



# HOUSE OF COMMONS

## **Risk Assessment Form for Employment of Young Persons or Work Experience**

Under health and safety law, you must assess the risks to young people under 18 years old, before they start work / work experience and tell them what the risks are.

An employer must assess the risk of a person's ability and should take into account:

- Inexperience
- Lack of awareness of risk
- Immaturity
- Layout of working area
- Form, range and use of equipment
- Manual handling
- Exposure to biological or chemical agents
- Exposure to heat, noise and vibration
- Extent of training required

Name of person being assessed	
Risk assessment completed by	
Member's name	
Job title (or mark as work experience if the person is undertaking a short placement within the office)	
Date completed	
Who will be responsible for the health, safety and welfare of the above employee while they are in the workplace?	

Using the following table are there any of the listed hazards / factors present in the workplace?

If any of the following are ticked **yes**, please provide details of what precautions and countermeasure are in place to prevent the above employee coming into contact / being exposed to these.

<b>Hazard / Factors</b>	<b>No</b>	<b>Yes</b>	<b>Countermeasures / Precautions taken</b>
Verbal abuse and / or aggression			
Manual handling			
Extreme temperatures			
Noise			
Vibration			
Ionising radiation			
High voltage electricity			
Machinery			
Hazardous substances			
Biological agents e.g. Rubella, HIV, tuberculosis			
Could any task be reasonably considered to be beyond a young person or volunteer's physical or psychological capacity? E.g. through mental or physical fatigue			
Are there any risks in the workplace which could pose a threat to an individual's health and safety due to their lack of awareness, or their immaturity (if a student)? E.g. violence			
Are there any arrangements for protective clothing if necessary?			
Are there arrangements for special health and safety training if necessary?			

Will the individual be required to use any equipment? If yes, ensure that they can physically use the equipment and they receive proper training.			
Have you taken all necessary reasonable practical steps to ensure that young persons are not exposed to any work that could adversely affect their health and safety?			
Is the workplace safe for the individual to be in?			
Are there any other factors which might adversely affect the health and safety of the young person			
Has the young person completed a <a href="#">DSE (display screen equipment)</a> workstation checklist?			
Has the relevant health and safety training been undertaken? Fire evacuation, emergency procedures etc.			