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| **ES11a** | **Young Person’s Risk Assessment (16 and 17 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 Person’s Risk Assessment is to make sure the health, safety and welfare of 16 and 17year olds working in this unit have been considered with respect to their age, experience, maturity and physical capabilities.

**Instructions on completing the Young Person’s 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.

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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 casual, temporary or placements are to be included in register/roll call; |  |
| 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 during induction; * Young Persons told to seek help when needed; * Adequate breaks given depending on demand of the task; * 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; |  |
| 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 told to ask for help when needed; |  |
| 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, 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 to be instructed on the safe handling and use of cleaning products; * Young Persons instructed and supervised on wearing of appropriate PPE e.g. goggles, gloves, aprons, mask; * 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 instructed on manual handling practices; * Young Persons instructed on handling of waste bags; * Young Person instructed on handling and use of broken glass, crockery * Young Persons instructed not to use waste compactors or balers; * Young Persons instructed not to dismantle and/or clean waste disposal machines; * Young Persons instructed not to dismantle and/or clean complex machinery; |  |

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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 to report any defects or hazards; * Young Persons not permitted to use high risk, complex, dangerous equipment; * 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 instructed never to attempt to carry out any repairs or modifications to gas appliances; * Young Persons told not to connect or disconnect portable gas cylinders (LPG); * Young Persons using gas blow torches for food use must be under direct supervision; |  |
| Lone working | * Lone working risk assessment completed for all lone workers; | * Young Persons are not permitted to work alone; |  |
| 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; |  |
| 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** | **Tick if 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 to be made aware of the risks from hot materials and equipment, hot food and liquids and steam; * Young Persons made aware of the risks of using high shelves in ovens and hot cupboards; * Young Persons told not to overfill containers with hot foods and hot liquids; * Young Persons to be supervised in the use of Personal Protective Equipment; |  |
| 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 only to use and clean fryers after training and whilst under supervision; |  |
| 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 trained in the correct selection, use and handing of knives; * Young Persons are supervised at all times when using knives; |  |
| 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 told not to dismantle or clean power-driven machinery for slicing, mixing, mincing, rolling, blending or any other food activities; * Young Persons to be made aware of the hazards when using machinery; |  |
| **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** |
| 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; |  |
| 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; |  |
| 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; |  |
| 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; * Glass drinking vessels and containers to be handled with care; | * Young Persons instructed on hazards and risks during service briefings; * Young Persons to be adequately supervised; * Young Persons to be instructed on using insulated waiting cloths; * Young Persons, when polishing glasses, instructed to inspect for any damage and apply only light pressure when polishing; * Young Persons to report any potential problems to their manager/supervisor; |  |
| 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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| **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** |
| Increased risk of psychological and physical harm as a result of exposure to inappropriate behaviour by senior staff, managers, colleagues, customers, clients staff, contractors and other persons | * Onboarding training includes:   + Dignity @ Work e-learning   + #call it out Sexual Harassment e-learning   + Awareness of Speak Up process   + Provision of access to Compass policies   + Provision of Company Handbook or Casual Worker Handbook as appropriate | * + Specialist on boarding training provided for all direct and Constellation employed Young Persons;   + All third-party agencies are audited on their training content and processes for Young Persons;   + Agencies are required to notify staffing teams of any Young Persons prior to attending work; | **✓**  **(mandatory in**  **all units)** |

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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** | **Tick if these control measures**  **apply in this unit** |
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| **ES11a** | **Risk Assessment Training Record – Young Persons (16-17 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 | | | |  |  |  | |
| * Manual handling | | | |  |  |  | |
| * Slips, trips and falls | | | |  |  |  | |
| * Unfamiliar workplace environment | | | |  |  |  | |
| * Working at height | | | |  |  |  | |
| * Cleaning chemicals | | | |  |  |  | |
| * Disposal of waste | | | |  |  |  | |
| * Electricity | | | |  |  |  | |
| * Gas | | | |  |  |  | |
| * Dealing with customers | | | |  |  |  | |
| * Money handling | | | |  |  |  | |
| * Hot/humid working environment | | | |  |  |  | |
| * Hot materials, hot foods, hot liquids and hot equipment | | | |  |  |  | |
| * Fryers | | | |  |  |  | |
| * Sharp knives | | | |  |  |  | |
| * Powered Machinery for Slicing, Mixing, Mincing, Rolling and Blending | | | |  |  |  | |
| * Walk in freezers and cold rooms | | | |  |  |  | |
| * Waiting Activities | | | |  |  |  | |
| **Additional unit specific hazards *(record below)*** | | | |  |  |  | |
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| **Young Persons Prohibited Tasks:** | | | |  |  |  | |
| * Working at height | | | |  |  |  | |
| * Any use or operation of waste compactors or balers | | | |  |  |  | |
| * Use of high-risk machinery/electrical equipment | | | |  |  |  | |
| * Lone working | | | |  |  |  | |
| * Use of high risk or specialist chemicals | | | |  |  |  | |
| * Repairs and modifications to gas and electrical equipment | | | |  |  |  | |
| * Cleaning/dismantling of powered machinery | | | |  |  |  | |
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Continued overleaf

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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: |  |