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| **Imperial College London**  **Under 18s work experience risk assessment** 2020 | | | | |
| **RESPONSIBILITIES**  Heads of Departments must make suitable arrangements to assess risks to all young persons under 18 years old before they start work, which will include taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity.  Principal Investigators must ensure that **young persons are supervised at all times** by a **competent member of staff** and that the work being completed or observed is risk assessed using this document. Once complete the document is sent to the Faculty Safety Manager for review.  The reviewed document is sent to the PI for final approval. Copy of the assessment to be given to the young person, kept on file by the PI and if requested sent to the institution that the young person is from. | | | | |
| **WORK RESTRICTIONS**  Faculties do not let young people under 18 years old undertake work which:   * cannot be adapted to meet any physical or mental limitations they may have; * exposes them to substances which are toxic or cause cancer * exposes them to ionising radiation * involves extremes of temperature, noise or vibration * Involves pathogenic or biologically hazardous material   Further detail is available in appendix 1 at the end of this document  ***In the Department of Chemistry under 18’s on work experience may watch experiments/procedures only. This must be under the constant supervision of a named supervisor(s).*** | | | | |
| **RISK ASSESSMENT**  The template assessment below must be used by Principal Investigators or supervisors when assessing risks to young persons.  Additional information and guidance for those hosting young people can be found on the [College](http://www.imperial.ac.uk/safety/safety-by-topic/children-and-young-persons-on-campus/) web pages. | | | | |
| 1. Name of student(s) and school / college or institution the student is from | | | | |
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| 2. PI(s) in charge of Area(s) where student is placed & Designated Supervisors | | | | |
| Name of PI | Area/ Room(s)/ Building | Designated Supervisor(s) | | Date(s) in this location |
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| 3. Describe the activity the student(s) will be involved with and identify the risks and control measures that are in place to prevent the student coming to harm (refer to the young persons work restrictions detailed above and in appendix 1) | | | | |
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| 4. Describe the hazards that the student may encounter by being in the particular room/area and how they are controlled so the student is not exposed | | | | |
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| Controls for generic hazards – in all cases these must be applied | | | | |
| Description of generic hazard | Description of controls | Emergency procedures | Additional Information from PI (if required) | |
| Trip/fall, accident/emergency on campus | Day one safety induction on arrival.  4444 internal campus emergency number and first aid call out.  First aid boxes accessible in all areas.  University insurance cover provided.  Student supervised at all times by a competent member of staff.  All experimental apparatus is on the bench and should not be stored elsewhere: coats and bags should be stored correctly under benches. | Medical attention, local first aiders or call security 4444 for emergency medical attention. |  | |
| Injury from handling equipment | Students are not allowed to handle equipment beyond their physical of mental capabilities. Where they do handle equipment it is under supervision. | As above |  | |
| Unsuitable clothing | Advisory notes on appropriate clothing to be sent to students in advance of the placement. Closed in shoes to be worn in hazardous areas. | Unsuitably dressed students are not allowed into labs or other hazardous areas |  | |
| Feeling overwhelmed / unwell in the lab | Students are monitored and supervised at all times and can be taken outdoors for fresh air if necessary. | Student taken outside  First aiders on hand if required  Medical attention, call security 4444 for emergency medical attention |  | |
| Loss of baggage or personal belongings | Security retain lost baggage.  Secure baggage storage is provided. | Contact security |  | |
| Student separation during an emergency evacuation, student left inside the building | Emergency evacuation procedures explained on day one.  Student must be accompanied at all times. | Follow instructions from security staff. |  | |
| Inappropriate supervisor | A member of staff who is likely to be or will be alone with a child under the age of 18 or with a vulnerable adult as part of a work placement is required to obtain satisfactory DBS (Disclosure and Barring Service (DBS) clearance prior to the start of the placement.  Arrangements must be made to ensure that the child/vulnerable person is not permitted to work unsupervised or in close confines with another individual who does not have DBS clearance. For example, any work should take place in a shared office, or  a door left open into another room/area where other people are present. | The student has a direct number for someone to call or go to if they feel unsafe at any point.  Name:  Number: |  | |
| **REVIEW AND APPROVAL** | | | | |
| Faculty Safety Team | Date of review | Principal Investigator | Date of approval | |
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| **APPENDIX 1** – detailed information on work restrictions | | | | |

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| Young persons must not do work beyond their physical or psychological capacity. Examples may include:   * jobs that require repetitive or forceful movements; * dealing with violent and aggressive behaviour and decision making in stressful situations; * work with complicated and intrinsically hazardous equipment (machine tools etc) where control measures require physical and psychological maturity. |
| Young persons must not be exposed to harmful agents.  For any work, or observation of activities involving harmful agents the hazard must be controlled so that exposure is avoided (or maintained within regulatory limits where specified). Examples of harmful agents include:   * Hazard group 2 or 3 pathogens, genetically modified material that is class 2 or 3 or other potentially harmful biological material * Toxic, harmful, corrosive and irritant substances * Carcinogens, mutagens, teratogens and reproductive toxins * Allergens (including animal allergens) * Lead and lead compounds * Asbestos * Ionising radiation, hazardous artificial optical radiation or high magnetic fields * Flammable gases * Flammable liquids * Gas cylinders * Cryogenic liquids |
| Young persons may not work with vats, tanks, reservoirs or carboys containing chemicals. |
| Remember to consider the risk of transmitting/being infected by COVID-19 as part of your assessment. |
| Young persons must not do work involving any risk of exposure to high voltage electricity, or any exposed live conductors. |
| Young persons must not do work from which there is a risk to health from extreme cold or heat, or from noise or vibration. |
| Additional precautions need to be taken for young persons, as they do not have a strong understanding of risks and hazards. |