

Title	<b>Sample Risk Assessment - Animal Related Placements</b>
Description	Effective risk assessment is implicit in all current Health & Safety legislation and forms an essential part of overall risk management
User	Completed by the Teacher/VET Provider Placement staff
Goal	VET Providers and Teachers are required to carry out an initial risk assessment to ensure the safety and well-being of each student on placement. This must be made accessible to the Employer and Student also
Objective	The risk assessment must be completed and made accessible to Students, VET Providers, Teachers and Employer so all partner's area aware of the risks
Method	The risk assessment template would need adapted for each student on placement with respect to their age, experience, maturity, job role, health etc. (information is collated from the Placement Partnership Agreement). You will need to add any 'Additional Precautions Necessary' that are not shown which apply to the job as this may <b>NOT</b> be a complete list of the significant risks and their control measures for your situation
Recommended Use	Can be completed as a hard copy but preferably online so the information can be easily shared with the Student, Employer and Teachers via email or secure access to the placement information on a management system e.g. BEST
When	VET Providers and Teachers are to complete a risk assessment for each student prior to the commencement of the placement
Language	English

## Sample Risk Assessment for Animal Related Placements

Organisation: \_\_\_\_\_ Student/s: \_\_\_\_\_

SERC School: \_\_\_\_\_ Assessment by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Area / Activity	Hazards	Who might be harmed and how?	Existing Precautions?	Additional Precautions Necessary?	Action by whom	Action by when	Done ✓
Travelling to and from Placement	Road traffic accidents	Student may suffer potentially serious injury from road accident	<i>Delete as necessary:</i> <ul style="list-style-type: none"> <li>Student travelling on public transport bus/train</li> <li>Walking using pedestrian crossings</li> <li>Student receiving lift by qualified driver in tax and insured vehicle</li> <li>Student is an 'R'/qualified driver in a taxed and insured car – 'R' plates expire on?</li> </ul>				
Exiting, entering and walking around buildings; work place conditions: unfamiliar, light, flooring	Slipping/Tripping/ Falling at doorways, on stairs, in corridors, or on spillages and wet floors	Student risk fractures, strains, sprains, cuts or bruises if they trip over objects or slip on spillages	Student induction on first day on Health & Safety issues and evacuation procedures. Student advised on floor plan, given time to walk around premises to become used to new environment. Corridors, steps and exit doors to be kept clear and clean. Good housekeeping and storage procedures keeping corridors, steps and exit doors clear and clean. Spills cleaned up efficiently, adequate lighting; work place to be tidy at all times, heating and cooling is controlled and ventilation provided.	Student's induction on first day on Health & Safety issues and evacuation procedures	State name of Industrial Supervisor	First day of placement	
Operating Computer for administration tasks	Eye/back strain, upper limb disorders, electrocution	Student may have posture and pain, discomfort, injuries to hands arms,	Student must inform supervisor and college staff if any symptoms appear. Regular visual checks. No eating or drinking at workstation. Adjust VDU avoiding glare, adjust brightness and size of text. Workstation kept tidy, under	Regular visual checks on students	State name of Industrial Supervisor	Throughout placement	

Area / Activity	Hazards	Who might be harmed and how?	Existing Precautions?	Additional Precautions Necessary?	Action by whom	Action by when	Done ✓
		back etc. from overuse or improper use. Headaches or sore eyes can also occur because of lighting or screen image is poor limb disorders, electrocution related injuries	desk kept clear. Good posture, using adjustable chairs.				
Use of office machinery (e.g. Photocopier, shredders, portable appliance and fixed equipment and electrical systems)	Mechanical hazards: contacts with moving parts of machinery or hot surfaces. Electrical Hazards	Student could get limbs or fingers trapped in machinery or come in direct contact with an electric source leading to risk of electric shock or burn or general fire risks	Employers to give full training on equipment, manufacturer's guards in place when used. Equipment maintenance must only be carried out by competent people. Damaged or defective equipment must not be used and should be labelled accordingly and immediately reported for repair or replacement. Pre-use checks must be carried out for signs of damage and overloading. Outer casing of equipment or plugs must not be broken, cracked or split and cables should not be split or expose internal wiring. Plugs and cables regularly inspected. Trailing cables secured safely. Student to be made aware of handling hazards when using electrical equipment (i.e. paper jam clearance). Portable appliances examined & tested. Residual Current Device (RCD), trip fuse device used to prevent electrocution.	Student given full training on equipment and constant supervision . .	State name of Industrial Supervisor	First use of equipment	

Area / Activity	Hazards	Who might be harmed and how?	Existing Precautions?	Additional Precautions Necessary?	Action by whom	Action by when	Done ✓
Reception work dealing with customers	Money handling, working with unsatisfied customers	Student may suffer Verbal or physical abuse	Student supervised at all times, members of staff in close proximity; trained in customer complaints procedure and supported by staff should they need it. Not responsible for large amounts of money				
Handling animals on premises	Animals: even usually placid animals may inflict injury if under stress or in pain. Animal behaviour is difficult to predict and may change without warning	Student may suffer from bites, mauling, scratches (smaller animals) and Impact injuries such as fractures, crushing, bruising (larger animals)	Only experienced and trained staff to handle or restrain animals. Staff to instruct students in safe animal handling, including recognising 'warning' signs. All cages to be labelled where an animal's behaviour gives reason for concern. Don't approach any animal unless assured by supervisor that it's safe.	Students must NOT handle animals unless the animal and the task have been assessed by their supervisor. Provide personal protective clothing.	State name of Industrial Supervisor  State name of Industrial Supervisor	Contact with animals  When necessary	
Sterilising equipment	Injuries received when utilising Autoclaves/sterilisers	Student may suffer from burns, scalding from steam	Ensure that only trained and experienced staff operate autoclaves and ensure regular maintenance.	Students must NOT be exposed to any dangerous equipment	State name of Industrial Supervisor	Prior to using equipment	
Working with animal enclosures, stalls and cages	If areas housing animals are not frequently cleaned & disinfected	Student could receive cuts from metal edges, manual handling injury, risk of infection & disease	Staff to supervise students when carrying out regular cleaning and maintenance and when they manually handle animals, ensure the redesign of cages to minimise risk. Students to be provided with wash-up facilities and instructed in personal hygiene by staff. Students must not open enclosures, stalls or cages for any purpose unless the task (and the animal) has been assessed by staff.	Students to wear gloves when cleaning	State name of Industrial Supervisor	When necessary	

Area / Activity	Hazards	Who might be harmed and how?	Existing Precautions?	Additional Precautions Necessary?	Action by whom	Action by when	Done ✓
Contact with Hazardous substances (drugs used in treatment, anaesthetics, cleaning chemicals)	Cytotoxic (cancer treating) and other drugs can cause illness	Student could suffer from short-term effects - nausea, headaches	Follow strict handling, labelling and storage procedures for all hazardous substances Provide protective clothing (such as gloves) for students when using cleaning chemicals.	Students must not medicate animals or handle any drugs used in animal treatment.			
Hazardous waste (soiled towels, swabs, syringes etc.)	Contact with infectious diseases, or contaminated needles	Student could suffer from Infectious diseases, cuts or 'needle stick' injuries; irritation to skin, eyes, nose or throat	Students to treat all waste as hazardous and staff to train students to arrange safe disposal into labelled containers. Students to wear rubber gloves when handling soiled material; and must not handle syringes. Good hygiene practices must be adopted.	Provision of protective gloves	State name of Industrial Supervisor	When needed	
Assisting with animals treatment or feeding	Diseases caught from animals	Diseases including Zoonosis, Hydatid disease, ringworm, Q fever	Placements must minimise potential for zoonotic infections by training, safe work practices, vaccination. Students must always wash up after contact with animals.	Students must NOT enter any workplace where Q fever has been reported			
X-rays	Radiation	Student - significant health risks, including cancers	Staff must minimise potential for exposure to X-rays during radiography.	Students must NOT be exposed to radiography processes			
Working with a cut or open wound	No protection on open wound	Student cuts, grazes, open wounds could	Staff to ensure Students tasks with potential risk of cuts is assessed. Student must wear protective gloves and wash hands immediately and seek first aid from staff immediately if needed.	Provision of protective gloves and appropriate washing facilities	State name of Industrial Supervisor	When needed	

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		become infected					
Assisting with animals, insects and animal foods	Allergic reactions: asthma or other respiratory illness, skin reactions	Student could suffer from an asthma attack or other respiratory condition, skin reactions	Student Health Declaration form highlighting any allergies to be completed and given to Placement Provider Staff. Placement Provider Staff to prevent or minimise exposure by students by ensuring established procedures are followed by students. Students must be provided with protective clothing by Placement Provider Staff.	Report any suspected allergic reactions to , without delay	Student	Immediately	
Manual handling heavy items for storage	Musculoskeletal Disorders - manual handling heavy items such feed, cages, stationary etc.	Student may suffer injuries such as strains and sprains or bruising from handling heavy/bulky objects	Manual handling eliminated where possible, students instructed on manual handling while on induction, seek help when needed adequate breaks given depending on demand of the task. Commonly used items stored on shelves at Waist height. Handling aids provided when necessary. Suitable mobile steps provided and Student trained in their use.				
Making hot beverages for clients / customers employees or for personal use.	Use of kettle / hot water boiler or drinks dispenser	Student may suffer from hot liquid and steam burns and scalds	Staff to ensure the student is given appropriate training and induction in the use of the drinks dispenser, use of kettle, water boiler and made aware of the hazards from hot surfaces/liquids. Hazards of transporting hot liquids around the work environment must be addressed, provision of lids for dispensed drinks, not filling the cup and care taken up and down stairs. Hot drinks to be served in designated areas and any spillages reported to cleaning staff or cleaned up by student/staff. All electrical dispensers to be provided and maintained to the appropriate standards.				

Area / Activity	Hazards	Who might be harmed and how?	Existing Precautions?	Additional Precautions Necessary?	Action by whom	Action by when	Done ✓
Working with equipment, machinery, flammable substances, smoking while working	Risk of Fire from smoking, faulty electrics / machinery / equipment or arson	Student would suffer fatal or near fatal injuries from smoke inhalation or burns	The premises must have risk assessments identifying possible causes of fires and reviewed regularly, the student must be made aware of these. Sources of ignition and flammable substances to be stored apart. Flammable materials stored and labelled correctly e.g. cardboard. The premises should be kept clear to avoid build-up of rubbish that could burn. Student inducted in each task and in the fire drills. Electrical systems and portable electrical equipment maintained and fit for purpose e.g. fused and rated. Staff trained on firefighting media, readily available. Student made aware of all fire hazards and procedures. Smoking only in designated areas and with permission.	Fire systems in place as identified in fire risk assessment e.g. smoke detectors, fire extinguishers, fire points, fire doors.	Placement Providers	Throughout placement	

Review Date: \_\_\_\_\_

**Risk Assessment must be signed by the College Placement Supervisor conducting Risk Assessment.  
For an overnight stay this form MUST also be signed by the Head of School and copied to the SERC Head of Health & Safety.**

Signed: \_\_\_\_\_  
College Placement Supervisor

Date: \_\_\_\_\_

2nd Signature: \_\_\_\_\_  
Head of School

Date: \_\_\_\_\_