



Health and safety risk assessment policy

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Name of originator/author	Paul Balson, Head of Corporate Governance
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Next Review Date:	January 2020
Target Audience:	CCG staff, Board members, visitors and contractors

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1 Introduction

Basildon & Brentwood NHS CCG (hereafter referred to as “the CCG”) is committed to providing a safe and healthy work environment for all employees, clients, visitors, contractors, volunteers and anyone who might be affected by or involved in the CCG’s activities.

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires every employer to make (and record, if more than four staff are employed) a suitable and sufficient assessment of any significant risks to health or safety. Particular account must be taken of the risks to the health of new and expectant mothers, to young people at work and to those with disabilities.

Failure to implement a policy on the assessment of health and safety risks would lead to an inconsistent approach to the management of hazards that could result in adverse effects on the health and welfare of staff, patients and visitors to CCG premises. This would render the CCG vulnerable in terms of civil and criminal liability.

Risk assessments must cover those risks which apply not only to CCG staff but also anyone else who may be exposed to hazards or harm from the CCG’s activities. This includes patients, clients, visitors and contractors working on CCG premises.

The law does not expect organisations to eliminate all risk, but the CCG is required to protect people as far as is “reasonably practicable” from foreseeable risk.

2 Purpose and scope

2.1 Purpose

This document describes the system for ensuring that risk assessments are conducted in respect of key areas of health and safety risk across the range of the CCG’s activities. It should be read in conjunction with other health and safety policies which provide detailed guidance on specific topics such as display screen equipment (DSE), lone workers and adverse incident reporting and investigation. The most frequently used risk assessment tools are appended to this policy for ease of reference.

2.2 Scope

This policy applies to all areas of CCG activity, inclusive of all CCG staff, Board members, visitors and contractors.

3 Definitions

3.1 Risk Assessment

A systematic examination of what could cause harm and whether sufficient measures have been put in place to mitigate these risks.

3.2 Hazard

Anything with the potential to cause harm; e.g. a physical object, process or procedure.

3.3 Risk

The possibility that something unpleasant or dangerous might happen.

3.4 Adverse incident

Any event which gives rise to or has the potential to produce unexpected or unwanted effects involving the safety of patients, staff or other persons or which results in harm, loss or damage to property.

3.5 Competent Person

An individual who has the necessary skills, knowledge and experience to manage health and safety. This role is defined by the Management of Health and Safety at Work Regulations 1999.

4 Roles and responsibilities

Role	Responsibility
Basildon & Brentwood CCG Governing Body (Board).	The CCG Board is responsible for receiving assurance that the CCG has in place a robust system for meeting its statutory obligations around health and safety risk assessment.
Accountable Officer	As the Executive Lead for health and safety, this postholder is responsible for providing assurance to the Board that the systems and processes in place meet the organisation's statutory obligations in relation to health and safety risk assessment.
Head of Corporate Governance	This post holder is responsible for: <ul style="list-style-type: none">• Reviewing and co-ordinating the implementation of the Health and Safety Risk Assessment Policy and related policies and procedures;• Co-ordinating risk assessments and keeping a central database of risk assessments completed
Fire Safety Advisor	The Fire Safety Advisor is a consultant responsible for advising on the implications of fire safety legislation and guidance and for undertaking fire risk assessments and reviewing such assessments on an annual basis or more frequently if appropriate to do so.
Local Security Management Specialist (LSMS)	The Local Security Management Specialist will work with the CCG to promote a security culture and will provide specialist input as required by violence and aggression workplace risk assessments.
Competent Person	This individual is responsible for providing qualified advice and support to CCG Board members and staff with regard to the risk assessment process.
Occupational Health Service	BBCCG holds a contract with an occupational health service. This is provided by Basildon & Thurrock University Hospitals NHS

Role	Responsibility
	<p>Foundation Trust (BTUH). The services available with regard to health and safety include:</p> <ul style="list-style-type: none"> • Providing advice regarding the effects of work on the health of individuals; • Carrying out pre-employment checks and return to work assessments; • Carrying out health surveillance as appropriate
CCG Managers	<p>CCG managers are responsible for:</p> <ul style="list-style-type: none"> • Ensuring that the Health and Safety Risk Assessment Policy is effectively implemented in all areas within their control; • Conducting risk assessments as applicable to their areas of responsibility
Governance Committee	<p>This committee has strategic responsibility for monitoring health and safety and security matters and for scrutinising reports on all areas of the CCG's health and safety responsibilities. This Committee reviews all health and safety policies and procedures and recommends them for final approval by the CCG Board.</p>
All Employees	<p>Section 7 of the Health and Safety at Work Act 1974 states :</p> <p>“It shall be the duty of every employee whilst at work to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work and to co-operate with their organisation's management in all health and safety matters”. This includes co-operating with risk assessments.</p> <p>Those employees working on fixed term contracts and those who, whilst not direct employees, are working under the control of the CCG, must be informed of any special occupational qualifications or skills required to carry out the work safely and of any special safety conditions that apply.</p>

5 Policy procedural requirements

5.1 Risk assessment cycle

Guidance to the Management of Health and Safety at Work Regulations 1999 indicates five steps of the risk assessment process:

- Step 1- Identify the hazards
- Step 2 – Decide who might be harmed and how
- Step 3 – Evaluate the risks and decide on precautions
- Step 4 – Record your findings and implement them
- Step 5 – Review your assessment and update if necessary

Managers are advised to consult the CCG Risk Management Strategy or the ‘Five Steps to Risk Assessment’ published by the Health & Safety Executive for more details.

The frequency with which risk assessments need to be reviewed will vary depending on the level of risk identified. However as a general rule, risk assessments should be reviewed at least annually. Risk assessments should be reviewed whenever there is a significant change in the environment, staffing or working practices. The following occurrences should result in a risk assessment being reviewed:

- New member of staff joining the CCG;
- Member of staff changing location or base;
- Notification of a staff member becoming pregnant;
- Any change in workstation, e.g., change of seat, lighting, or desk configuration;
- Following the investigation of an adverse incident;
- At the request of any staff member.

A risk assessment template is provided within the risk management strategy and in [appendix C](#)

Further information and resources can be found here:

<http://www.hse.gov.uk/toolbox/index.htm>

5.2 Competence for conducting risk assessments

The ability to perform an assessment of risks to health and safety is dependent upon the knowledge and understanding of the work involved, the principles of risk assessment and of current health and safety practices.

Competence to perform an assessment of risk to health and safety may require only:

- An understanding of relevant current best practice;
- An awareness of the limitations of one’s own experience; and
- The willingness and ability to supplement existing experience and knowledge

It is a legal requirement that risk assessments are both “suitable and sufficient”. Suitable assessments are those which ignore trivial risks associated with life in general unless they are of special relevance. Sufficient assessments are those which identify the preventative and protective control measures to eliminate or reduce risks.

Assessments of risk to health and safety are an integral part of the CCG's systems of risk management and internal control and as such are the responsibility of all Board members and CCG managers. The role of the Competent Person and the Head of Corporate Governance is to assist and guide managers in conducting risk assessments as needed, but ownership and responsibility for carrying out assessments and ensuring that remedial actions arising from them are completed lies with line managers.

5.3 Health Surveillance

Health surveillance is necessary when :

- There is a disease associated with a substance in use in the workplace(e.g. asthma or dermatitis);
- It is possible to detect the disease or adverse change and reduce the risk of further harm;
- The conditions in the workplace make it likely that the disease will appear.

Health surveillance is also utilised when a risk assessment has identified a health risk to a particular individual. For example, if a DSE assessment identifies that an individual has an eye condition which may be exacerbated by their workstation. In these cases, the assessing manager will make a referral to the relevant Occupational Health Service who will make recommendations regarding measures to be taken to control the risk.

5.4 Co-operation and co-ordination

Where all or part of a workplace is shared between two employers, they are legally required to co-ordinate and co-operate to comply with the requirements of health and safety legislation.

Where contractors are working on CCG premises, they must be provided with information on any risks to their health and safety as identified through risk assessments and of the safety measures in place to manage those risks, including emergency procedures.

5.5 Provision of information to staff and Board members

Employees and Board members must be provided with information arising from risk assessments where it is relevant to their health and safety. Where the risk assessment relates solely to an individual, for example, new and expectant mothers or display screen equipment assessment, a copy will be provided to the employee and placed on their HR file.

Where risk assessments have wider implications than for an individual or small group of individuals, relevant information will be disseminated through the CCG electronically and through face-to-face briefings/training as appropriate.

5.6 Implementation plan

Training will be provided on conducting health and safety risk assessments. This will be delivered on a group or one-to-one basis as appropriate by the Head of Corporate Governance and/or the Competent Person.

6 Monitoring compliance

This Policy will be monitored by the Governance Committee, taking into consideration expert health & safety advice where necessary.

7

Policy Date: Feb 2018

Review Date: Feb 2020

The Accountable Officer has overall responsibility for the operational monitoring of this policy.

This Policy will be reviewed on a two yearly basis by the Governance Committee.

If major revisions are required, the policy will be approved by the CCG Board.

7 Associated documentation

This policy ensures compliance with a range of health and safety legislation, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Equality Act 2010
- Corporate Manslaughter and Homicide Act 2008
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen) Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 1992

8 Equality Impact Assessment

BB CCG is committed to carrying out a systematic review of all its existing and proposed policies to determine whether there are any equality implications.

This policy has been assessed using the CCG's Equality Impact Assessment framework which identified the following impact/s upon equality and diversity issues:

Age	Marital Status	Disability	Gender & Pregnancy	Race	Sexuality	Religion	Human Rights	Total Points	Impact

3 – This area has a high relevance to equalities

2 – This area has a medium relevance to equalities

1 – This area has a low relevance to equalities

0 – This area has no relevance to equalities

13-18 points – high impact

7-12 points – medium impact

0-6 points – low or no impact

9 Version control sheet

Version	Author: Name & Title	Date Policy Issued	Date Policy Due to be Reviewed
1	Andrew Stride, Head of Corporate Governance	15 December 2014	May 2015
2	Paul Balson, Head of Corporate Governance	TBC	TBC (At least 2 years from date of issue)

10 Appendix 1: Risk assessment Template



Basildon and Brentwood
Clinical Commissioning Group

Name of project / team /area of work	Date of update
--------------------------------------	----------------

Risk #	What are the hazards	Risks Who might be harmed and how	Controls What are you doing to control the risk?	Risk rating			Additional controls What else is required to manage this risk?	Action	Status
				Severity (1-5)	Likelihood (1-5)	Rating (1-5)			

11 Appendix 2: Pregnant workers risk assessment

Name: (Please Print)	
Location:	
Directorate:	
Date of Assessments:	
No of Weeks Gestation:	
Assessment Conducted by:	

Yes No

PHYSICAL AGENTS - *Is the worker exposed to:*

- | | | |
|---|--------------------------|--------------------------|
| a) Shocks, vibrations or movement | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Handling loads | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Noise | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Ionising radiation | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Non-iodising radiation | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Extremes of cold or heat | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Subjected to excessively demanding physical work | <input type="checkbox"/> | <input type="checkbox"/> |

BIOLOGICAL - *Is the worker exposed to:*

- | | | |
|-----------------|--------------------------|--------------------------|
| a) Hepatitis B | <input type="checkbox"/> | <input type="checkbox"/> |
| b) HIV | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Herpes | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Tuberculosis | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Syphilis | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No |
|--------------------|--------------------------|--------------------------|
| f) Chicken Pox | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Typhoid | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Rubella | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Toxoplasmosis | <input type="checkbox"/> | <input type="checkbox"/> |
| j) Cytomegalovirus | <input type="checkbox"/> | <input type="checkbox"/> |
| k) Chlamydia | <input type="checkbox"/> | <input type="checkbox"/> |

CHEMICAL - Is the worker exposed to:

- | | | |
|------------------------------------|--------------------------|--------------------------|
| a) Chemical agents | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Mercury or its derivatives | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Cytotoxic drugs | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Carbon Monoxide | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Pecutaneous absorbing chemicals | <input type="checkbox"/> | <input type="checkbox"/> |

WORK CONDITIONS - Does the worker:

- | | | |
|--------------------------|--------------------------|--------------------------|
| a) Work nights | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Work day shifts (any) | <input type="checkbox"/> | <input type="checkbox"/> |

Please tick below the appropriate employee working environment:

- | | |
|------------------------------|--------------------------|
| Office | <input type="checkbox"/> |
| Ward | <input type="checkbox"/> |
| Clinic/treatment environment | <input type="checkbox"/> |
| Residential/care home | <input type="checkbox"/> |
| Day centre | <input type="checkbox"/> |

If you have answered **YES** to any of the questions please detail below what action you will take to **reduce or eliminate** the risk:

--

Where a risk to the health of the pregnant worker remains, this risk assessment form must be forwarded to the Occupational Health Department.

Signed:		Date:	
Referred to Occupational Health:	[Yes / No]		
Date of Referral:			

Please copy this form to:

- The worker identified
- The Head of Corporate Governance (Phoenix Place)
- Human Resources (Phoenix Place)
- Occupational Health Department (when risk has been identified)

12 Appendix 3 Display screen equipment risk assessment

Name of Operator:	
Job Title:	
Department:	
Location:	
Assessment Completed by:	
Assessment Date:	
Number of Daily Hours:	
Number of Days per Week:	
Number of Hours on DSE:	
Name of Manager:	

Environment

<u>Lighting</u> Describe the lighting at your usual workstation. Is it: <i>About right</i> <i>Too bright</i> <i>Too dark</i>
Do you get distracting reflections on your screen: <i>Never</i> <i>Sometimes</i> <i>Constantly</i>
What control do you have over local lighting: <i>Full control</i> <i>Some control</i> <i>No control</i>
<u>Temperature and Humidity</u> At your workstation, is it usually: <i>Comfortable</i> <i>Too warm</i> <i>Too cold</i>
Is the air around your workstation: <i>Comfortable</i> <i>Too dry</i>
<u>Noise</u> Are you distracted by noise from work equipment: <i>Never</i> <i>Occasionally</i> <i>Constantly</i>
<u>Space</u> Describe the amount of space around your workstation: <i>Adequate</i> <i>Inadequate</i>

Furniture

<u>Chair</u> Can you adjust the height of the seat: <i>Yes</i> <i>No</i>
Can you adjust the height and angle of the backrest: <i>Yes</i> <i>No</i>
Is the chair stable: <i>Yes</i> <i>No</i> Does it allow movement: <i>Yes</i> <i>No</i> Is the chair in a good state of repair: <i>Yes</i> <i>No</i> If your chair has arms, do they get in the way: <i>Yes</i> <i>No</i>
<u>Desk</u> Is the desk surface large enough to allow you to place all your equipment where you want it: <i>Yes</i> <i>No</i> Is the height of the desk suitable: <i>Yes</i> <i>Too High</i> <i>Too Low</i> Does the desk have a matt surface (non-reflectant): <i>Yes</i> <i>No</i>
<u>Footrest</u> If you cannot place your feet flat on the floor whilst keying, has a footrest been supplied: <i>Yes</i> <i>N</i>
<u>Document Holder</u> If it would be of benefit to use a document holder, has one been supplied: <i>Yes</i> <i>No</i> <i>N/A</i> If you have a document holder, is it adjustable to suit your needs: <i>Yes</i> <i>No</i>

Manager's Comments:

Signature: Date:

Please send assessment to the Head of Corporate Governance at Phoenix Place

Actions to be taken:

Lead Person:

1.

Date Completed:

2.

Date Completed:

3.

Date Completed:

13 Appendix 4 COSHH risk assessment

This product is used in the following areas:

Name of Assessor:	
Signature:	
Date of Assessment:	
Date Next Assessment Due:	
Name of Responsible Person:	
Substance:	
Process:	
Extent of Exposure: <ul style="list-style-type: none"> • Frequency • Duration • Personnel 	
Method of Exposure: <ul style="list-style-type: none"> • Skin Contact • Inhalation • Ingestion • Needlestick / Sharps • Other 	

Control Measures					
<ul style="list-style-type: none"> • Local Exhaust Ventilation • Proper Job Procedures • Documented Procedures • Masks • Gloves • Aprons • Eyewear 					
Emergency Procedures:					
<ul style="list-style-type: none"> • Spillage Procedures and Kits • Decontamination Procedures, Etc 					
Assessment:					
Health Surveillance:					
Storage:					
Training Information:					
Corrective Actions Master List (Manager to Co-ordinate)					
a)					
By Whom:		By When:		Actioned:	
b)					
By Whom:		By When:		Actioned:	

c)					
By Whom:		By When:		Actioned:	
d)					
By Whom:		By When:		Actioned:	
e)					
By Whom:		By When:		Actioned:	

13.1 Notification of failure to undertake corrective action under COSHH

TO: Senior Manager:

FROM: Department Manager:

A. THE FOLLOWING HAS BEEN IDENTIFIED AS REQUIRING CORRECTIVE ACTION UNDER THE COSHH ASSESSMENT FOR:-

Substance/Process:

Site(s):

Description of Corrective Action:

THIS ACTION HAS NOT YET BEEN COMPLIED WITH FOR THE FOLLOWING REASON(S):

WOULD YOU PLEASE PURSUE/ADVISE ON THIS MATTER

SIGNATURE: DATE

**COPY ALL CORRESPONDENCE TO THE HEAD OF CORPORATE GOVERNANCE
(PHOENIX PLACE)**

B. SENIOR MANAGER'S RESPONSE (Details of action/advice)

SIGNATURE: DATE:

**COPY ALL CORRESPONDENCE TO HEAD OF CORPORATE GOVERNANCE
(PHOENIX PLACE)**

14 Appendix 5: Workplace risk assessment for violence and aggression

Location / Site:		
Department:		
Date of Assessment:		
Persons Involved:	STAFF / CLIENTS / VISITORS / CONTRACTORS / AGENCY / BANK / OTHER: _____	
Risk Rating:	RED / AMBER / GREEN	
SECTION - 1 HAZARD:	YES	NO
Is there a risk of Physical Assault?	<input type="radio"/> 20	<input type="radio"/>
Is there a risk of unpredicted Verbal Abuse?	<input type="radio"/> 10	<input type="radio"/>
Is there a risk of Threatening Behaviour?	<input type="radio"/> 10	<input type="radio"/>
Is there a risk of weapons, objects being used?	<input type="radio"/> 20	<input type="radio"/>
Is there a risk of being 'stalked'?	<input type="radio"/> 10	<input type="radio"/>
Is there a risk of receiving written threats?	<input type="radio"/> 10	<input type="radio"/>
Is there a risk of damage to property?	<input type="radio"/> 10	<input type="radio"/>
Please specify WHO may be at risk:		
RISK FACTOR:	YES	NO
Are there known psychological problems?	<input type="radio"/> 10	<input type="radio"/>
Are there known alcohol/substance abuse problems?	<input type="radio"/> 10	<input type="radio"/>
Are the waiting times longer than NHS prescribed times?	<input type="radio"/> 10	<input type="radio"/>
Are you working on your own?	<input type="radio"/> 10	<input type="radio"/>
Do you handle cash?	<input type="radio"/> 10	

Does your workplace offer you a secure place of work?		O 10
Any other comments:		
What do you consider, if any, to be a risk to you?	Total /150	Score Above
SECTION 2 - SOME RECOMMENDED MANAGEMENT CONTROLS	YES	NO
Systems of Work:		
Arrange for Security Staff coverage	O -10	O
Revise the existing Safe Working Method	O -10	O
Provide additional staff resources	O -10	O
Supervision:		
Improve on the existing level of supervision provided	O -10	O
Staff in possession of relevant information		
information & training:		
Provide additional information to staff on Violent & Aggressive situations	o -10	o
Provide staff with training on handling Violent & Aggressive situations appropriate to their work risks	o -10	o
Communication:		
Provide alarm systems i.e. Personal Attack Alarms, Linked Panic Alarms?	o -10	o
Reduce the waiting times	o -10	o
Improve our links with the Police/Security Company where they exist	o -10	o

Issue staff with mobile communications	o -10	o
Physical environment:		
Upgrade/improve the existing working environment to provide a safer environment i.e. quiet rooms	o -10	o
Separate vulnerable staff from source of violence i.e. young people, pregnant workers	o -10	o
Upgrade/improve on lighting levels	o -10	o
Additional equipment:		
Improve Customer Service Standards	o -10	o
Display warning notices of CCTV, Alarms etc;	o -10	o
Please detail how the above identified action WILL reduce/control the risk for each of the YES boxes ticked:	Score /150	
Please specify any other action taken:		
Final risk rating calculation:		
SUBTRACT the score from <u>section 2</u> from <u>section 1</u> to reveal final Risk Rating i.e. <u>-40 from 150 = 100 therefore RED Risk has been identified.</u>		
Insert your score next to the arrow and circle your risk rating below	—————→	Final Score /150
Risk rating		
RED	91-150	AMBER 31-90 GREEN 0-30

CO-OPERATION & CO-ORDINATION				YES	NO
Are staff aware how to report incidents?				O	O
How are they informed?					
Who else needs to be informed?					
If the patient/client is the cause, how is information recorded to warn others?					
How will you use this information for the prevention of future incidents?					
Cannot prevent by very nature of the work and the type of clients					
ASSESSMENT INFORMATION/REFERENCE					
<u>Assessors Name:</u>					
Position:					
Signature:				Date:	
Date of next review:.....					
<u>Senior Managers Acknowledgement of Action Taken</u>					
Name of Manager:					
Signature:				Date:	
Controls implemented: YES NO				Date:	

Risk Rating Key:

RED: Does not comply to any Risk Controls - URGENT ACTION NEEDED

AMBER: Partial compliance to Risk Controls - REVIEW ACTIONS NEEDED

GREEN: Complies with Risk Controls, however MONITORING must be maintained, and recorded

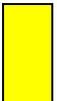
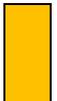
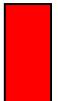
Where an AMBER or RED RATING has been allocated a copy of this assessment must be sent to the Head of Corporate Governance at Phoenix Place.

15 Appendix 6: Young persons at work risk assessment

Location / Site:	
Department:	
Date of Assessment:	
Person Involved: <i>(Person being assessed)</i>	

	YES	NO
Individual background experience		
1. Is this their first work experience?		
2. Does the person have any experience of the working in your designated environment?		
3. Will they be required to use any type of machinery?		
4. Will they be required to carry out any manual handling tasks?		
5. Do they appear mature for their age?		
6. Will their physical size pose a problem with the work they will be required to undertake?		
7. Is the Young Person disabled in any way?		
Activity risks		
8. Will they be required to use substances? If YES what substances will they be using?		
9. Will they need any training before they commence work? If yes please identify the types of training and when it will be completed?		

	YES	NO
10. Is the fitting and layout of the young persons' computer or other workstation and work place suitable and sufficient to endure their health and safety?		
11. Will they be exposed to Biological Hazards?		
12. Will they be exposed to ionising radiation?		
13. Does the task involve a risk of accident, which the young person may not reasonably recognise due to their insufficient attention to safety or lack of experience or training?		
14. Will the young person be required to work with any of the following <ul style="list-style-type: none"> a. Lead or Lead components b. Asbestos c. Handling fireworks or other explosives d. Work in tanks, reservoirs or carboys containing any chemical agents e. Where there is a risk of collapsing structures f. Involving high voltage electricity g. In a medium secure unit/area h. Exposure to Noise i. Confined spaces j. At Height k. Exposed to extremes of heat & cold l. Direct contact with clients 		
15. Will they be required to work unsupervised at any time?		
Each Yes scores 5 (No 14 scores a max score of 5)	SCORE	/ 75

KEY:  Low risk (5 – 10)  Moderate risk (15– 20)  Significant risk (25 – 40)  High risk (45 – 75)