



LESSON PLAN 2

Health and safety

Carry out a risk assessment of the practical elements within this session, considering in particular the potential for injury.

Equipment

Appropriate worksheets, facility to show scenario photos.

Learning objectives – by the end of the session students will be able to:

- Describe what a risk assessment is
- Explain how to carry out a risk assessment
- Demonstrate a risk assessment.

Key vocabulary

Risk assessment, hazards, dynamic risk assessment.

Starter activities

- Ask the students what the word hazard means. Discuss and respond to their answers
- Display the 'Hazards in the workplace' slide or hand out copies of the slide. Ask the students to circle any hazards they can see. Discuss the students' answers and ask them why they have circled each hazard. What risk does each hazard pose to the students? How could they safely prevent each hazard?

Development

- Tell the students that they have just completed a risk assessment and explain to them what is meant by this term
- Explain that there are more formal types of risk assessment and that the students' work experience employer is required to carry out a risk assessment by law
- Show the example risk assessment. Explain that not only will their employer need to record the potential risks in the workplace but also need to make sure that no one in their workplace will be injured because of the hazard.



LESSON PLAN continued

Group activities

- The students can use the risk assessment template to carry out a dynamic risk assessment of a particular area of the school, eg. canteen, gym
- The students can use the risk assessment template to consider what hazards they might face on their work experience (if they know what they will be doing) and how these risks can be minimised
- Show the students the photos of hazards in the workplace. Either by using the risk assessment template or by question and answer, ask the students to decide what the risk is and how the risk can be minimised.

Plenary activities

- Students can share their risk assessments with the rest of the class
- Request, and respond to, questions from the students.

Learning outcomes – by the end of the session:

- a few students may be able to describe what a risk assessment is, explain how to carry out a risk assessment and demonstrate a risk assessment
- the majority of students should be able to describe what a risk assessment is and explain how to carry out a risk assessment
- some of the students may only be confident enough to describe what a risk assessment is.

Suggested additional activities

Notes



TEACHER FACTSHEET

Risk assessments

A risk assessment is a process where an employer considers the possible hazards in their place of work and then determines what precautions need to be put in place to prevent people from being harmed. A hazard is anything that could cause harm and the risk is the likelihood of someone being hurt or injured by the hazards identified. Although risk assessments come in different formats, generally the risks can be categorised as low, medium or high level.

Employers have a legal requirement under the Management of Health and Safety at Work Regulations 1999 to carry out a risk assessment in the workplace. Risk assessments should be reviewed on a regular basis especially when there has been any significant change to the workplace or the processes or procedures within the workplace, or if an accident has occurred.

When a young person is on work experience, there is a legal requirement for their employer to assess the risks to that young person and then they must inform the young person and their parent or guardian of what these risks are.

Young people on work experience also have responsibilities. They must wear any protective equipment that has been highlighted as necessary by the risk assessment, report any possible hazards to their supervisor (or whoever is responsible for health and safety in the workplace) and they must also look out for other employees where possible.

A risk assessment requires the employer to consider the following points:

- What are the hazards?
- Who might be harmed and how?
- What are you already doing?
- What further action is necessary?
- Who should take action?

An example of a risk assessment is provided with this lesson.



Risk assessment

EXAMPLE RISK ASSESSMENT

Below is an example risk assessment for a travel agent

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Who should take action?	When should the action be completed?	Done
Display screen equipment.	Risk of repetitive strain injury to members of staff. Headaches and eye soreness due to poor lighting.	Each member of staff has a specially set up work station. Staff to take short breaks to avoid long periods of sitting at a computer. Staff are able to adjust screens to control light on screen. New staff should carry out a work station assessment.	Any outcomes from staff work station assessments should be carried out within six weeks. Staff should report any pain or discomfort linked to the use of computers to their manager.	Manager All staff		
Slips and trips, eg. spillages on floor, stock left on floor, uneven surfaces.	Risk of sprains, strains and fractures to members of staff and customers.	All spillages to be cleaned as soon as possible. Staff not to leave stock on floor. Good lighting in all areas.	Remind staff to mop up spillages. Remind staff to not leave stock on shop floor when assisting customers.	Manager All staff		
Handling of stock, eg. lifting boxes.	Risks of sprains, strains and fractures to members of staff.	All staff to be trained in manual handling. Handling equipment to be provided. Boxes to be marked with weight of contents.	Review training of staff periodically. Ensure staff are using handling equipment. Observe staff when handling stock.	Manager Manager Manager		



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Risk assessment

RISK ASSESSMENT FORM

Name of work experience provider
Date of work experience
Type of work expected

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Who should take action?	When should the action be completed ?	Done