

# STFC Work Experience: Risk Assessments 2025

## STFC Work Experience: Your details

Thank you for supervising a work experience student. Work experience is an incredibly valuable experience for students, and it is only possible thanks to your time and commitment.

This survey is to help you complete a risk assessment for your student's placement. We think we've covered all of the main points, but there may be additional activities your student will be doing which will require an additional assessment. The data here will be used within STFC and the risk assessment may be sent to your student(s)' school if they request a copy.

On completion of the form, you will receive an email with a copy of the completed risk assessment - which is a legally binding document. Please schedule time to go through the risk assessment with your student(s) when they arrive.

If you have any questions, or would like any help with this form, please let us (ralworkexp@stfc.ac.uk or dlworkexp@stfc.ac.uk) know. We will pass on queries to the SHE team, if necessary. Thank you!

I confirm I have read this information and wish to continue.

### Q1. Supervisor information:

<b>Supervisor name (person completing this form):</b>	Nandini Gadhia
<b>Supervisor email:</b>	nandini.gadhia@stfc.ac.u
<b>Department (SCD/ISIS etc.):</b>	STFC Hartree
<b>Name(s) of additional supervisor(s):</b>	Pedro Cavestany Olivares, Aran Garrod

### Q2. Which site do you work at?

Daresbury Laboratory (DL)

### Q3. On the student's first day, we provide them with an emergency contact sheet. To help us complete this with the most appropriate information, please complete the following:

<b>Building and room number:</b>	Hartree Centre S.16
<b>Phone number (landline):</b>	00
<b>Work mobile number (Please don't share your personal phone number here, or with your student):</b>	-

## Your student(s)

Q4. Please let us know the name(s) and age(s) of your student(s) - e.g. Jo Smith (16). Your student's age is in the confirmation email sent to you by [ralworkexp@stfc.ac.uk](mailto:ralworkexp@stfc.ac.uk) or [dlworkexp@stfc.ac.uk](mailto:dlworkexp@stfc.ac.uk).

262804877  
Ben Hastie  
Year 12 (age 16-17)  
Male  
04/08/2025  
08/08/2025  
Placement

265819330  
Jesse Chen  
Year 12 (age 16-17)  
Male  
08/04/2025  
08/08/2025  
Placement

265821912  
William Yap  
Year 12 (age 16-17)  
Male  
08/04/2025  
08/08/2025  
Placement

265857656  
Subuhi Burhaani  
Year 12 (age 16-17)  
Female  
08/04/2025  
08/08/2025  
Placement

262559212  
Harry Wu  
Year 12 (age 16-17)  
Male  
08/04/2025  
08/08/2025  
Placement

265977571  
Daniella Oghenevegba Olomu  
Year 12 (age 16-17)  
Female  
08/04/2025  
08/08/2025  
Placement

## Your working environment

Q5. Will your student be working in an office or a lab/workshop?

If your student will be working anywhere other than an office, e.g. R89 machine room, clear rooms, controlled areas, labs or workshops, please ensure you select a 'lab/workshop' based placement or both.

If your student will be visiting other areas of site eg on a tour, then you will need to complete an additional risk assessment covering the associated hazards, and share this with the Work Experience team.

Office-based placement

Q6. Please give a short description of tasks and work area e.g. Working from an office to develop a social media strategy for the BID Team.

Working on laptops in an office to develop a neural network AI model

## Access to children and vulnerable people

While students are on site, STFC is acting "in loco parentis". Consequently, safeguarding issues may arise. Safeguarding is a key responsibility during work experience.

STFC's safeguarding policy can be found on The Source: Safeguarding Policy along with the safeguarding training. If you are unable to access the training, please contact your local work experience coordinator.

The purpose of this section is both to protect young people and you, as the supervisor, from false allegations.

The level of risk is Medium. This comes from a 'High' harm rating and a 'Very Unlikely' likelihood rating. The Risk table calculator can be found here: <https://staff.she.stfc.ac.uk/Pages/SC06Appendix2c.pdf>

I confirm I have read this information and wish to continue.

Q7. Consider the tasks you will be expecting the student to undertake and thus what hazards you will be exposing them to.

Please tick to ensure that you have read and agree with each point below.  
I, as the supervisor:

Have completed and passed the updated safeguarding training, since June 2021 (link above)

Will not work one-on-one with a student in a physical or virtual space (including phone calls)

Will not create prolonged contact with the student beyond the end of the placement.

Have a copy of and have read the Supervisor Handbook, which contains essential tips for maintaining a proper relationship and for child protection purposes.

Will not take photos / screenshots / video / audio / text recordings of the student without prior permission from the Public Engagement Team. Photos / screenshots / video / audio / text recordings will only be taken if permission has been obtained from parents (in writing) and by students (verbally), and will only be taken using work equipment (e.g. not using a personal mobile phone).

If I am concerned about the wellbeing of a student, I will raise this in the first instance with the Public Engagement team, who will then inform the student's school contact and (on the school's advice) their parents. If contacting the school is not appropriate, the PE team will contact the NSPCC line for further advice on the particular situation.

Am aware that personal information regarding the student (e.g. contact details) will be kept by the STFC Public Engagement team. Medical information will be shared only if this has a direct impact on the student's safety or ability to fully access the programme.

Should email contact with the student be required, I will Cc in my local work experience mailbox to all correspondence

Will not travel alone in a vehicle with the student.

Will contact the local Public Engagement team well in advance of the placement if the student is required to travel during their placement, to ensure that all necessary permissions are in place.

Am aware of the mental health first aiders and how to contact them. A group of STFC Mental Health First Aiders (MHFAs) have volunteered to be available for work experience students to talk to if needed. This group have enhanced DBS checks and have completed the STFC safeguarding training. The students are also made aware of the MHFAs.

Will ensure that, whilst on work experience, the student should follow STFC SHE Code 1 (Lone Working) and not be left unsupervised for long periods (30 minutes for under 16s, 60 minutes for 16-18 year olds). I understand that lone working in laboratories or workshops is not permitted for work experience students.

## Fire hazards

The purpose of this section is if trapped, students could suffer from smoke inhalation or burns.

The level of risk is Low. This comes from a 'High' harm rating and a 'Very Unlikely' likelihood rating. The Risk table calculator can be found here: <https://staff.she.stfc.ac.uk/Pages/SC06Appendix2c.pdf>

I confirm I have read this information and wish to continue

Q8. Please tick to ensure that you have read and agree with each point below. I, as the supervisor, will ensure:

Workplace access and egress must be kept clear at all times. Good house-keeping must be practiced at all times.

Fire evacuation procedures should be displayed at each call point.

The student will be shown the nearest fire exits to each of their work areas and shown the location of the muster point.

Access to exits and extinguishers to be kept clear at all times, and exits and fire exits are clearly marked.

Fire alarms are maintained and tested by competent persons.

Waste bins are emptied regularly by cleaners.

Issues with inappropriate storage of combustible materials, e.g. paper, are highlighted during safety tours.

## Trips and falls

The purpose of this section is in an unfamiliar working environment, students may suffer slips, trips and falls causing sprains or a fracture if they trip over trailing cables/rubbish, or slips on spillages.

The level of risk is Low. This comes from a 'Slight' harm rating and a 'Unlikely' likelihood rating. The Risk table calculator can be found here: <https://staff.she.stfc.ac.uk/Pages/SC06Appendix2c.pdf>

I confirm I have read this information and wish to continue.

Q9. Consider the tasks you will be expecting the student to undertake and thus what hazards you will be exposing them to. Descriptions of how the hazard is managed in the area where the student will be working are given below.

Please tick to ensure that you have read and agree with each point below. I, as the supervisor, will ensure that:

Housekeeping standards are maintained through Safety Tours and by local management.

Cabinet drawers and doors are kept closed when not in use.

Trailing cables from electrical machinery are managed, permanent trailing leads are fixed and covered.

Repairs and maintenance are carried out when necessary by Estates or contractors as arranged by Site Operations and as reported by STFC staff.

The Office Manager will arrange the cleaning up of any spillages using appropriate materials and use PPE if required.

## Electrical equipment hazards

The purpose of this section is students could incur electrical shocks or burns if they use faulty electrical equipment. The supervisor will instruct the student on correct use of any electrical equipment, and supervise student directly until student has demonstrated their capability.

The level of risk is Medium. This comes from a 'High' harm rating and a 'Very Unlikely' likelihood rating. The Risk table calculator can be found here: <https://staff.she.stfc.ac.uk/Pages/SC06Appendix2c.pdf>

I confirm I have read this information and wish to continue.

Q10. Consider the tasks you will be expecting the student to undertake and thus what hazards you will be exposing them to.

Please tick to ensure that you have read and agree with each point below.  
I, as the supervisor, will ensure:

Sufficient sockets are provided in offices; "daisy" chaining of extension leads is not permitted.

All new equipment or equipment brought onto STFC sites is PAT tested before use and all existing electrical equipment subjected to annual PAT tests where relevant.

Discourage students from bringing their personal electrical items to plug in on site.

A visual check of all electrical equipment will be made before use to confirm that there are no defects.

Student(s) will be instructed to report any defective plugs, cabling and electrical equipment to their Supervisor.

That I instruct the student(s) on the correct use of any electrical equipment, and will supervise the student(s) directly until they have demonstrated their capability.

Q11. Are you expecting the student to carry out work on bench-top electrical items?

No

## Regular Computer Use

The purpose of this section is students could suffer eye strain or musculoskeletal problems through prolonged use of display screen equipment. Most student placements are for a relatively short period so the risk from computer use is minimal. However, it is important that they have a good workstation and that the supervisor ensures they take regular breaks from the screen. If they have any medical conditions which preclude working on DSE e.g. eye or hand conditions, we would expect to have been told in advance.

The level of risk is Low. This comes from a 'Slight' harm rating and a 'Unlikely' likelihood rating. The Risk table calculator can be found here: <https://staff.she.stfc.ac.uk/Pages/SC06Appendix2c.pdf>

I confirm I have read this information and wish to continue.

Correct posture and position of display screen equipment. This information is available for students here: <https://www.stfc-workexperience.co.uk/setting-up-your-workspace-safely/>  
Password: STFC-SHE

- a. Sit up straight and deep in the seat. Feet should be flat on the floor or on a footrest;
- b. Keep lower arms level with the desk and wrists straight.
- c. Sit close enough to your keyboard to eliminate stretching, but far enough to avoid leaning. Your shoulders should be back and your head should be directly over your shoulders;
- d. Tap the keyboard lightly; don't strike the keys;
- e. Place the mouse within easy reach of the dominant hand. Hold the mouse loosely;
- f. Place the monitor at eye level, 16 to 24 inches away;
- g. Take short stretch breaks every 20 minutes, as described in the Supervisor Handbook;
- h. Exercise eyes frequently. Look away and focus on distant objects; and periodically look up at the ceiling to give your posture muscles a break.

I confirm I have read this information.

Q12. Please tick to ensure that you have read and agree with each point below.  
I, as the supervisor, will ensure:

Student(s) know where to find information on correct posture and position of display screen equipment, available on the Work Experience Website. (Details above)

That I instruct student(s) in correct posture and position of display screen equipment. (Details above)

## Injury from heavy objects

The purpose of this section is students could suffer from musculoskeletal injuries by carrying heavy/bulky objects or by trying to move heavy objects stored too high – for example printing/photocopying paper or equipment.

The level of risk is Low. This comes from a 'Slight' harm rating and a 'Unlikely' likelihood rating. The Risk table calculator can be found here: <https://staff.she.stfc.ac.uk/Pages/SC06Appendix2c.pdf>

I confirm I have read this information and wish to continue.

Q13. Consider the tasks you will be expecting the student to undertake and thus what hazards you will be exposing them to. Descriptions of how the hazard is managed in the area where the student will be working are given below.

Please tick to ensure that you have read and agree with each point below.

I, as the supervisor, will ensure that if my student is expected to lift heavy items that:

The student(s) will be shown the correct posture for lifting.

The student(s) will not be asked to lift or move items which are beyond their capability. Trolleys are available to transport boxes etc.

Use of Heavy Gang / Riggers staff for movement of other heavy loads.

Top shelves should be used for storage of light boxes only and wherever possible material not stored above head height.

Where materials are stored above head height, steps/kick stools are provided. Ensure any access equipment is inspected.

Q14. Are you expecting the student to lift heavy items?

No

## Working with Lead

Q26. The purpose of this section is students may be required to work in an environment where Lead is present.

The level of risk is Low. This comes from a 'Moderate' harm rating and a 'Very Unlikely' likelihood rating. This is linked to appendix 5 of SHE Code 37 which can be found here: <https://staff.she.stfc.ac.uk/Pages/SC37-COSHH-safe-use-of-chemicals--hazardous-substances.aspx> \*

I confirm that I have read this information and wish to continue.

Q27. Please tick to ensure that you have read and agree with each point below.

I as the supervisor will ensure:

The student will not handle lead directly.

No machining / welding / cutting / heating of lead will be undertaken whilst the student is present.

The student will not eat or drink whilst in labs with lead present.

Lead-based solder will not be used.

## General Requirements



Student(s) will be expected to conduct themselves appropriately and responsibly at all times.

Student(s) will be made aware of the procedures to be observed in the various areas and will be expected to observe and take note of instructions and signage.

Student(s) will be supervised in accordance with lone working procedures.

Follow this link for HSE advice on young persons at work. <https://www.hse.gov.uk/young-workers/employer/index.htm>

All students attend a H&S briefing at the start of their placement, given by the PE team.  
This covers:

Traffic on site (including fork lifts, buggies etc) Fire procedures First aid procedures  
Emergency procedures Mental Health First Aiders Contact details

I confirm I have read this information.

I will report any injuries or near misses as a result of the work experience placement to the work experience planning team in a timely manner.

## Additional risks

Q46. Please confirm the following:

I confirm that all of the risks associated with this work experience placement have been covered in this risk assessment and there are no other risks

Q47. Please confirm the following:

I will share this risk assessment with the student on their first day

I will share this risk assessment with any other staff involved in this project placement, including my co-supervisor(s)