

## Young Person risk assessment process

This should be undertaken by the person who will be hosting the young person.

1. Determine the age of the person undertaking work experience. People under the age of 16 are not allowed to be exposed to
  - Work that cannot be adapted to meet any physical or mental limitations they may have including exposure to potentially distressing scenes or situations
  - Substances which are toxic or cause cancer – certain lab chemicals
  - Certain microbiological and biological agents - e.g. Meningitis, TB, HIV or Rubella
  - Radiation
  - Extreme heat or cold, noise or vibration
  - Situations where their lack of knowledge or experience could cause physical or mental injury
  - Electrical work (power packs that have been PAT tested can be used)
2. Determine what the person will do as part of their work experience. This should include adequate arrangements for the young person's supervision while on site.
3. Complete the [young person risk assessment and induction](#) form . Use sufficient detail so that the parent / guardian can understand what the young person will be doing.
4. Contact the SHE office if you require help. – (lab activities)
5. Send the risk assessment to the young person's school or college for them to forward on to the young person's parent / guardian for signature.
6. Keep a copy of the signed risk assessment form signed by the student / young person's parent / guardian.
7. You should send a copy of the completed risk assessment to your Research Centre Manager
8. You should inform your Research Centre Manager of the dates of the arrival and departure of the young person and where they will be based.
9. Inform HR of the dates of arrival and departure of the young person.
10. Undertake the young person's safety induction on the first day of their work experience and explain the risk assessment to them and the precautions they need to take.