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|-------------|------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>RA49</b> | <b>RISK ASSESSMENT</b> | <br>Home Heating and Energy Solutions |
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|                            |                      |
|----------------------------|----------------------|
| <b>Operation/Activity:</b> | <b>Young Persons</b> |
|----------------------------|----------------------|

|                         |                    |
|-------------------------|--------------------|
| <b>Site / Location:</b> | <b>Office ONLY</b> |
|-------------------------|--------------------|

|                                                       |                                                         |
|-------------------------------------------------------|---------------------------------------------------------|
| <b>Person responsible for Supervising the Worker:</b> | <b>Name and Age of Young Person:</b>                    |
|                                                       |                                                         |
| <b>Experience and Competencies of the Supervisor:</b> | <b>Experience and Competencies of the Young Worker:</b> |
|                                                       |                                                         |
|                                                       |                                                         |
|                                                       |                                                         |
| <b>Work Area:</b>                                     | <b>Works that the Young Persons will Undertake:</b>     |
|                                                       |                                                         |
|                                                       |                                                         |
|                                                       |                                                         |

GUIDE TO RATINGS:

| Risk Severity |              | Risk Likelihood |                | Risk Rating |        |
|---------------|--------------|-----------------|----------------|-------------|--------|
| 1             | Negligible   | 1               | Unlikely       | 1 - 6       | Low    |
| 2             | Minor        | 2               | Possible       | 7 - 14      | Medium |
| 3             | Significant  | 3               | Quite Possible | 15 - 25     | High   |
| 4             | Major        | 4               | Likely         |             |        |
| 5             | Catastrophic | 5               | Very Likely    |             |        |

**Overall Risk Rating = Medium**

|                                                                     |
|---------------------------------------------------------------------|
| <b>Describe the hazards associated with the activity/operation.</b> |
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|           |                                                                         | Summary of Assessment Overleaf   |                   |                 |                 |               |
|-----------|-------------------------------------------------------------------------|----------------------------------|-------------------|-----------------|-----------------|---------------|
|           |                                                                         | Risk Rating<br>(Before Controls) | Likelihood<br>(L) | Severity<br>(S) | Risk<br>(L x S) | Risk Rating   |
| <b>H1</b> | Inexperience/ Immaturity of employee                                    | High                             | 3                 | 3               | <b>9</b>        | <b>Medium</b> |
| <b>H2</b> | Lack of awareness of risks and chemical hazards.                        | High                             | 3                 | 3               | <b>9</b>        | <b>Medium</b> |
| <b>H3</b> | No knowledge of emergency procedures.                                   | High                             | 2                 | 3               | <b>6</b>        | <b>Low</b>    |
| <b>H4</b> | Exposure to physical risks such as site traffic, manual handling etc... | High                             | 2                 | 3               | <b>6</b>        | <b>Low</b>    |

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|--------------|---------------|-------|------------|
| Assessed By: | Ian Morgan    | Date  | 18/10/2023 |
| Reviewed By: | Craig Knights | Date: | 15/10/2024 |
| Approved By: | Gary Robinson | Date: | 18/10/2023 |

| Hazard                      | Risk Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                               | Residual Risk |          |      |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|------|
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Likelihood    | Severity | Risk |
| <b>General</b>              | <ul style="list-style-type: none"> <li>NO EMPLOYEE UNDER THE AGE OF 18 WILL BE EMPLOYED TO WORK IN ANY ENVIRONMENT OTHER THAN THE COMPANY OFFICE.</li> <li>Ensure that employee has a health and safety policy, has read it and has signed for it.</li> </ul>                                                                                                                                                                                       |               |          |      |
|                             | <ul style="list-style-type: none"> <li>All Young Persons must be subject to the provision of the following information:</li> <li>Induction Training</li> <li>Company handbook/rules</li> <li>General risk associated with working in an office environment.</li> <li>Supervisory arrangements e.g. designated Supervisor</li> <li>PPE requirements.</li> </ul>                                                                                      |               |          |      |
| <b>H1</b><br>Inexperience   | <ul style="list-style-type: none"> <li>The young person should be supervised by a competent person until they become competent at carrying out tasks individually and unsupervised.</li> </ul>                                                                                                                                                                                                                                                      | 3             | 3        | 9    |
|                             | <ul style="list-style-type: none"> <li>Young Persons working hours will be restricted to the following hours of work:</li> <li>No more than 40 Hours per week.</li> <li>No night work ( between 10pm and 6am)</li> <li>A maximum of 12 consecutive hours within any 24 hour period.</li> <li>2 days rest in each week (Averaged over two weeks in necessary)</li> <li>At least 30 Minute break if the shift lasts longer than 4.5 Hours.</li> </ul> |               |          |      |
| <b>H2</b><br>Risk Awareness | <ul style="list-style-type: none"> <li>The young person must avoid undertaking work, which is beyond his/hers physical or physiological capacity.</li> </ul>                                                                                                                                                                                                                                                                                        | 3             | 3        | 9    |
|                             | <ul style="list-style-type: none"> <li>Young persons <u>must never</u> operate any machinery or carry out any hazardous activities.</li> </ul>                                                                                                                                                                                                                                                                                                      |               |          |      |
|                             | <ul style="list-style-type: none"> <li>The layout of the work area will be adapted to suit the young person where necessary (i.e. additional working space).</li> </ul>                                                                                                                                                                                                                                                                             |               |          |      |
| <b>H3</b><br>Emergencies    | <ul style="list-style-type: none"> <li>Young person will be inducted in Fire and Emergency procedures. Also walked around the premises, to be made familiar with the layout of the workplace, exits, staff-break areas and where smoking is permitted.</li> </ul>                                                                                                                                                                                   | 2             | 3        | 6    |
|                             | <ul style="list-style-type: none"> <li>Young person to be made aware of first aid arrangements and accident reporting procedure.</li> </ul>                                                                                                                                                                                                                                                                                                         |               |          |      |

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|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| <b>H4</b><br>Physical Risks | <ul style="list-style-type: none"> <li>Health and safety briefing must be carried out to ensure the young person is aware of the company's policy, as well as the safest ways to carryout tasks and avoid injury. They will also be instructed on the traffic routes on site and safe walking areas.</li> </ul> | 2 | 3 | 6 |
|                             | <ul style="list-style-type: none"> <li>Training in handling work equipment and machines has been provided prior to work commencing. The employee will not undertake any works they have not been specifically trained to do.</li> </ul>                                                                         |   |   |   |