**Young Person’s Risk Assessment and Induction Checklist**

Work experience is often a useful exercise for those still at school and or in Further Education colleges.

There are two categories of individuals who may undertake work experience, young persons who are under 18 years of age and children who are either 16 years old or have not reached minimum school leaving age.

In order to make sure that those undertaking their work experience at St. George’s University of London, have a safe experience the following form should be completed. The risks that person may be exposed to should be considered and methods put in place to prevent or reduce the likelihood of harm occurring.

Supervisors should be aware that young persons may be immature and while interested not fully aware of the risks associated with particular types of work.

Young persons 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 microbiological and biological agents
* Radiation

Extreme heat or cold, noise or vibration.

* Situations where their lack of knowledge or experience could cause physical or mental injury
* Live electrical systems

A publication giving further information about young people and work experience can be obtained from the [HSE](http://www.hse.gov.uk/pubns/indg364.pdf).

The completed risk assessment must be explained to the young persons’ or child’s parent or legal guardian before the project begins and they should sign the attached form.

Young Person’s Risk Assessment and Induction Checklist

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| Young Person’s Personal and Location Details | | | | |
| Name of Young Person : | | | | |
| Is the person under 18 years old Yes / No | | | | |
| Is the person under the minimum school leaving age (16 years) Yes / No | | | | |
| Is the Person below 14 years of age Yes / No | | | | |
| Does the young person have any medical conditions or special requirements Yes / No | | | | |
| Name of the Young Person’s Parent or Guardian | | | | |
| Home address of Young Person | | | | |
| Emergency contact number | | | | |
| Name of Young person’s School, Academy or College | | | | |
| Address of Young person’s School, Academy or College | | | | |
|  | | | | |
| Name of Host | | | | |
| Name of Risk Assessor | | | | |
| Name of head of Institute / department / support or corporate service: | | | | |
| Institute / Research Centre / Department the Young Person will be based in : | | | | |
| Location of Institute / Research Centre / Department | | | | |
| Will the individual be mainly based in a laboratory during their time at SGUL Yes / No | | | | |
| How long will the young person be based in the research center or department: | | | | |
| Proposed starting date | | | | |
| Proposed finishing date | | | | |
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| **Risk Assessment**  The following list is not exhaustive. If the young person will be undertaking activities not listed below please add them in the section called other activities. | | | | |
| *Hazards associated with the task* | *Risks to the young person* | *Proposed control measures (please tick as appropriate* | | |
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| **Non – Laboratory Activities** | | | | |
| Use of IT/General Office Equipment | Fatigue  - Stress | Training & Supervision  Regular Breaks |  | |
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| Use of IT for internet searches | Exposure to inappropriate or harmful content. | Automatic filters to block access to inappropriate content.  Discussion of the university IT policy.  Supervision. |  | |
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| Manual Handling | Physical Injury | Remove the need for manual handling  Training  Supervision at all times |  | |
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| Trip Hazards  Spillages, Trailing Cables | Injury due to Slips, Trips or Falls | Awareness training  Work environment is orderly and maintained |  | |
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| Working at Height | Physical Injury  - Slips, Trips, Falls | Avoid work at height / provide kick-stools, ladders |  | |
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| Moving Vehicles/Traffic | Physical Injury | Awareness of vehicle activity  Supervision at all times |  | |
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| Potential emergencies, including fire | Physical Injury | Fire drills  Supervision during emergency situations | |  |
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| **Laboratory Activities** | | | | |
| **Equipment hazards** | | | | |
| Use of general laboratory equipment e.g. Pipettes, Micropipettes | Potential physical injury from repeated use | Training in attaching pipette and micropipette tips. Wearing of Personal  Protective Equipment (gloves, laboratory coats) | |  |
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| Use of cell counters e.g. haemocytometers | Potential physical Injury from cracked haemocytometers | Training in use of equipment, wearing of PPE. Supervisor to check condition of haemocytometers prior to use | |  |
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| Use of ELISA readers | Potential physical injury from solution spillage | Training in use of equipment, wearing of PPE | |  |
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| Use of Ultraviolet / Infrared (UV / IR) spectrophotometers | System is enclosed, potential for injury from cracked cuvettes | Training in use of equipment, wearing of PPE  Supervisor to check cuvettes prior to use | |  |
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| Handling and electrophoresis of agar or agarose gels | Potential physical injury from solution spillage  Potential injury from malfunctioning power packs | Training in use of equipment, wearing of PPE  Electrophoresis system should be checked prior to young people being allowed to adjust the power settings. | |  |
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| **Chemical hazards** | | | | |
| Exposure to neurological agents e.g. unpolymerised Acrylamide | Potential neurological problems. | This should be avoided  Young people may handle polymerised acrylamide gels if wearing gloves. | |  |
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| Exposure to strong mineral acids or corrosives | Potential physical injury from solution spillage | Training in use of equipment, wearing of PPE  Young people may handle these chemicals with gloves and supervision | |  |
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| Exposure to known or suspected carcinogens or mutagens e.g. Phenol or Ethidium Bromide | Induction of cancers / mutations (unlikely to occur on a single exposure) | Young people must not be exposed to these agents. | |  |
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| **Microbiological hazards** | | | | |
| Use of class 2 microbiological safety cabinet | Back ache from poor posture | Training in use of equipment, wearing of PPE | |  |
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| Growth of skin bacteria | Potential infection hazard if young people handle each other’s samples without PPE | Training in use of equipment, wearing of PPE | |  |
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| Growth of certain biohazard group 2 bacteria – The chosen bacteria should be of low infectivity and not a problem to young people | Potential infection hazard if samples are handled without wearing PPE | Training in use of equipment, wearing of PPE | |  |
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| Growth of secondary cell lines | Potential infection hazard if samples are handled without wearing PPE | Training in use of equipment, wearing of PPE | |  |
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| **Other Activities** | | | | |
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| Confirmation that risk assessment has been completed  St. George’s University of London has undertaken an assessment of the work / procedures which the young person will either engage in or be exposed to while within the university and has determined that the proposed work will pose a low likelihood of harm occurring.  The young person will be supervised at all times and they will not be allowed into areas where radioactive, hazardous chemicals or hazardous bacteria will be used. | | | | |
| Name of Risk Assessor | Signature of risk assessor | Date Assessment completed | | |
| Name of individual who will be hosting the work experience student | Signature of host |  | | |
| Name of responsible manager / Principal Investigator | Signature of manager / Principal Investigator |  | | |
| Member of the SHE office who has discussed the risk assessment with the host if appropriate | Signature of SHE office member |  | | |
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| Consent by Young Persons Parent or Guardian  I have read the form and understand that the work / experience (name of young person) will gain experience from the activities which will occur under controlled conditions and consent to let them take part in the work that has been discussed with me. | | | | |
| Name of work experience student’s parent / guardian | Signature |  | | |

Young Person Induction Checklist

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| Induction checklist | |
| Fire escape routes | Date shown |
| Emergency / First aid procedures | Date shown |
| Welfare Facilities (Toilets / tea room) | Date shown |