



# Work experience

## safety checklist

Check	yes	no	n/a
<b>Planning and liaison</b>			
Has someone been appointed to be in overall charge of young workers, including those on work experience placements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there effective liaison established with the work experience organisers? Matters to address include arrangements for regular monitoring and reporting of accidents/incidents/ill health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have parents or guardians been informed of risks and control measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Risk assessments and controls</b>			
Have work tasks for young people been properly defined and explained so they understand what is required of them in order to protect their own safety and health and that of others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have risk assessments specific to work experience workers been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do risk assessments take into account special health and safety needs young workers may have? This includes assessing risks that could arise as a result, for example, of physical and learning disabilities, health issues (such as allergies, asthma, respiratory problems, heart disease, diabetes and colour blindness) and use of prescription medicines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have additional control measures required for young people been clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the necessary steps been taken to isolate or make safe dangerous tools, plant, equipment or substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Information, instruction and training</b>			
Have young workers been provided with appropriate information about hazards, risks and precautions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have work activities which young people should be prohibited from undertaking been clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have arrangements been made for appropriate supervision and induction training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have necessary arrangements for personal safety and freedom from harassment and bullying been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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