

## PLACEMENT EMPLOYER – Information to Parents/Guardians

*To be completed by the Placement Employer for each type of placement offered*

The Management of Health & Safety at Work Regulations places a duty on employers to complete a risk assessment for students on work experience. Where the student is below compulsory school age, relevant and comprehensible information about risks to health and safety and the control measures, must be provided by the employer to the student's parents / guardians prior to the placement commencing.

This Information to Parents/Guardians document complements the **placement employers statutory risk assessment obligations**. This information should be read in conjunction with the student job description.

<b>Placement Employer:</b>		<b>Placement Title:</b>	
----------------------------	--	-------------------------	--

### PLACEMENT EMPLOYER INFORMATION PROVIDED ON THE DAY OF THE VISIT

*Employer to Tick and Add/Delete information as appropriate*

*This list is not exhaustive*

HAZARDS	RISKS	CONTROL MEASURES
<ul style="list-style-type: none"> <li>○ Use of general office / IT equipment</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Electrocution</li> <li>○ General Fatigue</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Equipment PAT tested</li> <li>○ Regular breaks</li> <li>○ Regular inspections</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Slips, trips and falls due to: -</li> <li>○ Spillages</li> <li>○ Trailing cables</li> <li>○ Traffic route obstructions</li> <li>○ Uneven ground / floor</li> <li>○ Pits</li> <li>○ Adverse weather</li> <li>○ Stairs, ramps and steps</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Strains, pulls</li> <li>○ General harm, physical injury, etc</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Adequate lighting</li> <li>○ Defined walkways</li> <li>○ Employer to maintain a safe and tidy working environment</li> <li>○ Spillages cleared appropriately</li> <li>○ Suitable footwear to be worn</li> <li>○ Young Person(s) informed of danger areas</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Manual handling</li> <li>○ Lifting, pulling, moving etc</li> </ul>	<ul style="list-style-type: none"> <li>○ Strains, pulls, physical injury, etc</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Appropriate lifting and handling training given</li> <li>○ Good handling technique used</li> <li>○ Load reduced to acceptable levels</li> <li>○ Working environment/route free from obstructions</li> <li>○ Young Person(s) only to undertake manual handling tasks that are within their own acceptable capabilities</li> <li>○ Provision of Personal Protective Equipment</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Working away from base or Site work</li> <li>○ Working away from base</li> <li>○ Site work</li> </ul>	<ul style="list-style-type: none"> <li>○ Becoming separated</li> <li>○ Becoming lost</li> <li>○ General harm, physical injury, etc</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ All rules and site regulations are explained</li> <li>○ Hazards to be pointed out</li> <li>○ Mobile phone carried</li> <li>○ Procedures in case of separation identified</li> <li>○ Provision of Personal Protective Equipment</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Errands away from base unaccompanied</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ General harm, physical injury, etc</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Employer to confirm route with Young Person(s)</li> <li>○ Errands confined to daylight hours</li> <li>○ Time period to be allowed for absence</li> </ul>
<ul style="list-style-type: none"> <li>○ Use of hand tools</li> <li>○ Screw driver</li> <li>○ Hammer</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Cuts, abrasions &amp; bruises, physical injury, etc</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Employer to assess and approve Young Person(s) competence through provision of training</li> <li>○ Tools inspected prior to use</li> <li>○ Provision of Personal Protective Equipment</li> </ul>

<ul style="list-style-type: none"> <li>○ <b>Use of work equipment (machinery) and other power tools</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Cuts, abrasions &amp; bruises</li> <li>○ Entanglement, trapping, crushing, etc</li> <li>○ Electrocutation</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○</li> <li>○ Appropriate guards fitted &amp; used</li> <li>○ Employer to assess and approve Young Person(s) competence through provision of training</li> <li>○ Dangers of using electrical equipment in wet conditions explained</li> <li>○ Use of RCD's as appropriate (circuit breaker)</li> <li>○ Regular inspection</li> <li>○ Use of 110-volt equipment on site</li> <li>○ Equipment PAT tested</li> <li>○ Provision of Personal Protective Equipment</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Working on electrical equipment / apparatus</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Electrocutation</li> <li>○ Burns</li> <li>○ Fires</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Employer to assess and approve Young Person(s) competence through provision of training</li> <li>○ Young Person(s) will not work on live circuit or apparatus</li> <li>○ Provision of Personal Protective Equipment</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Moving vehicles, traffic or travelling as a passenger</b></li> <li>○ Moving vehicles or traffic</li> <li>○ Travelling within a vehicle as a passenger</li> </ul>	<ul style="list-style-type: none"> <li>○ Trapping, crushing, physical injury, etc</li> <li>○ Injury due to road traffic accident</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Dangerous areas identified to Young Person(s)</li> <li>○ Visible warning signs</li> <li>○ Audible warnings</li> <li>○ Designated walkways</li> <li>○ Provision of Personal Protective Clothing</li> <li>○ Seat belts worn</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Attending vehicle breakdowns on public highway</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Trapping, crushing, physical injury, etc</li> <li>○ Severe injuries / fatality from impact with moving traffic</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Student to remain in recovery vehicle on main / busy roads</li> <li>○ High visibility jacket to be worn at all times for minor road, lay-by and/or site breakdowns</li> <li>○ Strict and/or close supervision</li> <li>○ Hazards to be pointed out</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Working in a car on elevated ramp to assist in checking</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Falling</li> <li>○ Physical injury, etc</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Young Person(s) will be given ongoing instruction</li> <li>○ Regular testing of vehicle lifts</li> <li>○ No opening of vehicle doors</li> <li>○ No staving of vehicles</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Driving tractors</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Trapping, crushing, physical injuries, etc</li> <li>○ Overturning</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Employer to assess and approve Young Person(s) competence through provision of training</li> <li>○ Driving only on level ground and for short periods</li> <li>○ Only Young Person(s) who have had substantial previous experience and are deemed competent</li> <li>○ Will not drive on the highway</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Hazardous substances and chemicals</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Burns, ingestion, inhalation, absorption, irritation, etc</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Substances to be suitably stored</li> <li>○ Used under controlled conditions</li> <li>○ Restricted access</li> <li>○ Provision of Personal Protective Equipment</li> <li>○</li> </ul>

<ul style="list-style-type: none"> <li>○ Airborne dust and fumes</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Inhalation</li> <li>○ Allergic response</li> <li>○ Asphyxiation</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Assess suitability for Young Person(s) with certain allergic conditions</li> <li>○ General ventilation</li> <li>○ Local exhaust ventilation</li> <li>○ Provision of Personal Protective Clothing</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Welding Flash</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Damage to eyes, skin, etc</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Dangerous areas identified to Young Person(s)</li> <li>○ Information, instruction and training</li> <li>○ Moveable screens</li> <li>○ Low reflective walls</li> <li>○ Provision of Personal Protective Equipment</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Stored energy</li> <li>○ Gas cylinders</li> <li>○ Compressed air</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Injection, embolism, physical injury, etc</li> <li>○ Propelling of foreign objects</li> <li>○ Injury resulting from 'horseplay'</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Airlines / Tools inspected prior to use</li> <li>○ Never to be used to 'dust down' body</li> <li>○ Only to be used with appropriate tooling</li> <li>○ Gas / Air cylinders suitably stored</li> <li>○ Provision of Personal Protective Equipment</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Noise</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Damage to hearing</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Ear protection provided as appropriate</li> <li>○ Visible warning notices</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Ionising radiation</li> <li>○ X-ray</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Damage to health</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Isolation from equipment whilst in use</li> <li>○ Safe storage of radioactive sources</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Working at height or below ground level</li> <li>○ Working at height</li> <li>○ Working below ground level</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Entrapment</li> <li>○ Physical injury, etc</li> <li>○ Slips, trips and falls</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Will not work above 2 metres fall height</li> <li>○ Ladders used are in good working order and tied off or appropriately footed</li> <li>○ Training given for use of kick stools or step ladders</li> <li>○ Will not work in excavations more than 2 metres in depth</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Hot equipment, materials, food or liquids</li> <li>○ Making and transporting hot drinks/food</li> <li>○ Hot equipment, materials and liquids</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Burns</li> <li>○ Scalds</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Employer to assess and approve Young Person(s) competence through provision of training</li> <li>○ Dangerous areas identified</li> <li>○ Young Person(s) to wear as much body cover as is practicable</li> <li>○ Provision of Personal Protective Equipment</li> <li>○ Heat insulated gloves or material to be used where practicable</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ Biological</li> <li>○ General contamination</li> <li>○ Contact with: <ul style="list-style-type: none"> <li>a) Body fluids</li> <li>b) Raw food / meat</li> <li>c) Animal droppings</li> <li>d) Soil and organisms found in soil</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Biological invasion</li> <li>○ Disease / sickness / illness</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Good occupational hygiene procedures are followed</li> <li>○ Must have current tetanus immunity</li> <li>○ Provision of Personal Protective Equipment</li> <li>○</li> </ul>

<ul style="list-style-type: none"> <li>○ <b>Animals</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Physical injury from bites, collisions, kicks &amp; stamps, etc</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Ensure Young Person(s) are made aware of dangers associated with each animal</li> <li>○ Must have current tetanus immunity</li> <li>○ Prevent access to potentially aggressive animals</li> <li>○ The Young Person(s) is fully supervised</li> <li>○ Provision of Personal Protective Equipment</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Psychological Capacity</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Stress</li> <li>○ Trauma</li> <li>○ Distress</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Young Person(s) should be continually mentored</li> <li>○ Young Person(s) should be given forewarning of situations which may: <ul style="list-style-type: none"> <li>a) Be stressful</li> <li>b) Include disturbing scenes and even death</li> </ul> </li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Dealing with aggressive members of the public, residents, shoplifters</b></li> <li>○ Dealing with aggressive members of the public/residents</li> <li>○ Dealing with shoplifters</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Physical injury</li> <li>○ Stress</li> <li>○ Trauma</li> <li>○ Distress</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Young Person(s) will not be left alone with members of the public</li> <li>○ Young Person(s) removed from scene</li> <li>○ Non intervention policy</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Falling Objects</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Physical injury</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Danger areas identified</li> <li>○ Visible warnings</li> <li>○ Provision of Personal Protective Equipment</li> <li>○ Head Protection</li> <li>○ Eye Protection</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Fire</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Burns, physical injury, etc</li> <li>○ Asphyxiation</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Danger areas identified</li> <li>○ Fire exit and egress routes free from obstruction</li> <li>○ Visible signage</li> <li>○ Fire fighting mediums regularly maintained and in good working order</li> <li>○ Fire extinguishers</li> <li>○ Fire blanket</li> <li>○ Water reel</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Exposure to the Sun</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Sunburn</li> <li>○ Illness</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Young Person(s) to wear as much body cover as practicable</li> <li>○ Provision of Personal Protective Equipment</li> <li>○ Sun block cream</li> <li>○</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Other Hazards</b></li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○</li> </ul>

This information is provided by the employer on the day of the Health & Safety visit in addition to the placement employer's statutory risk assessment

<b>Name:</b>		<b>Job Title:</b>	
<b>Signature:</b>		<b>Date:</b>	