk in freezers and cold rooms
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| * Waiting Activities
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| **Additional unit specific hazards *(record below)*** |  |  |  |
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| **Young Persons Prohibited Tasks:** |  |  |  |
| * Any unsupervised working
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| * Working at height
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| * Use of chemicals (diluted non-hazardous only)
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| * Any use or operation of waste compactors or balers
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| * Any significant manual handling (light duties only)
 |  |  |  |
| * Use of any machinery/electrical equipment (non-dangerous, low risk only)
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| * Use of gas appliance or equipment
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| * Use of fryers
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| * Handling of hot foods and liquids
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| * Use of knives (butter knives under supervision)
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| * Use of slicers, blenders etc.
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| * Lone working
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| * Repairs and modifications to gas and electrical equipment
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| * Cleaning/dismantling of powered machinery
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## Workplace Safety Management System

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| I confirm that the above hazards have been explained / shown to me and that my manager or supervisor will take responsibility for ensuring that the control measures are in place to ensure my safety as a Young Person at work. I understand it is my responsibility to follow instructions, to work safely and only to do work that I have been trained to do or are being trained or supervised whilst doing. I also understand that I can ask my manager or supervisor at any time if I am unsure what to do. |
| Young Person’s Signature: |  |
| I confirm that, in assessing the risks to health and safety at work of the Young Person, I have taken in to account their experience, risk awareness, maturity, physical capabilities, any health issues and any learning or physical disabilities. |
| Manager/Supervisor’s Signature: |  |

**The letter on the following page must be completed and given to the Young Person’s parent or legal guardian.**

Please print on company headed paper Please retain a copy for your records:

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## Workplace Safety Management System

(Insert site address line 1) (Insert site address line 2) (Insert site address line 3) (Insert site address line 4) (Insert site address line 5) (Insert site address line 6)

(Insert date)

To The Parent or Legal Guardian of: (insert name of child) Dear Sir / Madam

I write concerning (insert name of child) work experience placement at (insert name of Unit) at the address heading this letter. It is my responsibility to ensure the safety of your child whilst working at this location. To help ensure their safety and comply with legal obligations, I have completed a risk assessment that sets out the tasks that (insert name of child) will and will not be permitted to carry out. Please find attached a copy for your information.

(insert name of child) will be expected to follow all reasonable work instructions during his/her placement and must wear appropriate footwear e.g. closed-in shoe with a low heel and rubber-type slip-resistant sole. The Company will take all reasonable precautions to ensure your child’s safety and would be obliged if you would instruct him/her to follow any work instructions given by team colleagues and not to attempt any tasks in which he/she has not been trained or where he/she is not being directly instructed and supervised. In the event of (insert name of child) not complying with reasonable work instructions, the Company reserves the right to terminate his/her placement immediately.

Should you wish to discuss the contents of the assessment or have any concerns whatsoever regarding (insert name of child) placement, please do not hesitate to contact me on the following telephone number (insert your contact telephone number). Please read and sign the Children Workplace Experience Risk Assessment Record and return it to me at the address above.

Yours faithfully, (Insert your name) (Insert your signature)

(Insert your contact telephone number) Site Manager

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