



Work Placement (Young Person) Risk Assessment Form: PYP1

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people and children employed by them are not exposed to risk due to lack of experience; being unaware of existing or potential risks and/or lack of maturity.

Please complete this template if you are hosting a Young Person, aged 16-18 at the University. We recommend you liaise with your local Health & Safety Manager, who may require additional information, especially if you work in a high risk area of the University.

School/Unit	
Head of School/Unit	
Work Placement Manager	
Location(s) of Work	
Title of Work Placement	
Date(s) and Time(s) of Activity	
Brief Description of Work/Activities	

Trainee Details:

Name	
Address	
School	
Confirmation the trainee is a young person¹	
Emergency Contact Name & Relationship to Trainee	
Emergency Contact Number	

¹ A Young Person is anyone under 18 and a Child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.



Hazards associated with the work placement:

There is specific guidance for young people available on the University's Health and Safety website at <http://www.ed.ac.uk/health-safety/guidance/students-young-persons>. Please complete the table below, identifying all hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required in relation to the activities the Young Person will be undertaking.

Hazard(s)	Present Risk Evaluation (L/M/H)	Control Measures (i.e. alternative work methods, mechanical aids, engineering controls, etc.)	Risk Evaluation after control (L/M/H)
E.g. Young people unfamiliar with environment; pupils are nervous/over excited by the planned activities & environment; damage to equipment facilities; trip hazards; medical issues; unfamiliar with technical equipment, etc.			
E.g. Fire	L	The Young Person is informed of fire safety procedures on arrival. There are no fire alarm tests scheduled during the visit.	L
E.g. Manual Handling	M	The Young Persons manager ensures that the visitor will not be involved in any manual handling during their visit.	L
<i>Insert as many rows as required</i>			

General precautions for protection of Young Person from risk:

The following general precautions will be taken to prevent the Young Person suffering harm from the hazards indicated.

Training provision	
Supervision	
Protective Equipment	



Additional Information:

Identify any additional information relevant to the activity e.g. special emergency procedures, requirement for health surveillance, etc.

Assessment carried out by:

Name	
Signature	
Date	
Contact details (email/telephone number)	

The Young Person must obey all mandatory and prohibitory instructions given verbally, written or on signage. The Young Person must be advised of all hazards and risks in each area they are visiting especially areas of higher risk (e.g. animal handling areas at Easter Bush campus or radiation controlled/supervised areas).

All accidents/incidents must be reported to the School Health and Safety Manager or University Health and Safety Department using the online Accident and Incident form at <http://www.ed.ac.uk/health-safety/accident-reporting>.

To be completed by Parent/Guardian/School representative (if required):

Please sign below to acknowledge receipt of the Risk Assessment and return this section of the form to the University Placement Manager. Email confirmation to confirm receipt of the completed form will also suffice.

Thank you for providing a copy of the Risk Assessment for my son/daughter/student.

Name of Work Placement Student

Full name of Parent/Guardian/School

Signature **Date**