**School: COMPLETE**

**Risk Assessment Title:** Work Placement in a Low Risk Environment eg Office, Reception Desk

|  |  |  |  |
| --- | --- | --- | --- |
| **Location:** | **COMPLETE** | **Activity (Summary):** | **PROVIDE A BRIEF DESCRIPTION OF THE ACTIVITIES TO BE UNDERTAKEN DURING THE WORK PLACEMENT** |
| **Work Experience From / To:** | **COMPLETE**  | **Working Hours:** | **COMPLETE** |
| **Name of Person:** | **COMPLETE** | **Age of Person:** | **COMPLETE** |
| **Contact Details:** | **COMPLETE** | **Emergency Contact:** | **COMPLETE** | Phone: |
| **Supervisor (University):** | **COMPLETE** | **Supervisor Contact:** | Email: | Phone: |
| **Risk Assessment by:** | **COMPLETE** | **Contact Details:** | Email: | Phone: |

The Supervisor appointed to look after the person must provide the person with an Induction when they arrive. A summary of what to cover is included in the Checklist. It is also advisable to use the following to create a list of restricted areas etc to act as a prompt:

|  |  |  |
| --- | --- | --- |
| **Specific Building Hazards** | **Restricted Machinery & Equipment** | **Restricted Areas** |
| eg entrance steps that become very slippery in the rain | eg guillotine, opening photocopier to remove paper jams | eg Cash Office, Server Room |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are the dangers/hazards?** | **Who might be harmed?** | **What are you already doing to prevent harm?** | **What further action is necessary?** | **Action by whom** |
| **Building –** injuries from inherent risks associated with the building  | Person | * All University buildings and external areas are maintained to a good standard
* Faults reported to Campus Services (CS) Helpdesk
 | * Areas will be checked pre-work placement with faults reported to CS for action
* Areas of concern will be discussed during the Induction
 |  |
| **Lack of Experience / Unfamiliarity with Tasks -** accidents and incidents due to lack of supervision and Person’s inexperience when undertaking office tasks and using office equipment  | Person | * Good housekeeping regime in place
* Regular maintenance of equipment
* Fault reporting system in place for equipment
* Only low risk activities will be carried out eg use of computers, filing, photocopying, phone work
* No work outside of normal office hours (9.00 – 17.00, Monday to Friday) will take place
 | * A suitable Supervisor will be appointed to oversee the person whilst on work placement
* On arrival the Supervisor will provide a H&S Induction following the Induction Checklist
* The supervisor will inform other relevant staff and Security of the person on placement
* Additional Risk Assessments will be prepared if needed eg specific needs or undertaking higher risk activities
 |  |
| **Display Screen Equipment (DSE) –** injuries / ill health due to using unsuitable DSE equipment | Person | * A suitable workstation will be provided with adjustable monitor, chair and keyboard
 | * Supervisor to adjust the workstation so it is suitable for the person. Refer to HSS Website (A-Z, DSE)
* Supervisor to ensure the person takes regular breaks
 |  |
| **Fire & Electrical** – injuries, property damage arising from fire of the use of unsuitable or poorly maintained electrical equipment | Person | * All occupied University buildings are fitted with fire notification and detection systems maintained by an CS appointed contractor
* Fixed electrical systems are maintained by an CS appointed contractor
* Fire Evacuation arrangements will be covered in the Induction
* Department arranges PAT Testing of portable electrical appliances
 | * See *Induction* under *Lack of Experience*
* Supervisor to contact Health and Safety if the person may have difficulties evacuating a building ie has to use the lift, cannot hear the fire alarm
* Supervisor to visually inspect any electrical equipment to be used before first use with action taken if needed
 |  |
| **General Ill Health and Minor Injuries needing First Aid**  | Person | * All University Security staff are first aid trained and who can be contacted on 01248 382795
* 1st Aid arrangements will be covered in Induction
 | * Relevant information relating to the person’s needs will be provided to staff as required
* Emergency contact details will be obtained for the person
 |  |
| **Welfare –** distress, injuries, ill health arising from lack of understanding of the person’s needs, accessibility | Person | * All University buildings have welfare facilities eg toilets, accessible toilets, kitchens, drinking water
* The location of welfare facilities, including accessible if necessary will be shown to the person during their Induction
* Most buildings are accessible with Refuge Point systems fitted in buildings with lifts, for use if the fire alarm sounds and the lift cannot be used, or in the event the lift breaks down
 | * See *Lack of Experience* and *General Ill Health*
* Pre-work placement the person will be given the following general arrangements information:
* Location and date of placement
* Working hours, from and to
* Information about break times
* Location of welfare areas
* Who and where they must report to
* Who their University Supervisor is
* Information as required by specific individual needs eg Refuge Point
* Relevant contact details
* If there is a certain dress code
* Any personal protective equipment to be worn e.g. enclosed flat shoes with a good grip
* A copy of the Risk Assessment
* Emergency procedures
 |  |