

**RISK ASSESSMENT FORM  
FOR  
YOUNG PERSONS OR WORK EXPERIENCE STUDENTS AT WORK**

<b>Name of person being assessed</b>	
<b>Name of person doing the assessment</b>	
<b>Member's Name</b>	
<b>Date of the assessment</b>	

HAZARD	DESCRIPTION	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM	WHEN WAS ACTION COMPLETED?
Layout of the office / Health and Safety/ Slips and Trips	Staff need to be aware of health and safety policy and procedures, fire evacuation and injury reporting procedures. Young persons in particular may not have had the experience to be sufficiently aware of these things already.  Staff and visitors may be injured if they trip over	Induction for new employees including work experience students.  General good housekeeping. All areas well lit.  No trailing leads or cables.  Offices cleaned every evening.	Review health and safety in general, fire evacuation and incident/injury reporting procedures with new employees as part of induction.		

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	objects or slip on spillages.				
Manual handling of paper, office equipment, etc.	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper.	Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc.  High shelves are used for light weight objects only.	Review procedures for moving heavy objects with new employees as part of induction.		
Psychological capacity	Is the young person capable of remembering and following instructions?  Are work processes and work organized suitable for the young person?  You should provide young people with training and effective supervision.	Inductions for new staff including work experience students, including review of job description and expectations.  Assess individual's maturity level and confirm they understand and follow instructions.  Provide effective supervision.  1:1 meetings held with the employee on a regular basis to review progress.	Monitor and handle any concerns promptly.		

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Physical capacity	<p>Injuries can occur in jobs that require repetitive or forceful movements, particularly when combined with awkward posture or insufficient recovery time.</p> <p>You should take account of the physique and general health, age and experience of the young person in your risk assessment and provide training and supervision where appropriate.</p>	<p>Work planned to include regular breaks or change of activity.</p> <p>Provide training and supervision for new staff including work experience students where appropriate.</p>	Review work schedule with new employees.		
Display Screen Equipment and Work Stations	<p>Correct posture is very important to prevent undue strain being placed on the neck, shoulders, back, arms and wrists.</p> <p>Ensure that a VDU workstation assessment is carried out and an</p>	<p>DSE assessments are done for all new staff including work experience students.</p> <p>Reassessments are carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting.</p>	Ensure correct equipment is in place for new employees.		

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	assessment of the workstation.	<p>Workstation and equipment are set to ensure good posture and to avoid glare and reflections on the screen. Work planned to include regular breaks or change of activity.</p> <p>Eye tests provided for those who need them (in line with employment legislation and the IPSA scheme of expenses).</p> <p>Equipment ordered for individuals as recommended by the VDU and work station assessments, e.g. special chair for person with bad back or wrist support pad for someone who uses the computer regularly.</p>			
Cold, heat, noise or vibration	Will the young person be exposed to cold, heat, noise or vibration?	No. All of these elements are centrally controlled.	N/A		

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Hazardous substances e.g. cleaning fluids, pesticides, etc	All chemicals used in the workplace should have a COSHH assessment. These should give an indication of any potential hazards and precautions that should be taken.	There are no such hazards in the workplace.  No action required.	N/A		
Biological Agents e.g. Hepatitis B, HIV, herpes, TB, syphilis, chickenpox, typhoid and rubella.	Consider: <ul style="list-style-type: none"> <li>– the nature of the biological agent</li> <li>– how the infection is spread</li> <li>– how likely contact is</li> <li>– what control measures there are, e.g. physical containment, hygiene measures, use of vaccines</li> </ul>	There are no such hazards in the workplace.  No action required.	N/A		
Any other concerns					

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**For more information:**

<https://intranet.parliament.uk/>

Section 31, Section 24

**For information on Members' insurance, including insurance covering work experience students and insurance certificates:**

<https://intranet.parliament.uk/>

Section 31, Section 24

Note: Any questions about insurance should be directed to the Members' Hub on 020 7219 5732

**Any questions?**

**Contact HR Advice Services**

**x2080 or [membershr@parliament.uk](mailto:membershr@parliament.uk)**