

Risk Assessment Form

Location/Dept: SWANCC Office		Date Assessed: 5 th March 2024			Assessed by: SWAN Community Council		
Task/Activity: Office by young person		Review Date 4 th March 2025			Reference Number: March 24 Work Exp student		
Date copied to parent/carer: sent to North School 6 th March 2024		Sent to parent/carer by: School (please circle as appropriate)			Sent to parent/carer by: (name and signature)		
Activity/Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Use of general office IT equipment	Working in poor position or inadequate work station assessment	Young person	Complete works station assessment on first day. And check display screen equipment use is assessed	2	1	Low	Constant monitoring young person to inform Manager of any discomfort or poor positioning
Trailing Cables Spillages walking or traffic routes obstructions	Slips trips or falls		All cables tidied and secured, no loose cables or wires	2	1	Low	Office reviewed 4.3.24 all cables secure and in place.
Manual handling Not expected to do any manual handling of large or bulky items or boxes or similar items	Musculoskeletal problems from twisting, bending, stooping, lifting, pushing, pulling		Young person is supervised by responsible senior staff member and not allowed to lift heavy or bulky items. Not to use high reach cupboards or carry any loads more than lightweight papers or folders.	2	1	low	
Working hours (including any evenings) 9:30am to 3pm	Stress, exhaustion	Young person	Young persons are not allowed to work before 7am or after 7pm. Young person will work 9:30 – 3pm Young person not to work more than 4 hours without a break of 1 hour To be given light duties only To be given a break at 11am and 2pm of 15 minutes each Half an hour for lunch	2	1		Governmental and local bylaws must be fully adhered to in relation to working hours and rest breaks for young persons https://www.gov.uk/child-employment/restrictions-on-child-employment
Behavioural Dealing with aggressive members of the public	Aggression, intimidation leading to emotional or physical injury		Young persons are not left alone to deal with any person. To be in the main office supervised at all times Not to left in the exterior office and entrance alone	2	1	Low	Young person will not be left without supervision will be in main office at all times. At break time may use the café with consent from parents or be accompanied to café by CCM to ensure safety and supervision

<p>Physiological capacity Standing for long periods</p>	<p>Back ache, leg ache</p>		<p>The young person is expected to stand for no more than 1.5 hours per shift</p> <p>Young persons are encouraged to move around to encourage good blood and oxygen flow.</p>	<p>2</p>	<p>1</p>	<p>low</p>	<p>Allow the young person to take frequent breaks to sit down.</p>
<p>Psychological capacity</p>	<p>Stress</p>	<p>Young person</p>	<p>The young person is believed to have the mental capacity to understand the job role and to follow work instructions</p> <p>The young person is assessed by the school or college for his/her capacity for the work to be undertaken.</p> <p>Visit to young person at school with teacher to meet the Community Manager to know the expectations and the work planned and any trips planned to minimise pre anxiety</p> <p>Young person to be met on first day at the double doors entrance to Invicta Business Centre</p>	<p>2</p>	<p>1</p>	<p>low</p>	
<p>Cleaning and Exposure to hazardous substances</p>	<p>Skin irritation, some lung irritation leading to coughing etc.</p>		<p>Exposure to hazardous substances is not expected, other than general domestic cleaning products (washing up liquid, anti bacterial spray and ready to use cleaning wipes only)</p> <p>The young person may be asked to dust shelves, or sweep floors</p> <p>Dusters and gloves will be provided</p> <p>The young person will receive full information and training on any products used, any risks involved, and in how to clean safely</p> <p>Inform/train the young person in visual checks of electrical equipment, such as for vacuum.</p>	<p>1</p>	<p>1</p>	<p>low</p>	<p>Ensure the young person has own pair of protective gloves and other protective equipment as needed (e.g. apron, appropriate footwear)</p>

<p>Inadequate welfare facilities (water, rest areas, temperature)</p>	<p>Fatigue, due to hunger/thirst, Heat exhaustion (e.g. in summer months) Numb fingers/toes in cold environments (Raynaud's syndrome, carpal tunnel if lifting & handling)</p>		<p>There is a small kitchenette, with a kettle/ and a fridge specifically for staff food (not for retail products)</p> <p>Heating and cooling is provided by oil filled radiator heaters. The temperature is generally set at 21degrees C.</p>	<p>1</p>	<p>1</p>	<p>low</p>	
<p>Inadequate training or supervision for the tasks and for general health and safety</p>	<p>Poor working practices, leading to injury/illness</p>	<p>Young person</p>	<p>The young person will receive health and safety induction training (including fire safety information, first aid, workplace risks, health and safety policy) on his/her first morning and will be encouraged to ask questions at any time</p> <p>Induction training includes job specific training</p> <p>The young person will be supervised by a responsible more senior staff member.</p> <p>The young persons will be informed of who to contact with health and safety queries.</p>	<p>2</p>	<p>1</p>	<p>low</p>	<p>Ensure that any change in, or extra, tasks are fully risk assessed in relation to the young person and approved.</p>

<p>Working away from base</p>	<p>Becoming separated or lost</p>	<p>Young person</p>	<p>Hazards to be pointed out All rules and site regulations explained Young person to have written address of office and place of visit Travel to be accompanied with CCM and if going outside of parish to be in a registered taxi. Young person to have the phone number of the CCM at all times</p>	<p>2</p>	<p>1</p>	<p>Low</p>	
<p>Travel Moving vehicles</p>	<p>Injury</p>	<p>Young person</p>	<p>Designated routes using public footpaths To be accompanied on all visits by CCM Use of registered taxi if outside of the parish To use green cross code and highway code at all time. To use common sense and diligence when entering the carpark and accessing the office</p>	<p>2</p>	<p>1</p>	<p>Low</p>	<p>To be accompanied when leaving the site and on any visits.</p>

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so