

STFC Estates Services Risk Assessment				Risk Assessment Number				ESRA	DL098
Department	DL - Maintenance				 Science and Technology Facilities Council				
Site(s)	DL								
Building &/ or Area	All Site Buildings								
Assessors Name	Chris Saunders				Assessment Date		14/07/2025		
Distribution of findings to	Estates Operatives				Review Date		15/07/2027		
Activity/Task/Title	Apprentice Safety and Development				SHE Reference Number		4781		

Under no circumstances are activities or tasks permitted to commence if a red risk residual score exists

Control Measures are intended to reduce the risk of exposure to the potential hazard. Hierarchy of control shall be utilised to reduce the risk to as low as reasonably practicable (ALARP).

What is the Hazard ?	Who Might be Harmed?	How might People be Harmed?	Risk Score			Risk control measures	Further control measures ,if necessary	Residual risk score		
			S	L	H/M/L			S	L	H/M/L
Lack of experience	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	Lack of experience in a work environment can have the potential to cause serious harm to the apprentice and the people around them, injuries that can accrue are anything from a bruise to loss of life.	5	5	HIGH	No lone working at any time, correct supervision must be provided to the apprentice at all times, if you are unsure you are working safely, STOP the job and speak to your line manager. Understand that younger people do not have the same levels of experience as you do. explained what you require them to do, explain how they are to remain safe during the task and ask them to repeat what you have said back to you, this will give you a good understanding of their ability to understand what they are required to do to keep safe.	.Ask questions- ask them to repeat .Weekly update meetings with line manager .Regular TBTs .Encourage them to ask questions .Provide regular training .Provide correct PPE .Cultivate a positive safety culture	5	2	LOW
Unaware of existing or potential risks	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	The apprentice being unaware of an existing risk can have huge consequences and injuries that accrue can result in serious life changing injuries and death.	5	5	HIGH	Our new apprentices will not have worked on site before, they may seem confident, but they will have very little knowledge of safe working practices, risk, procedures, they wont have much trade experience and as such YOU must ensure they are introduced to the risks they may be exposed to, explain how incidents can happen, ask them to identify some of the risks present at the time of the task and challenge them to create a good understanding of the risks and how to work safely.	.Regular TBTs .Encourage them to ask questions .Ask them to spot the risks and identify control measures .Ask them to complete the Dynamic risk assessments on Civica .Provide regular training .Provide correct PPE .Cultivate and promote a positive safe working culture	5		LOW
lack of maturity.	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	An apprentice that has a lack of maturity can result in injuries because they may become distracted, or simply don't have a fear of risk yet, due to their age and possible lack of experience. This combination can be deadly.	5	5	HIGH	Our apprentices are young people, in many cases, the risk and consequence part of their personalities will be maturing and not yet fully developed. It is our duty to appreciate this and understand that the risks on site we work with every day may not be visible or acknowledged by our apprentices. there may also be times that due to a lack of maturity apprentices may tackle tasks that are way behind their abilities and again not appreciate the risks. we must control their exposure to risks, tasks above their abilities and support them to develop a deep routed understanding and awareness.	.Regular TBTs .Provide regular safety training .Ask apprentice to think about this risks of working in our environments and what could go wrong .Challenge unsafe working practices .Cultivate and promote positive safe working culture .Provide correct tools and equipment .Regular meetings with line manager .We must set standards for safety .Take a positive lead on safety and challenge apprentice to consider outcomes of unsafe work .Speak to line manager if intervention is required	5	2	LOW
Potential lack of physical and psychological capacity of the apprentice	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	Because the apprentice is potentially still growing, developing and their bodies are not yet fully formed, the apprentice's aptitude may look like they are able to perform physical tasks but great care must be taken to fully understand their physical abilities and limitations. failure to understand their personal limitations could result in life long muscular or joint damage.	5	5	HIGH	Our apprentices will be out across site completing tasks, however, great care must be taken when asking an apprentice to complete physical tasks, they may not have the ability to appreciate something is to heavy or they are becoming exhausted. Tiredness can be a major factor, young people are not used to working in our environment, long days, having to complete tasks, think about safety, meet new people and perform. this can sometimes be exhausting to younger people, being extremely tired can further effect judgement and can cause injuries, fatigue. allow our apprentices to have regular breaks, ensure they are eating/drinking regularly, if there are any changes in their ability to work safe due to tiredness or mental fatigue, stop the task and speak to line manager.	.Take responsibility for the apprentice safety .monitor the apprentices ability to work safe due to tiredness or fatigue .Encourage them to speak up, let us know how they feel, without judgement .any sudden changes in their attention, mood, output must be addressed immediately .Monitor their ability to work safe, challenge them to drink fluids and eat regularly .Support the apprentices to feel they can express how they feel .take what they tell you seriously, if they say they feel that they are tired or fatigued, listen and act .if you feel that they are regularly effected by outside activities and that these activities are effecting their ability to work safe, speak to line manager asap.	5	2	LOW
Possible exposure to harmful agents, such as chemicals, heat, cold or vibration (the effect of which can be accentuated by youth)	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	As the apprentice's physical form may be continuing to develop and grow, exposure to harmful agents can have serious life changing effects, great care must be taken to eliminate or minimise exposure. Injuries can range from lung abnormalities, effects on skin, effects on their DNA, cancer, diseases and death.	5	5	HIGH	Exposure to harmful agents must be kept to an absolute minimum, you must read the safety data sheet and risk assessment for the agent and you must follow all precautions as directed. Encourage the apprentice to let you know how they are feeling and look at there physical apperancy, if they express they are feeling any effects from harmful agents or you see any changes in them, STOP work immediately and speak to line manager.	.Always check the data sheet or if unsure ask, never put the apprentice or yourself at risk .Develop good communication with the apprentice, ask how they are feeling and allow them to be able to express any issues they may have to you, if they inform you they are feeling effects of exposure to harmful agents, STOP work and report to line manager immediately .Provide apprentice with full and correct PPE to help to minimise effects, if the data safety sheet says there is a need, follow the information .Apprentices to complete all training to develop an awareness of harmful agents and how to remain safe when working around these hazards, however this may take some time, YOU are there protection initially, please help to keep them safe	5	2	LOW

Possible lack of attention	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	Apprentices can be easily distracted, this may be due to a combination of the hazards listed above. Smart phones can be a particular distraction to younger people and great care must be taken to ensure our apprentices are paying full attention at work, this can be a very dangerous environment. injuries can range from cuts, bruises, broken bones to loss of life.	5	5	HIGH	<p>A lack of attention can be an extremely serious hazard when we have young persons on site. WE MUST continue to encourage our apprentices to stay off mobile devices, remain focused on the task and be aware that if they are not focused they are not performing as required. a good apprentice should be watching, learning and listening, they must be engaged, asking questions and ready to pass you tools, equipment and parts when required. they should never be distracted.</p>	<p>.Speak to the apprentice during tasks, ask them how they would set up the area, complete the task, what tools are required, equipment, barriers etc, ensure that they are paying attention and are providing adequate responses for your questions</p> <p>.Be aware of the apprentice and what they are doing while on task, they are there to learn, ask questions and pay attention, if they become distracted by mobile devices, phone calls, etc challenge them respectfully and ask them to engage, if they don't improve, speak to line manager for intervention</p> <p>.Explain to the apprentice the dangers of working on site and being distracted, they must be aware that being distracted while working is dangerous and they may be seriously hurt</p>	5	2	LOW
Radiation	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	Radiation in young people that have not yet fully formed can have exuberated effects, the radiation can effect their DNA much more easily than a person that is fully formed, radiation exposure must be kept to an absolute minimum at all times. Injuries and be mutated cells resulting in serious life changing illnesses.	5	5	HIGH	<p>Exposure to radiation must be avoided at all times. Never allow our apprentices to work in areas with unacceptable levels of radiation are present. We have the responsibility for their safety and as we have radiation on site they will be required to complete basic training on their induction, however they wont have the same understanding as us. we must educate and protect them from the risks at all times.</p>	<p>.The apprentices will be covering basic radiation training during their induction, however, YOU have more knowledge of site, the dangers and our procedures. ensure you keep them away from radiation at all times</p> <p>.Explain the dangers of exposure to radiation and how serious this can be, go over our procedures and any warning they need to be aware of, roof spaces, rooms, areas or tunnels that may have radiation present and how to control the hazard</p> <p>.Ask them to tell you their understanding of radiation and how to keep themselves from harm, listen to their understanding and ensure they are aware of the dangers and how they can control the risks and remain safe, any major misunderstanding or lack of awareness must be escalated to line manager for intervention</p>	5	3	LOW
COSHH	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	COSHH items should be controlled in a way that our apprentices can only use them if they are safe to do so, is the environment correct, do you have the data sheet, are you working safe, exposure to COSHH should be kept to an absolute minimum and only be used if safe to do so. for the same reasons as radiation, young people are more prone to the effects of COSHH on their bodies, injuries can range from nose bleeds to loss of sensuousness and even life changing bodily mutations causing serious illness.	5	5	HIGH	<p>Always follow safety data sheets, never allow apprentices to use COSHH items for long durations, or work in environments that trap fumes, correct PPE to be used at all times and you must have a good level of communication with the apprentice, if they feel they are being effected by the COSHH substance, listen and STOP the task, report this to line manager immediately.</p>	<p>.Ensure the apprentice uses correct PPE at all times</p> <p>.Ensure the apprentice is aware of the safety data sheet and its content</p> <p>.Ensure the apprentice reads the safety data sheet and risk assessment and understands the content</p> <p>.Ensure the apprentice is aware of the risks and control measures set out in this risk assessment</p> <p>Ensure the apprentice is fully aware of the potential dangers, brief them on all the control measures that must be taken when using COSHH items and how to control risk</p> <p>.Ask the apprentice questions around the COSHH item being used, ask them to describe in detail what the substance is used for, how it is applied, how they are going to stay safe and what PPE they are required to use, if you are not happy with their understanding STOP the job and speak to line manager for intervention</p>	5	2	LOW
Willingness to please	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	Apprentices can be eager to please, they want to fit in, feel a part of the team and impress. However, this can be very dangerous, if an apprentice pushes themselves to far without correct skills, knowledge and experience this could result in injury's and possible life changing illness, great care must be taken if you notice an apprentice pushing their physical or mental limits to impress.	5	5	HIGH	<p>Be aware that apprentices may want to impress, they may think that working beyond their mental or physical capabilities will allow them to fit in to the team, look for signs of this and speak to the apprentice directly, or arrange manager to speak with them, if you notice this kind of behaviour it is important to address quickly. do not encourage this behaviour even if you think they are capable.</p>	<p>.Never allow the apprentice to work beyond their capabilities, trust and understanding must be developed over time</p> <p>.Initially, do not allow the apprentice to work with tools or control any task, it is vital that time is spent understanding their abilities, strengths and weaknesses, develop respect for each other and then once you are feeling confident they are ready, allow them to complete small manual, physical tasks and monitor their progress, STOP work if they are showing signs of fatigue, strain, tiredness or are working beyond their capabilities and are trying to impress</p> <p>.Communication is key, if you notice them trying to impress, speak with them openly and point out the dangers of this type of behaviour that is outlined in this risk assessment. if this behaviour continues, report to line manager for intervention</p>	5	2	LOW
Apprentice's possible lack of experience and training	Apprentice, young person, visitor, staff, work mate, tenant, contractor.	Our apprentices will have a lack of experience and training, this will come in time, but we must be mindful that they must be supervised at all times, it is our responsibilities to ensure they remain safe at work, receive the proper training and exposure to the working environment without causing injury or harm.	5	5	HIGH	<p>As experience is gained at work, knowledge will be gained in collage, after time, the two merge and hopefully things click in to place. This takes time, effort from the apprentice to listen at both collage and work, application of their skills at work and during there apprentice they will develop their competence. we must do all we can to cultivate a positive, helpful, and professional working environment for the apprentice to flourish. senior team members will become important voices and have a huge impact on the way they use their opportunities at work, we have a duty of care to appreciate this and act as positive role models.</p>	<p>.Never allow our apprentices to complete tasks above their capabilities, ask questions, watch them complete simple tasks and build confidence in them that they are able to work safe</p> <p>.Challenge the apprentice in a respectful, professional way, remind them of the dangers of working unsafe, monitor their progress and allow them to gain awareness in a positive way</p> <p>.further training will be given as required to allow them to develop their competence, required training can come from APRs, but also recommendations from there mentors, please speak to manager if you feel specific training is required and it will be arranged</p> <p>.Be the positive role model, everything you do and say will be absorbed by the apprentice, teach them good work ethics, skills, behaviours and a positive outlook, you will have an impact on there futures and the way they see the world</p>	5	2	LOW
Radicalisation	Apprentice, young person, visitor,C24:C27 staff, work mate, tenant, contractor.	Everyone can be prone to forms of radicalisation, given the right circumstances, radicalisation can have serious negative effects on mental or physical health. Effects can be stress, anger, physical pain, psychological issues like anxiety and depression, chronic fatigue, in some cases anger can lead to aggression or self harm.	4	4	HIGH	<p>Radicalisation comes in many forms, the reason young people are targeted is because young people can be more susceptible to the influence of other people. Understanding this, we must be very mindful of what we say and how we say it. Senior members of the team can soon become influential voices in their world, we have a responsibility to understand that WE WILL have an impact and influence our apprentices and how they see the world, other people and the choices they make. it is essential that we guide them in the correct way and provide them with a positive working atmosphere that encourages them to thrive, grow and develop in their roles.</p>	<p>.Younger people can be more prone to influence, YOU are there role model, there point of contact, mentor and coach, you have all the skills and experience and out apprentice will look up to you. it is vital that you work safely, act in a responsible way, treat them and other people with respect and allow them to develop and grow in to their roles in a positive way, you will be a major influence in there careers and outside lives, you must always follow STFC codes of conduct</p> <p>.Set standards of good communication, a positive outlook, good work ethic, ensure they understand the importance of strong teamwork, how their actions reflect of the estates department reputation, set standards of hygiene, dress code, training, how we communicate with out tenants and other work collages, never subject our apprentices to racism, bulling, homophobic behaviour or anything else that may have a negative effect on their development</p>	4	1	LOW
https://www.hse.gov.uk/young-workers/employer/apprentices.htm										
https://www.hse.gov.uk/young-workers/worker/index.htm										
https://www.hse.gov.uk/simple-health-safety/risk/index.htm										

RISK ASSESSMENT RISK FACTOR MATRIX

LIKELIHOOD

	1 Very Unlikely (freak event-no known history)	2 Unlikely (Unlikely sequence of events)	3 Possible (foreseeable under unusual circumstances)	4 Easily foreseeable (odd incident may have occurred)	5 Very Likely (Common occurrence-aware of incidents)
1 Negligible- (no visible injury/no pain)	LOW	LOW	LOW	LOW	LOW
2 Slight (minor cuts, bruises-no long term effects)	LOW	LOW	LOW	MEDIUM	MEDIUM
3 Moderate (Heavy bruising, deep flesh wound. Lost time accident)	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
4 Severe (Lost time and major injuries)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
5 Very severe (Long Term)	LOW	MEDIUM	MEDIUM	HIGH	HIGH

LINKS



Under no circumstances are activities or tasks permitted to commence if a red risk residual score exists

YOU have a responsibility for your safety and the persons around you that may be harmed due to your activities.