**St Richard Gwyn Catholic High School**

**Flint, Flintshire. CH6 5JZ**

**Tel: 01352 736900**

**To be completed by the Employer and copy retained. Please return the original to SRG.**



YOUNG PERSONS WORK EXPERIENCE RISK ASSESSMENT.

*ASESIAD RISG AR GYFER POBL FANG AR BROFIAD GWAITH*

**INFORMATION FROM EMPLOYER FOR PARENT/GUARDIAN:**

***Enw'r Cwmni***

**Company Name**

***Swyddog Cyfrifol (enw)***

**Responsible Officer (Name)**

***Asesiad Risg ar gyfer Profiad Gwaith mewn***

**Risk Assessment for Work Experience in**

**(job type e.g. engineering/admin)**

|  |  |  |
| --- | --- | --- |
| **Employers Liability Insurance Company** | **Policy Number** | **Expiry Date** |
|  |  |  |

**ASESIAD RISG**

wedi ei gwblhau gan y swyddog fydd yn gyfrifol am y disgyblmyfyriwr tra ar leoliad, fel yr enwir uchod.

**Dyai'r disgyblmyfyriwr gael ei oruchwylio drwy gydol yr amser**.

Mae hwn yn asesiad risg ar gyfer yr holl dasgau/gweithgareddau fydd yn cael eu gwneud yn ystod y leoliad.

# RISK ASSESSMENT

This is to be completed by the officer responsible for the pupil/student during the placement, as named above. It is a risk assessment of all tasks/activities that will be undertaken during the placement.

The pupil/student will be supervised at all times

|  |  |  |
| --- | --- | --- |
| Gweithgareddau i’w ymgymryd â hwy**Duties to be undertaken.** | Peryglon a risgiau arwyddocaol**Hazards and significant risks.** | Mesurau rheoli**Control Measures.** |
|  |  |  |

***GWAHARDDIADAU/PROHIBITIONS***

List as appropriate

*NI CHANIATEIR I BERSON IFANC AR BROFIAD GWAITH YMGYMRYD AG UNRHYW DASGAU YCHWANEGOL I'R RHAI SYDD WEDI EU NODI ONI BAI FOD ASESIAD RISG WEDI El GWBLHAU.*

THE YOUNG PERSON ON WORK EXPERIENCE WILL NOT BE ALLOWED TO UNDERTAKE ANY TASKS OTHER THAN THOSE LISTED UNLESS A RISK ASSESSMENT HAS BEEN COMPLETED

Llofnod/Signature

*Swyddog Cyfrifol ar ran y Cwmni*

**Responsible Officer on behalf of the Company**

*Dyddiadl*

Date

*Rhaid i'r rhan isod gael ei arwyddo gan y disgyblmyfyriwr.*

*Bydd rhaid i'r rhiant/gwarcheidwad ei arwyddo hefyd os ydy'r disgybl o dan 16 oed.*

*The following part of the form must be signed by the pupil/student.*

*It must also be signed by a parent/guardian if the pupil is under 16 yrs old.*

*Rwyf/Rydym yn derbyn y cynnig o leoliad profiad gwaith ac yn fodlon efo'r telerau a nodir or y ffurflen.*

*I/we accept the offer of work experience placement and am/are satisfied with the conditions noted on this form.*

*Llofnod/Signature Disgybi/Myfyriwr* **Pupil/Student**

dyddiad/

Date

*Llofnod/Signature*

Rhiant/Gwarcheid wa d

**Pa rent/Guardian**

dyddiad/

Date

**A GUIDE TO RISK ASSESSMENT FOR EMPLOYERS PROVIDING PLACEMENTS FOR YOUNG PEOPLE ON WORK EXPERIENCE**

**Introduction**

When you offer a work experience placement to students you have the same responsibility for their health, safety and welfare as for all your workforce. Under Health & Safety law, these students will be regarded as your employees.

**Legal Responsibilities**

Employers and the self-employed have a responsibility under section 2 of the Health & Safety at Work Act 1974 to ensure, so far as reasonably practicable, the health, safety and welfare of employees and others who may be affected by their work activities.

The Management of Health & Safety at Work Regulations 1999 further impose a specific duty upon employers to carry out a suitable and sufficient assessment of all risks to the health & safety of employees and others, arising from a work activity.

**Definitions of young people and children by age**

**A young person** is anyone under 18 years old

**A child** is anyone who has not yet reached the official age at which they may leave school, that is, just before or after their 16th birthday.

**What is 'Risk Assessment'?**

Undertaking a risk assessment is not the 'be all and end all'! It is nothing more than a tool to undertake a careful examination of what, in your work, could cause harm to people so that you can establish whether you have taken enough precautions or should do more to prevent harm.

Employers are required to carry out a suitable and sufficient assessment of the risks of any activity that is likely to be hazardous to the health of those affected by their business activities.

When there are 5 or more employees, the significant findings of the risk assessment must be recorded and, if necessary, remedial action must be taken to eliminate or reduce the risk to an acceptable level.

**Hazard - A Hazard is something that has the potential to cause harm.**

Almost anything can be a hazard, for example, weights, machines, electricity, fire, noise, tools and chemicals. Hazards can also be living organisms such as, animals, bacteria, viruses, people, insects or ways of working for example, at height, confined spaces, lifting and typing. Ways of working also vary in how serious a hazard they are, for example, short spells of lifting are less hazardous than long spells.

**Risk**

**Risk can be identified as the likelihood of harm or injury arising from a hazard.**

Risks occur when hazards and a person come together in circumstances, which could result in harm to the person. The level of the risk depends on how severe the harm could be, and how likely it is harm will occur.

Examples of Hazards and the associated Risks include:

|  |  |
| --- | --- |
| **Hazard** | **Risk** |
| Handling of chemical substances | Exposure to the chemical |
| Walking on floor surfaces | Slips, trips and falls |
| Climbing up or down ladders etc. | Falling from or collapse of the ladder |
| Operating an abrasive wheel | Contact with, or explosion,of the wheel |
| Use of electrical equipment | Electric shocks or burns |

**The Importance of Risk Assessment**

The need for a risk a assessment from a criminal law prospective is well documented, It should a also be remembered that proof of risk assessments might also be required from a civil law prospective.

Failing to carry out an adequate risk assessment is often a factor in many accidents.

Under the health & safety law, you must assess the risks to young people under 18 years old, before they start work/work experience and tell them what the risks are.

***You should also:***

Take into account that these young people are likely to be inexperienced, unaware of health & safety risks and physically or mentally immature;

Put in place measures to control the risks, which will remove them altogether or reduce them to the lowest possible level;

Let the parents/guardians of any students (and employees) below minimum school leaving age know the key findings of the risk assessment and the control measures taken before the young people start work/work experience; and

Keep a record of the main findings of the risk assessment, if you have five or more employees (including young people on work experience).

Young Person’s Risk Assessment Example

|  |  |  |
| --- | --- | --- |
| Tasks to be Undertaken | Hazards and Significant Risks | Control Measures |
| Removing stock from shelves. | Climbing up & down ladders- Fallingfrom height, collapse of ladder. | Training, securing ladder, equipment safety check, limiting working height. |

Restrictions on Work

The overall rule is that young people under 18 years old must not be allowed to do 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 radiation;

• Involves extreme heat, noise or vibration

CANLLAWIAU I GYFLOGWYR AR GWBLHAU ASESIAD RISG AR GYFER LLEOLIADAU PROFIAD GWAITH I BOBL IFANC

Cyflwyniad

Pan fyddwch yn cynnig lleoliad profiad gwaith i ddisgyblion ysgol, myfyrwyr neu eraill o dan 18 mlwydd oed,mae gennych yr un cyfrifoldeb dros eu hiechyd, eu diogelwch a'u lies a sydd gennych dros eich gweithlu. Yn unol a chyfraith iechyd a diogelwch, *ystyrir y myfyrwyr hyn yn aelod o'ch gweithlu.*

Cyfrifoldebau Cyfreithiol

Yn unol a rhan 2 o'r Ddeddf lechyd a Diogelwch yn y Gwaith 1974, mae gan gyflogwyr a'r hunangyflogedig gyfrifoldeb, cyn belled ag sydd yn rhesymol ymarferol,i sicrhau iechyd, diogelwch a lles eu gweithwyr ac eraill a all eu heffeithio gan eu gweithgareddau.

Mae Rheoliadau lechyd a Diogelwch yn y Gwaith 1999 hefyd yn gosod dyletswydd benodol ar gyflogwyr i gwblhau asesiad addas a digonol o'r risgiau i iechyd a diogelwch gweithwyr ac eraill, sy'n deillio o weithgareddau cysylltiedig a'r gwaith.

Diffiniadau *o* bobl ifanc a phlant yn ôl oedran

Person ifanc yw unrhyw un ieuengach nag 18 oed

Plentyn yw unrhyw un sydd heb gyrraedd yr oed swyddogol pan ganiateir iddynt adael yr ysgol, yn fuan cyn neu ar ôl eu pen-blwydd yn 16.

Beth yw 'Asesiad o Risg'?

Nid yw cwblhau asesiad risg yn 'ddiwedd y gan'! Nid yw'n ddim mwy nag arf er mwyn archwilio'n ofalus yr hyn allai, yn eich gwaith,achosi niwed i bobl, er mwyn i chi allu benderfynu a ydych wedi paratoi'n ddigon gofalus- neu a oes angen i chi wneud mwy er mwyn osgoi niwed?

Mae gofyn i gyflogwyr gynnal asesiad addas a digonol o beryglon unrhyw weithgaredd sy'n debygol o fod yn beryglus i iechyd y rhai a effeithir gan eu gweithgareddau busnes.

Pan mae 5 neu fwy o weithwyr,rhaid gwneud cofnod o ddarganfyddiadau arwyddocaol yr asesiad o risg ac, as oes angen, rhaid gweithredu i ddiddymu neu leihau'r peryglon i lefel dderbyniol.

Perygl

*Perygl yw rhywbeth sydd â photensial i achosi niwed.*

Gall unrhyw beth bron fod yn berygl, er enghraifft, pwysau, peiriannau,trydan, tan,swn, offer a chemegau. Gall

organebau byw fod yn beryglus hefyd, megis anifeiliaid,bacteria,firysau, pobl,pryfed neu ddulliau o weithio er enghraifft yn uchel o'r llawr, mewn gofod cyfyng, codi a theipio. Amrywia ffyrdd o weithio hefyd yn ôl pa mar ddifrifol ydynt,er enghraifft,mae sbel byr o godi yn llai peryglus na sbel hir.

Risg

Gellir adnabod risg fel tebygolrwydd o niwed neu anaf o ganlyniad i berygl.

Digwydd risg pan ddaw perygl ac unigolyn ynghyd mewn amgylchiadau a allai achosi niwed i'r unigolyn.

Mae lefel y risg yn dibynnu ar ba mar ddifrifol y gallai'r niwed fod, a pha mar debygol yw hi y bydd niwed yn dod i'r unigolyn.

**Enghreifftiau o Beryglon a'r Risgiau cysylltiedig:**

|  |  |
| --- | --- |
| **Perygl** | **Risg** |
| Trin sylweddau cemegol | Cysylltiad a'r cemegyn |
| Cerdded ar y llawr | Slipio, baglu neu ddisgyn |
| Dringo i fyny neu i lawr ysgolion ayb. | Disgyn |
| Gweithio olwyn sgrafellog | Cyswllt gyda, neu ffrwydrad, yr olwyn |
| Defnyddio offer trydanol | Sioc drydanol neu losgi |

**Pwysigrwydd Asesiad o Risg**

Mae'r angen am asesiad o risg o safbwynt cyfraith droseddol wedi ei ddogfennu'n helaeth. Dylid cofio hefyd y gell fad angen tystiolaeth o asesiad o risg o safbwynt cyfraith sifil.

Mae methu cynnal asesiad risg digonol yn ami wrth wraidd nifer o ddamweiniau.

Yn unol a chyfraith iechyd a diogelwch mae'n rhaid i chi asesu'r risg i bobl ifanc ieuengach nag 18 oed cyn iddynt gychwyn gweithio/profiad gwaith ac egluro'r risgiau iddynt.

***Dylech hefyd:***

Cadwch mewn côf bod y bobl ifanc hyn yn debyg o fod yn ddibrofiad, heb fod yn ymwybodol o beryglon iechyd a diogelwch ac yn gorfforol neu feddyliol anaeddfed;

Gweithredwch fesurau i reoli'r risgiau, a fydd yn eu dileu'n gyfan gwbl neu'n eu lleihau i'r lefel isaf bosibl; Hysbyswch rieni/gwarcheidwaid unrhyw fyfyrwyr (a gweithwyr) ieuengach na'r oed lleiaf y gellir gadael yr ysgol

ddarganfyddiadau pwysig yr asesiad o risg a'r mesurau rheoli a weithredwyd cyn i’r bobl ifanc gychwyn gweithio/profiad

gwaith;

Cadwch gofnod o brif ddarganfyddiadau'r asesiad o risg, os oes gennych bum gweithiwr neu fwy (yn cynnwys pobl ifanc ar brofiad gwaith).

**Enghraifft o Asesiad o Risg Person lfanc**

|  |  |  |
| --- | --- | --- |
| Gweithgareddau i'w ymgymryd a hwy | Peryglon a risgiau arwyddocaol | Mesurau rheoli |
| Tynnu stoc oddi ar y silffoedd. | Dringo i fyny ac i lawr ysgolion - Disgyn o uchder,ysgol yn disgyn. | Hyfforddiant, diogelu'r ysgol,gwiriad diogelwch i'r offer, cyfyngu uchder gweithio. |

**Cyfyngiadau Gwaith**

Y rheol gyffredinol yw na ddylid caniatau pobl ifanc o dan 18 i wneud gwaith:

• Na ellir ei addasu yn ol unrhyw gyfyngiadau corfforol neu feddyliol a all fad ganddynt;

• Sy'n dod a hwy i gysylltiad â sylweddau sy'n wenwynig neu a all achosicancer.

• Sy'n dod a hwy i gysylltiad ag ymbelydredd;

• Sy'n gofyn gweithio gyda gwres,swn neu ddirgryniad eithafol