General H&S Risk Assessment

A checklist of Safe Working Practices can be found at the foot of this assessment

Location / Activities Assessment

Date: **June 2026**	Assessed by: **Belinda Shulman**	Description: Work Experience Placements	Assessment No: Review Date: June 2028 or earlier if significant changes

Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk S	Revised Risk L	Revised Risk R

Introduction:

Young people undertaking work experience within the United Synagogue, whether on an accredited scheme or otherwise, must be protected from harm, provided with appropriate supervision and supported through clear age-appropriate safe systems of work where reasonably practicable. This assessment reflects the requirements of: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999 (including specific duties for young persons); Education Act 1996 (work experience placements); Working Time Regulations 1998 (limits for under 18s); Safeguarding Vulnerable Groups Act 2006.

Young people may be less aware of risks, so additional controls, supervision and training are required. The United Synagogue applies safeguarding standards that exceed statutory minimum requirements

Further information or advice regarding children and/or vulnerable adults, can be found in United Synagogue Safeguarding Policies: Safeguarding and Child Protection Policy and Safeguarding Adults at Risk Policy

Contact safeguarding@theus.org.uk for further guidance.

Ref	Hazard	Who	Measures	S	L	R	Priority	Further action	S	L	R
01	**Safeguarding Young People on Placement** Risk of harm, neglect, or inappropriate contact if supervision or vetting is inadequate	Employees, volunteers, members, contractors, children and vulnerable adults	- All staff / volunteers supervising young people must hold a valid United Synagogue enhanced DBS certificate and ideally have completed safeguarding training. - Ensure compliance with recommended child-adult	5	4	20	VH	- Supervisors must know how to respond to disclosures: listen, reassure, do not investigate and report immediately to the Designated Safeguarding Lead (DSL).	2	2	**4** L

Key:	**S = Severity**	**L = Likelihood**	**S x L = R:** **R = Residual Risk Rating or Priority**
	5 – Fatality	5 – Certain	**1 – 4 Low Priority**. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	**5-10 Medium Priority**. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	**11–16 High Priority.** Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	**17–25 Very High Priority**. Immediate action required. Extra resources likely to be required.
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk S	Revised Risk L	Revised Risk R
			ratios for the specific age group. - No photography/filming of the young person without written parental/guardian consent (under-16s) or young person consent (16–17s).								
02	**Inadequate supervision during tasks** Could cause distress, confusion, or unsafe behaviour if the young person does not understand instructions	Young people on placement, Supervisors, Staff, Volunteers, Visitors	- Young people must be supervised at all times by a competent, designated supervisor. - No lone working is permitted. - Supervisors must ensure continuous supervision, arranging cover during breaks.	4	3	12	H	- Hold daily check-ins to review progress / check concerns. - Provide supervisors with training and guidance on mentoring young people. - Supervisors must report any accidents, incidents, or near misses involving young people using standard US procedures.	2	2	**4** **L**
03	**Lack of training / unfamiliarity with tasks** May lead to mistakes, minor injury, or anxiety.	All as above	- A full site-specific induction to be provided on day one (fire safety, emergency procedures, security,	3	3	9	M	- Provide task-specific instruction before each activity.	2	2	**4** **L**

Key:	S = Severity	L = Likelihood	S x L = R: R = Residual Risk Rating or Priority
	5 – Fatality	5 – Certain	1 – 4 Low Priority. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	5-10 Medium Priority. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	11–16 High Priority. Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	17–25 Very High Priority. Immediate action required. Extra resources likely to be required.
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk S	Revised Risk L	Revised Risk R
			reporting concerns, manual handling basics, safe equipment use). - Tasks must be age-appropriate and matched to competence. - Young people must not undertake high-risk tasks.					- Use a buddy system for new or unfamiliar tasks. - Ensure young people do not use machinery, chemicals, ladders, or hazardous equipment.			
04	**Slips, trips and falls** Could cause minor or moderate injury.	All as above	- Walkways must be kept clear and housekeeping maintained. - Young people must wear suitable footwear. - Hazards must be reported immediately. - Supervisors should monitor floor conditions and ensure spillages are cleaned promptly.	3	3	9	M	- Reinforce safe walking routes, housekeeping standards, and spill-reporting procedures during induction. - Ensure young people do not carry heavy loads. - Review flooring, lighting, and access routes regularly.	2	2	**4** **L**

Key:	**S = Severity**	**L = Likelihood**	**S x L = R: R = Residual Risk Rating or Priority**
	5 – Fatality	5 – Certain	**1 – 4 Low Priority**. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	**5-10 Medium Priority**. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	**11–16 High Priority.** Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	**17–25 Very High Priority**. Immediate action required. Extra resources likely to be required.
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

General H&S Risk Assessment

A checklist of Safe Working Practices can be found at the foot of this assessment

Location / Activities Assessment

Date: **June 2026**	Assessed by: **Belinda Shulman**	Description: Work Experience Placements	Assessment No: Review Date: June 2028 or earlier if significant changes

Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk S	Revised Risk L	Revised Risk R
05	**Use of office equipment (photocopiers, shredders, computers)** Minor cuts, burns, or electrical shock if misused.	All as above	- Only low-risk office equipment should be used. - Young people must be shown safe use before operating equipment. - No access to internal mechanisms or maintenance areas. - Supervisors should observe first use and conduct regular checks.	3	2	6	M	- Provide written safe use guidance. - Restrict access to high-risk equipment. - Label restricted equipment clearly. - Ensure PAT testing is up to date.	2	1	**2** L
06	**Data protection / confidentiality breaches** Reputational damage, GDPR breach or accidental disclosure of sensitive information.	All as above	- Young people to receive a confidentiality briefing. - Tasks must be designed to avoid exposure to sensitive or personal data. - IT access must be restricted to non-sensitive systems.	3	2	6	M	- Provide written instructions on what cannot be shared. - Monitor access permissions. - Include confidentiality in the induction checklist.	2	1	**2** L

Key:	**S = Severity**	**L = Likelihood**	**S x L = R: R = Residual Risk Rating or Priority**
	5 – Fatality	5 – Certain	1 – 4 Low Priority. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	5-10 Medium Priority. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	11–16 High Priority. Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	17–25 Very High Priority. Immediate action required. Extra resources likely to be required.
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

General H&S Risk Assessment

A checklist of Safe Working Practices can be found at the foot of this assessment

Location / Activities Assessment

Date: **June 2026**	Assessed by: **Belinda Shulman**	Description: Work Experience Placements	Assessment No: Review Date: June 2028 or earlier if significant changes

Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk S	Revised Risk L	Revised Risk R
06A	**Online safety / digital safeguarding** Inappropriate online contact, harmful content, or misuse of messaging/social media platforms.	All as above	- Computer access restricted to authorised systems only. - No access to social media, messaging apps or external email. - Supervisors to monitor computer use. - Young people briefed on safe online behaviour and how to report concerns. - Concerns to be reported immediately to DSL or safeguarding@theus.org.uk.	4	2	8	M	- Provide written online safety guidance. - Ensure IT filters/monitoring are active. - Brief supervisors on responding to digital concerns. - Ensure web-filtering and monitoring systems are active and functioning.	2	1	**2** **L**
07	**Fire or emergency situations** Risk of injury or panic during evacuation.	All as above	- Fire evacuation procedures must be explained at induction. - Young people must be accompanied by a supervisor during any evacuation.	4	2	8	M	- Conduct a walkthrough of emergency exits and evacuation routes. - Include young people in fire drills where appropriate. - Ensure supervisors know the location of alarm points and refuge areas.	2	1	**2** **L**

Key:	**S = Severity**	**L = Likelihood**	**S x L = R: R = Residual Risk Rating or Priority**
	5 – Fatality	5 – Certain	**1 – 4 Low Priority**. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	**5-10 Medium Priority**. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	**11–16 High Priority.** Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	**17–25 Very High Priority**. Immediate action required. Extra resources likely to be required.
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

General H&S Risk Assessment

A checklist of Safe Working Practices can be found at the foot of this assessment

Location / Activities Assessment

Date: **June 2026**	Assessed by: **Belinda Shulman**	Description: Work Experience Placements	Assessment No: Review Date: June 2028 or earlier if significant changes

Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk S	Revised Risk L	Revised Risk R
			- Supervisors must know assembly points and ensure attendance is checked.								
08	**Emotional distress / inappropriate workload** Anxiety, fatigue, loss of confidence, or disengagement.	All as above	- Tasks must be age-appropriate, varied, and achievable. - Identify any SEND or additional needs before the placement and adapt training or task instructions accordingly. - Supervisors should check in regularly and encourage feedback. - Breaks must be allowed and respected.	3	2	6	M	- Provide clear expectations and reassurance. - Escalate any concerns to the DSL. - Offer wellbeing support or mentoring if needed.	2	1	**2** L

Key:	**S = Severity**	**L = Likelihood**	**S x L = R: R = Residual Risk Rating or Priority**
	5 – Fatality	5 – Certain	1 – 4 Low Priority. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	**5-10** Medium Priority. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	**11–16** High Priority. Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	**17–25** Very High Priority. Immediate action required. Extra resources likely to be required.
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

General H&S Risk Assessment

A checklist of Safe Working Practices can be found at the foot of this assessment

The United Synagogue

Location / Activities Assessment

Date: **June 2026**	Assessed by: **Belinda Shulman**	Description: Work Experience Placements	Assessment No: Review Date: June 2028 or earlier if significant changes

Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk S	Revised Risk L	Revised Risk R
09	**Travel to/from site** Risk of accident, confusion over collection or safeguarding concerns.	All as above	- Parents/guardians are responsible for travel arrangements. - The US must provide clear arrival/departure instructions. - Safe collection must be confirmed for under-16s.	2	2	4	L	- Review travel information in advance. - Ensure emergency contact details are provided. - Confirm safe walking routes where relevant.	1	1	**1** L
10	**Exposure to hazardous areas (kitchens, plant rooms, workshops)** Burns, cuts, slips, electric shock or other injury.	All as above	- Young people must be restricted from high-risk areas unless risk assessed and supervised. - Access control must be maintained (locked doors, signage).	4	2	8	M	- Review site-specific hazards. - Ensure barriers and signage are in place. - Ensure supervisors are fully briefed on all restricted areas.	2	1	**2** L
11	**Behavioural issues / inappropriate conduct** Disruption, distress to others, or unsafe behaviour.	All as above	- Code of conduct must be explained at induction. - Supervisors should monitor behaviour and intervene early.	3	2	6	M	- Escalate concerns to safeguarding lead. - Remove young person from activity if unsafe. - Record incidents where appropriate.	2	1	**2** L

Key:	**S = Severity**	**L = Likelihood**	**S x L = R: R = Residual Risk Rating or Priority**
	5 – Fatality	5 – Certain	**1 – 4 Low Priority**. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	**5-10 Medium Priority**. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	**11–16 High Priority.** Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	**17–25 Very High Priority**. Immediate action required. Extra resources likely to be required.
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

General H&S Risk Assessment

A checklist of Safe Working Practices can be found at the foot of this assessment

Location / Activities Assessment

Date: **June 2026**	Assessed by: **Belinda Shulman**	Description: Work Experience Placements	Assessment No: Review Date: June 2028 or earlier if significant changes

Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk S	Revised Risk L	Revised Risk R
12	**Communication breakdown / unclear expectations** Confusion, mistakes, frustration, or reduced confidence.	All as above	- Supervisors must provide clear daily instructions. - Young people should know who to ask for help. - Supervisors to check the young person's understanding before any task begins.	3	2	6	M	- Use written task sheets where appropriate to support clear understanding. - Hold short daily briefings. - Encourage open communication.	2	1	**2** **L**
13	**Site-specific induction not completed** Lack of awareness of local hazards, emergency routes, or welfare facilities.	All as above	- Site induction must be completed before any work begins - Induction must include fire exits, first aid boxes, welfare facilities and reporting procedures. - Emergency contact details for the young person must be held by the supervisor and kept in an accessible location.	4	2	8	M	- Maintain an induction checklist. - Supervisor to sign off on completion. - Repeat induction if the placement moves location.	2	1	**2** **L**

Key:	**S = Severity**	**L = Likelihood**	**S x L = R: R = Residual Risk Rating or Priority**
	5 – Fatality	5 – Certain	1 – 4 Low Priority. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	**5-10** Medium Priority. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	**11–16** High Priority. Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	**17–25** Very High Priority. Immediate action required. Extra resources likely to be required.
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

Safe Working Practices for Work Experience Placements

Introduction

Young people undertaking work experience within the United Synagogue must be protected from harm, supported through safe systems of work and supervised appropriately at all times.

These Safe Working Practices accompany the General Risk Assessment and outline the essential standards required to ensure a safe, positive and age-appropriate placement.

Safeguarding:

☐ All staff/volunteers responsible for children must have a valid United Synagogue enhanced DBS certificate and ideally have completed safeguarding training.
☐ Ensure compliance with recommended child–adult ratios for the specific age group.
☐ Young people must **never** be left alone with unvetted adults.
☐ Boundaries, expectations, and behaviour standards must be explained clearly on the first day.
☐ Any safeguarding concern must be escalated immediately to the DSL
☐ Online safety expectations must be explained on day one. Young people must only use authorised systems; no social media or messaging apps.
☐ Any concerning digital content or online contact must be reported immediately to safeguarding@theus.org.uk
☐ Photography or filming of the young person is not permitted unless written consent is obtained from the parent/guardian (under-16s) or the young person (16–17s).
☐ If a young person makes a disclosure: listen, reassure, do not investigate, and report immediately to the DSL or safeguarding@theus.org.uk

Safeguarding Contacts:

☐ Head Office: safeguarding@theus.org.uk
☐ Local Designated Safeguarding Lead (DSL):

- Name: ______________________________________
- Role/Position: _______________________________
- Contact details: _____________________________

Supervision Requirements

☐ Young people must be supervised at all times by a competent, designated supervisor.
☐ No lone working is permitted under any circumstances.
☐ Supervisors must maintain sign-in/out records and ensure the young person is supervised at all times, including breaks.
☐ Supervisors must check understanding before tasks begin and monitor progress regularly.
☐ Daily check - ins should be carried out to review wellbeing, workload, and any concerns.
☐ Supervisors must monitor digital activity where computers are used.

Induction and Orientation

☐ A site-specific induction must be completed before any work begins and must include:

- Fire evacuation procedures and assembly points
- Security briefing to include invacuation and lockdown procedures
- First aid arrangements and how to report injuries
- Location of welfare facilities (toilets, kitchen areas, rest spaces)
- Restricted areas (kitchens, plant rooms, workshops, storage areas)
- Reporting concerns or unsafe conditions

- Confidentiality and data protection expectations
- Online safety expectations and restrictions on personal device use
- What to do if concerning online content or contact occurs
- Emergency contact details: the designated supervisor must know where these are stored and be able to access them immediately

☐ Supervisors must sign off the induction checklist.

Suitable Tasks and Training

☐ Tasks must be age-appropriate, achievable and matched to the young person's competence.
☐ High-risk tasks (machinery, chemicals, ladders, hazardous equipment) must not be assigned.
☐ Young people must receive task specific instruction before starting any new activity.
☐ A buddy system may be used for unfamiliar tasks.
☐ Young people must not be asked to carry heavy loads or undertake manual handling beyond their capability.
☐ Computer-based tasks must include guidance on safe online behaviour.

Use of Equipment

☐ Only low-risk office equipment may be used (photocopiers, printers, shredders, computers).
☐ Young people must be shown safe use before operating equipment.
☐ Access to internal mechanisms, maintenance areas or high-risk equipment is prohibited.
☐ Supervisors must observe first use and monitor ongoing use.
☐ All equipment must be PAT tested and in good condition.
☐ Computer access must be limited to approved systems; no personal browsing or messaging apps.

Slips, Trips and Housekeeping

☐ Walkways must be kept clear at all times.
☐ Spills must be cleaned promptly and reported.
☐ Young people must wear suitable footwear.
☐ Supervisors should monitor floor conditions and ensure safe access routes.

Data Protection and Confidentiality

☐ Young people must receive a confidentiality briefing on their first day.
☐ Tasks must be designed to avoid exposure to sensitive personal data.
☐ IT access must be restricted to non-sensitive systems.
☐ Young people must not photograph documents, screens, or members of the public.
☐ Young people must not send or receive messages via personal devices during tasks; any concerning digital communication must be reported immediately.

Behaviour, Wellbeing and Workload

☐ Tasks must be varied and manageable to avoid fatigue or disengagement.
☐ Identify additional needs before the placement and adapt training accordingly.
☐ Supervisors should check in regularly and encourage feedback.
☐ Breaks must be provided and respected.
☐ Any signs of distress, anxiety or inappropriate behaviour must be addressed promptly.
☐ Supervisors should be alert to signs of digital distress (e.g., upsetting online content).

Emergency Procedures

☐ Young people must be accompanied by a supervisor during any evacuation.
☐ Supervisors must ensure attendance is checked at the assembly point or safe space.
☐ Young people must know how to summon help in an emergency.
☐ Supervisors must know the location of first aid kits, defibrillators and alarm points.

Travel and Arrival/Departure Arrangements

☐ Parents/guardians are responsible for travel arrangements to work.
☐ The US must provide clear arrival and departure instructions.
☐ Safe collection must be confirmed for under-16s.
☐ Contact details of parents/guardians must be accessible.

Restricted Areas

☐ Young people must not enter:
- Kitchens (unless risk assessed and supervised)
- Plant rooms
- Workshops
- Storage areas
- Any area containing hazardous substances or equipment

☐ Access control (locked doors / signage) must be maintained.

Communication and Reporting

☐ Supervisors must provide clear daily instructions and check understanding.
☐ Young people must know who they should ask for help.
☐ Any incidents, near misses or concerns must be reported immediately.
☐ Supervisors should encourage open two-way communication.
☐ Supervisors must report any online safety concerns or disclosures immediately.
☐ All accidents, incidents, or near misses involving young people must be reported using standard US procedures.

Review and Monitoring

☐ Supervisors should review progress daily and adjust tasks as needed.
☐ Any issues arising during the placement must be recorded and addressed.
☐ Supervisors should review digital activity where relevant and ensure online safety controls remain effective.

If you have any further questions or need additional information, feel free to contact the team on safety@theus.org.uk