

Risk assessment template

Health and Safety Executive

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Complete (Y/N)

1. More information on managing risk: <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm> and <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

2. Capel Manor College requires a written assessment as best practice for all employers regardless of number of employees. This template can be used if you do not already hold a risk assessment. Contact us if you require support in completing this.

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Risk Management Guidelines

As an employer, you should already be managing any significant risks for all workers in your workplace. If not done so already, you should assess any additional factors such as if you employ a young person/student, or they have a condition who may be affected by the work or the work environment. Additional arrangements/adjustments may be necessary.

Identify Risks:

Evaluate potential hazards specific to the work environment (such as machinery, manual handling, chemicals and working at heights).

Age and Experience

Account for the student's experience and maturity level. Ensure tasks are suitable and that they are properly supervised.

Training

Provide adequate training on health and safety, emergency procedures, and specific tasks. Ensure student understands the risks and know how to mitigate them

Supervision:

Assign a competent adult to always supervise a young person, especially during high-risk tasks

Workplace Environment:

Assess whether the work environment is physically safe, with clear exits, well-maintained equipment, and relevant safety measures/controls are in place

Health Considerations:

Review any medical conditions (if made available to you) or specific considerations. Additional arrangements/adjustments may be necessary for learners who have physical, sensory, educational needs. This should not be a barrier to participation.

Emergency Procedures:

Ensure student is aware of emergency procedures, first aid protocols, and contact details for emergencies

Feedback and Monitoring

Regularly check in with student and supervisor to identify any emerging risks or concerns and implement controls to manage risk