

**HUNTINGDON TOWN COUNCIL**

To all Members of Huntingdon Town Council.

**YOU ARE HEREBY SUMMONSED TO ATTEND**

An extra ordinary meeting of the

**TOWN COUNCIL**

to be held at

**TOWN HALL, HUNTINGDON**

on

**THURSDAY 11<sup>th</sup> MAY 2023**

at

**7.00pm**

4<sup>th</sup> May 2023

*P. R. Peacock*

Town Hall  
Market Hill  
Huntingdon  
PE29 3PJ

**PHILIP PEACOCK  
TOWN CLERK**

**AGENDA**

10. **STANDING ORDERS**

To approve the suspension for this meeting only of Standing Order 5.g (wearing of robes) as per Standing Order 26.d.

11. **APOLOGIES FOR ABSENCE**

To receive and accept any apologies for absence.

*Clerk's Note: Any apologies should be received by the Town Clerk prior to the meeting, with the reasons for absence being accepted by the meeting*

12. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Councillors in any matter included on this agenda.

13. **CO-OPTION TO FILL THREE VACANT SEATS**

Following the resignation of three councillors and no request for a by-election, Members of the council are invited to co-opt to fill the three vacant seats from the five candidate applications (previously circulated)

14. **MEETINGS CALENDAR**

To review and discuss the meetings calendar 2023-24 (attached)

15. **MEMBERSHIP OF SUB COMMITTEES**

To approve the membership to the following sub committees:

- i. Finance Sub Committee – (9 Members)
- ii. Grants Sub Committee – (9 Members)
- iii. Letting Sub Committee – (9 Members)
- iv. Staffing Sub Committee - (9 Members)
- v. Twinning Sub Committee - (9 Members)
- vi. Media Sub Committee - (9 Members)
- vii. Leisure Development Sub Committee - (9 Members)
- viii. Crematorium Sub Committee - (9 Members)
- ix. Environment Sub Committee - (9 Members)
- x. Strategy & Devolution Sub Committee - (9 Members)
- xi. Planning Applications Panel - (9 Members)
- xii. Planning Sub Committee - (9 Members)

16. **CRICKET PAVILION**

Members are invited to discuss the future of current cricket pavilion and resolve way forward (report attached)

17. **FUSION**

Members are invited to discuss and approve draft heads of terms for fusion (report attached)

18. **REPRESENTATION TO OUTSIDE BODIES**

Members to appoint representatives to the list of outside bodies (attached)

19. **WORK EXPERIENCE POLICY AND RISK ASSESSMENT**

To receive and adopt the Work Experience Policy & Risk Assessment (attached)

20. **TOWN CLERK'S ANNOUNCEMENTS**

To receive announcements from the Town Clerk

21. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor

22. **DATE OF NEXT MEETING**

Thursday 15<sup>th</sup> June 2023 at the Town Hall, Market Hill, Huntingdon, PE29 3PJ.

This meeting will be serviced by the Town Clerk – 01480 410383
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*Members of Huntingdon Town Council; Town Clerk; Macebearer; Mayor's Chaplain;  
Chief Executive of Huntingdonshire District Council; District Councillors; County Councillors.*

NOTES:

1 A personal interest exists where a decision on a matter would affect to a greater extent than other people in the town –

- (a) The well-being, financial position, employment or business of the Councillor, a partner, relatives or close friends; (continued over)
- (b) A body employing those persons, any firm in which they are a partner and any company of which they are directors;
- (c) Any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £5000; or
- (d) The Councillor's registerable financial and other interests.

2. A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.

**Proposed Calendar of Meetings of Huntingdon Town Council and its Committees for the Local Government Year 2023-24**  
**All meetings in bold will commence at 7pm unless otherwise stated on the website.**

<b>MONTH</b>	<b>DATE</b>	<b>MEETING/COMMITTEE</b>	<b>LOCATION</b>	<b>OFFICER</b>
<b>May 2023</b>	4 <sup>th</sup>	<b>Annual Town Council (Mayor Making)</b>	Town Hall	Natasha
	11 <sup>th</sup>	<b>Extraordinary Town Council (co-option)</b>	Town Hall	Georgia
	18 <sup>th</sup>	Media Sub Committee	Town Hall	Sarah Jane
	25 <sup>th</sup>	<b>Leisure &amp; Community Services Committee</b>	Town Hall	Georgia
<b>June 2023</b>	1 <sup>st</sup>	<b>Finance Committee</b> (End of Year Accounts 2022/23)	Town Hall	Georgia
	15 <sup>th</sup>	<b>Planning Committee</b> <b>Extraordinary Town Council (AGAR)</b>	Town Hall	Natasha
	22 <sup>nd</sup>	<b>Strategy &amp; Corporate Plan Committee</b>	Town Hall	Hayley
<b>July 2023</b>	6 <sup>th</sup>	<b>Town Council</b> (Official Council Photograph 6.30pm)	Town Hall	Natasha
	Tuesday 11 <sup>th</sup>	Media Sub Committee	Town Hall	Sarah Jane
	20 <sup>th</sup>	Environment Sub Committee		Hayley
	27 <sup>th</sup>	<b>Finance Committee</b> (1 <sup>st</sup> Quarter April – June)		Georgia
<b>August 2023</b>	3 <sup>rd</sup>	<b>Leisure &amp; Community Services Committee</b>	Town Hall	Georgia
	10 <sup>th</sup>	Allotment Holders' Forum	Town Hall	Mel
	24 <sup>th</sup>	Media Sub Committee	Town Hall	Sarah Jane
	31 <sup>st</sup>	<b>Town Council</b>	Town Hall	Natasha

**Proposed Calendar of Meetings of Huntingdon Town Council and its Committees for the Local Government Year 2023-24**  
**All meetings in bold will commence at 7pm unless otherwise stated on the website.**

<b>September 2023</b>	7 <sup>th</sup>	Finance Sub Committee	Town Hall	Georgia
	14 <sup>th</sup>	Grants Sub Committee <b>Finance Committee</b>	Town Hall	Georgia
	21 <sup>st</sup>	Lettings Sub Committee	Town Hall	Hayley
<b>October 2023</b>	5 <sup>th</sup>	Twinning Sub Committee Finance Sub Committee	Town Hall	Georgia
	12 <sup>th</sup>	Media Sub Committee Environment Sub Committee	Town Hall	Sarah Jane/Hayley
	19 <sup>th</sup>	<b>Planning Committee</b>	Town Hall	Mel
	26 <sup>th</sup>	<b>Strategy &amp; Corporate Plan Committee</b>	Town Hall	Hayley
<b>November 2023</b>	2 <sup>nd</sup>	<b>Town Council</b>	Town Hall	Natasha
	9 <sup>th</sup>	<b>Finance Committee</b> (2 <sup>nd</sup> Quarter July – Sept)	Town Hall	Georgia
	16 <sup>th</sup>	Media Sub Committee	Town Hall	Sarah Jane
<b>December 2023</b>	7 <sup>th</sup>	Finance Sub Committee	Town Hall	Georgia
<b>January 2024</b>	4 <sup>th</sup>	Media Sub Committee Finance Sub Committee	Town Hall	Sarah Jane
	11 <sup>th</sup>	<b>Finance Committee</b> (budget & 3 <sup>rd</sup> Quarter) <b>Town Council</b> (precept)	Town Hall	Natasha
	18 <sup>th</sup>	<b>Leisure &amp; Community Services Committee</b>	Town Hall	Georgia
	25 <sup>th</sup>	Environment Sub Committee Media Sub Committee	Town Hall	Sarah Jane/Hayley

**Proposed Calendar of Meetings of Huntingdon Town Council and its Committees for the Local Government Year 2023-24**  
**All meetings in bold will commence at 7pm unless otherwise stated on the website.**

<b>February 2024</b>	8 <sup>th</sup>	<b>Strategy &amp; Corporate Plan Committee</b>	Town Hall	Hayley
	22 <sup>nd</sup>	Media Sub Committee	Town Hall	Sarah Jane
<b>March 2024</b>	7 <sup>th</sup>	<b>Annual Town Meeting</b>	Town Hall	Natasha
	14 <sup>th</sup>	<b>Planning Committee</b>	Town Hall	Mel
	21 <sup>st</sup>	Twining Sub Committee	Town Hall	Georgia
	28 <sup>th</sup>	Media Sub Committee	Town Hall	Sarah Jane
<b>April 2024</b>	4 <sup>th</sup>	<b>Town Council</b>	Town Hall	Natasha
	11 <sup>th</sup>	Lettings Sub Committee	Town Hall	Hayley
	18 <sup>th</sup>	Media Sub Committee	Town Hall	Sarah Jane
	25 <sup>th</sup>	Grants Sub Committee <b>Finance Committee</b> (4 <sup>th</sup> Quarter)	Town Hall	Georgia
<b>May 2024</b>	2 <sup>nd</sup>	<b>Annual Town Council (Mayor Making)</b>	Town Hall	Natasha
	23 <sup>rd</sup>	Media Sub Committee	Town Hall	Sarah Jane
	30 <sup>th</sup>	<b>Finance Committee</b> (End of Year Accounts 2023/24)	Town Hall	Georgia

To: Town Council

HTC/M2

AGENDA ITEM No.16

Date: 11<sup>th</sup> May 2023

## CRICKET PAVILION

(Report by the TOWN CLERK)

### 1. BACKGROUND INFORMATION

- 1.1 The origins of the original cricket pavilion are that the cricket field was known as the Turnip Field and the pavilion was the converted agricultural build on the site.
- 1.2 Following the closure and demolition of Huntingdon market building, the cast iron ornate pillars were salvaged and used to create a veranda to the front of the building.
- 1.3 In 2020 an application was made to Huntingdonshire District Council for £500k CIL grant towards a new pavilion, however whilst this was approved by officers and the committee, it was declined by the cabinet.
- 1.4 Subsequently, a second application was submitted in 2023, for £750k, this application was declined as the project did not include the sports hall element.
- 1.5 The cricket pavilion now has been repeatedly vandalised over recent months and is now no longer fit for purpose.
- 1.6 At the Recess meeting on 13<sup>th</sup> December 2022, Members Resolved to replace the pavilion without the sports hall facility.

### 2 DETAILED CONSIDERATION

- 2.1 Members need to be aware that the building is no longer fit for purpose and is beyond repair / restoration.
- 2.2 Members therefore have two options.
  - 2.2.1 Option one – replace the building with a new basic, sole use, cricket pavilion, as per 1.6 above.
  - 2.2.2 Option two – replace the building with the original concept of multi-use pavilion, with sports hall facilities.
  - 2.2.3 Do nothing is not a option.
- 2.3 Option one would be the low-cost option, which being sole use would not attract outside grant funding and would need to be paid for via existing budgets / reserves. Estimated cost £1m.
- 2.4 Option two – Whilst this is a high-cost venture, the rewards in it being a multi-use facility will benefit from a wide range of grant funding. Estimated cost £3.5 - £4m.

**2.5** During demolition & build program the cricket club will need to have facilities made available to them to allow matches to continue. It is suggested that rather than providing temporary portable facilities, that an incentive is provided to the Indoor Bowls Club, to allow the Cricket Club to use their facilities during the cricket season.

### **3. RECOMMENDATION**

- 3.1** Members are invited to receive the report and consider the details and implications.
- 3.2** Members need to discuss and agree either **2.2.1** Option one or **2.2.2** Option two.
- 3.3** If Member select Option two, there will need to be a resolution to rescind the original resolution as per Standing Order 7A (six month rule)
- 3.4** Member may wish to defer making a resolution, but are requested to give clear guidance as to which option is preferred so that, detailed costs, time scales etc. can be obtained, for presentation at future meetings
- 3.5** In addition, Member are invited to discuss **2.5** Build Program and alternative facilities during this period of time, and if an incentive to the Indoor Bowls Club would be acceptable.

#### **Contact Officer:**

Philip Peacock  
Town Clerk - ☎ 01480 410383





To: Town Council

HTC/M2

AGENDA ITEM NO. 17

Date: 11<sup>th</sup> May 2023

## FUSION – HEAD OF TERMS

(Report by the TOWN CLERK)

### 1. BACKGROUND INFORMATION

- 1.1 On 12<sup>th</sup> December 2022 the Town Council agreed in principle to lease a parcel of land at Coneygear Park to Fusion to enable them to take advantage of a central government grant of £1.5m to construct a youth building.
- 1.2 Following this approval, Fusion was able to submit their initial application of interest and have successfully passed the first round.
- 1.3 Subsequently, the next stage of the process to secure funding is to have draft Heads of Terms for future security of the building / site and to submit planning application to Huntingdon District Council, for which Cambridgeshire County Council have agreed to pay for the planning application.
- 1.4 A virtual meeting was held with Fusion to draft the heads of Terms for the lease – this draft was circulated to all Members. – Copy attached

### 2 DETAILED CONSIDERATION

- 2.1 Following circulation some member raised questions for clarification;
  - 2.1.1 – *Peppercorn Rent* – In line with other leases issued by the Town Council to community groups rent is charged at a peppercorn rate to assist with the stability of the organisation, as opposed to commercial rate e.g. Bowls Club, Cricket Pavilion, Cromwell Museum etc.
  - 2.1.2 - *Insurance* – In line with other leases issued by the Town Council the practice has been for the Town Council to insure the asset – namely the building, with the contents insured by the lessee - e.g. Bowls Club, Cricket Pavilion, Cromwell Museum etc. The reasoning behind this is to ensure that the building is covered for future use.
- 2.2 Members are requested to agree the Draft Heads of Terms, which in time will be used as the basis for the Lease if Fusions application for funding is successful, at which time solicitors will be engaged to draw up the lease documents.

### 3. RECOMMENDATION

- 3.1 Members are reminded that having approved in principle to the lease of a parcel of land, this agenda item is to focus on the Heads of Terms only.

- 3.2** Members to discuss if the Heads of Terms need to be updated / amended or if the initial draft is agreeable
- 3.3** Members are invited to approve draft Heads of Terms and these to be issued to Fusion accordingly.

**Contact Officer:**

Philip Peacock  
Town Clerk  
☎ **01480 410383**

**HEADS OF TERMS FOR FUSION LEASE**

1 – LAND – The area to be leased shall be circa. 1600 square meters located to the North-East corner of Coneygear Park and shall be fenced by Fusion

2 – USE - The land shall be used for the provision of a Youth Build and associate car park by Fusion, in conjunction with Youth Investment Fund and Cambridgeshire County Council

3 – LEASE - The land will be leased to Fusion for a period of 99 years, at a peppercorn rent, with the right to renew the lease two years before expiry on the same terms and conditions

4 – INSURANCE - On completion of construction and hand over from the contractor the Town Council will insure the building – but not the contents

5 – OUTGOINGS - Fusion will be responsible for the maintenance and upkeep of the building, outdoor surrounds and car park to an acceptable standard, the provision of all utilities, the ongoing utilities payments and council tax

6 – THIRD PARTY USE - The building cannot be sub-let to a third party, however with the Town Council prior approval, Fusion can hire out the facilities to a third party, but not more than 25% of the week (7 days)

7 – TERMINATION - If Fusion no longer continues to use the building it will revert to the Town Council ownership who shall use the building as it deems appropriate at that time. Fusion can give notice to vacate the building by giving the Town Council 90 working days' notice.

8 – TENANCY – The Town Council will allow Fusion to use the building without interference, however if complaints are received the Town Council shall implement what ever actions are deemed necessary and appropriate to resolve the issue

9 – FEES – both parties will be responsible for their own legal fees

10 – CAR PARK – The Town Council will not object to Fusion to allow the Mosque to use the car park or to raise a fee from such use so long as it is not abused.

**Representatives to Outside Bodies  
2023-24**

<b>Organisation</b>	<b>2023-24 Councillor Representatives</b>	
<b>BID Huntingdon (1)</b>		
<b>Cromwell Museum Trust (2)</b>		
<b>Hartford Conservation Group (1)</b>		
<b>Friends of Coneygear Park (2)</b>		
<b>HBAC (Huntingdon Business Against Crime) (1)</b>		
<b>Huntingdon Freeman's Charity (1)</b>		
<b>Huntingdon Commemoration Hall Charity (2)</b>		
<b>Huntingdon and Godmanchester Twinning Association (1)</b>		
<b>Huntingdon In Bloom (2)</b>		
<b>Islamic Prayer Centre (1)</b>		
<b>St Johns' Almshouses Charities (2)</b>		
<b>Hunts Volunteer Centre (1)</b>		
<b>Coneygear User Group (2)</b>		
<b>Library Support Group (1)</b>		
<b>History Festival Group (2)</b>		
<b>Shopmobility (2)</b>		
<b>Fusion (1)</b>		
<b>Hunts Forum (2)</b>		
<b>Armed Forces Champion (1)</b>		
<b>Ouse Valley Trust (1)</b>		

## **Representatives to Outside Bodies 2023-24**

**Removed from list Jun 2022:**

Citizen's Advice Bureau

Huntingdon Town Council

Town Hall, Market Hill

Huntingdon PE29 3PJ

Tel: 01480 411883



## **Work Experience – Young Persons Policy**

### **Applicable Legislation**

Health & Safety at Work etc. Act 1974

Training for Employment Regulations 1990

Management of Health and Safety at Work Regulations 1999 (as amended)

### **Introduction**

Huntingdon Town Council aims to promote high quality work experience placements. The Council also has a duty under health & safety legislation to non-employees such as students, to ensure so far as is reasonably practicable, they are not exposed to risks to their health and safety. The duty extends to assessing the risks that arise from work experience placements and to identifying what control measures are needed to eliminate or reduce to an acceptable level any risks identified.

### **Scope**

This procedure applies to all managers where work experience placements are arranged.

### **Purpose**

The Management Regulations recognise young people in the workplace as being particularly at risk due to their inexperience, immaturity, and lack of awareness of risks in the workplace. Employers must take these factors into account when carrying out their risk assessment. They should also consider the extent of the young person's physical and psychological capacity. (See Annex 1 for further details)

### **Managers Responsibilities**

Huntingdon Town Council is required to have suitable and sufficient arrangements to discharge its duties. The responsibility for the effective assessment and monitoring of work placements lies with the Young Person's Supervisor.

The Young Person's Supervisor works with schools, young person and parent/guardian to check the suitability of placement provided by checking documentation and undertaking a health and safety visit on a risk screening basis if appropriate.

## **Vetting Placements for Work Experience**

The following requirements have been issued by Huntingdon Town Council.

Work experience placements may be vetted only by people who are competent and have the necessary qualifications and experience to undertake such tasks and are covered by the appropriate insurance.

Huntingdon Town Council requires that the placements should be vetted by staff who hold as a minimum either the NEBOSH Health and Safety certificate or, for low-risk placements only, the five-day IOSH Managing Safely qualification and have proven experience of workplace assessments.

Huntingdon Town Council will liaise with the schools, the young person and parents/guardians to provide all relevant policies and procedures relating to the work placement.

## **What do HTC Officers need to do if they have a student on a work experience placement?**

Placements within Huntingdon Town Council are generally approved by the Town Clerk.

In any event HTC Officers should:

- carry out a risk assessment for the young person before the placement using the Risk Assessment Form [see Annex 1]
- carry out a health and safety induction when the young person starts the placement using the Induction Form [see Annex 2]
  - During the induction process the young person will be provided with a copy of the risk assessment, the young person's supervisor has the responsibility for explaining the contents of the risk assessment. Both the induction and the risk assessment forms need to be signed and kept for our records.
- complete an accident report form if the young person suffers an accident whilst on placement [NB young persons on placements are considered to be employees for the purposes of RIDDOR reporting] and inform the young person's school.
- carry out an interview/debrief at the end of the placement
- contact the school with any concerns that arise from the placement

NB If a young person is injured on a work experience placement or failing to engage safely and adequately within the work environment.

For further information and advice:

contact the Town Clerk or Health and Safety Officer.



*Hazard/Risk Assessment: -For Young Person Working at Huntingdon Town Council*

Annex 1

<b>Project:</b>		Summer Work Experience			<b>Risk Assessment No:</b>						<b>Review Dates:</b>		15.3.23	
<b>Operation/Task:</b>		Young Person on Work Experience			<b>Method Statement Title:</b>			N/A						
<b>Location/Area:</b>		Huntingdon Town Council Buildings/Sites			<b>Method Statement No:</b>			N/A						
Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitoring Responsibility			
			S	L	R		S	L	R					
1.1	Working Hours	Fatigue/loss of concentration Injury / Major Accident	2	2	4	<p>Young Persons below the Minimum School Leaving Age (MSLA) are required to work within certain limitations as indicated below and these are to be adhered to reduce the risk of fatigue.</p> <ul style="list-style-type: none"> <li>• Work up to 40 hours a week.</li> <li>• 30 minutes break after every 4.5hrs worked.</li> </ul> <p><b>Young Person working hours will be 8am to 5pm.</b></p>	1	1	2	Young Person Young Person Supervisor	Young Person Supervisor			
1.2	Physical Capability	Manual Handling / Lifting / Pulling / Moving etc Physical Injury Repetitive Strain Injury	3	2	6	<p>Manual lifting operations need to be reviewed to ensure that young person does not lift any item which is beyond their capability. Appropriate lifting and handling training. PPE. <b>Not expected to lift or carry any heavy items.</b></p>	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor			

<b>Project:</b>	Summer Work Experience		<b>Risk Assessment No:</b>				<b>Review Dates:</b>	15.3.23			
<b>Operation/Task:</b>	Young Person on Work Experience		<b>Method Statement Title:</b>			N/A					
<b>Location/Area:</b>	Huntingdon Town Council Buildings/Sites		<b>Method Statement No:</b>			N/A					
Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitoring Responsibility
			S	L	R		S	L	R		
1.3	Physical Capability	Operating Plant, Machinery / Injury / Fatality Cuts, abrasions & bruises o Entanglement o Electrocution	3	2	6	<ul style="list-style-type: none"> <li>Young person on work experience MUST NOT operate any site Plant or Machinery and must keep well clear of any operating machinery.</li> <li>Regular inspection</li> <li>Equipment examined &amp; tested.</li> <li>Employer to assess and approve young person competence.</li> <li>Appropriate guards fitted &amp; used.</li> <li>Personal Protective Equipment</li> </ul>	2	1	2	Young Person Young Person Supervisor	Young Person Supervisor
1.4	Physical Capability	Grounds operations / Injury / Major Accident	3	2	6	Young person may observe Grounds operations but must be supervised at all times. A briefing will be given on the dangers of working in open spaces whilst carrying out Ground/landscaping work surveying.	2	1	2	Young Person Young Person Supervisor	Young Person Supervisor
1.6	Physical Capability	<ul style="list-style-type: none"> <li>Office Computers or other Office Equipment/ Self Injury / Electrocution</li> <li>General fatigue</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Briefed on time spent at a computer &amp; correct seating posture.</li> <li>Regular inspection</li> <li>Portable Appliances examined &amp; tested.</li> <li>Regular breaks</li> <li>Training</li> </ul>	2	1	2	Young Person Young Person Supervisor	Young Person Supervisor



<b>Project:</b>	Summer Work Experience	<b>Risk Assessment No:</b>		<b>Review Dates:</b>	15.3.23						
<b>Operation/Task:</b>	Young Person on Work Experience	<b>Method Statement Title:</b>	N/A								
<b>Location/Area:</b>	Huntingdon Town Council Buildings/Sites	<b>Method Statement No:</b>	N/A								
Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitoring Responsibility
			S	L	R		S	L	R		
1.7	Dealing with aggressive members of the public	Exposed to accident or violence on site o Physical injury o Stress o Trauma	2	2	4	Young person supervisor to remove young person immediately in the event that an accident or any violence occurs. • Young person will not be left alone with members of public.	2	1	2	Young Person Young Person Supervisor	Young Person Supervisor
	General Working	Injury whilst working in the kitchen / Scalding / Cuts / Bruises / Electrocutation /	3	2	6	Young person MUST be supervised whilst in the kitchen area by working near to Young Person Supervisor Young person to be given instruction on how to use equipment and facilities safely. Instruction on the safe use of knives or sharps. How to observe basic hygiene requirements. How to observe and follow food hygiene requirements. Relevant PPE would be provided if necessary.	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor
1.9	General Working	Injury during "works" site visit / Major Accident or Fatality	3	2	6	Young person MUST be supervised at all times while on site and must be briefed on the dangers of moving around the site. Supervisor to closely monitor the young person.	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor

<b>Project:</b>	Summer Work Experience	<b>Risk Assessment No:</b>		<b>Review Dates:</b>	15.3.23						
<b>Operation/Tasks:</b>	Young Person on Work Experience	<b>Method Statement Title:</b>	N/A								
<b>Location/Area:</b>	Huntingdon Town Council Buildings/Sites	<b>Method Statement No:</b>	N/A								
Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitoring Responsibility
			S	L	R		S	L	R		
2.0	General Working	Trips / Falls - Severe Injury <b>Trailing cables</b> <b>Spillages</b> <b>Uneven ground / Pits</b> <b>Walking / traffic route obstructions</b> <b>Adverse weather</b>	2	2	4	Young person MUST be supervised at all times while on site and must be briefed on the dangers of moving around the site. Supervisor to closely monitor the young person. <ul style="list-style-type: none"> <li>Maintain a safe and tidy working environment.</li> <li>Spillage procedure</li> <li>Defined walkways.</li> <li>Appropriate guards and signs</li> </ul> Young person to be informed of danger areas.	2	1	2	Young Person Young Person Supervisor	Young Person Supervisor
2.1	General Working	In-correctly fitting PPE /Major Accident	2	2	4	Young person to be instructed on correct use and fitting of all PPE. Supervisor to check PPE prior to site visit.	2	1	2	Young Person Young Person Supervisor	Young Person Supervisor
2.2	General Working	General Site Safety Awareness	2	2	4	Young person to be instructed on site safety awareness and fully inducted prior to or on the first day on site.	2	1	2	Young Person Young Person Supervisor	Young Person Supervisor
2.3	General Working	Excessive Noise / Damage to hearing.	2	2	4	Young person must not be permitted within site area where Noise Levels will exceed the Min. Working level when ear defenders are advised to be worn - 80 Decibels-. However, work may continue elsewhere or inside the site office. <ul style="list-style-type: none"> <li>Ear protection provided as appropriate. <ul style="list-style-type: none"> <li>Visible warning notices</li> </ul> </li> </ul>	2	1	2	Young Person Young Person Supervisor	Young Person Supervisor

<b>Project:</b>	Summer Work Experience	<b>Risk Assessment No:</b>		<b>Review Dates:</b>	15.3.23						
<b>Operation/Task:</b>	Young Person on Work Experience	<b>Method Statement Title:</b>	N/A								
<b>Location/Area:</b>	Huntingdon Town Council Buildings/Sites	<b>Method Statement No:</b>	N/A								
Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitoring Responsibility
			S	L	R		S	L	R		
2.4	General Working	Drugs & Alcohol /Self Injury / Fatality	3	2	6	Young person to fully understand "Zero" tolerance of the use of D & A on site. To be made fully aware of consequences and dangers of the use of D & A on site.	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor
2.5	General Working	Adverse and inclement weather conditions /Self Injury / Fatality	3	2	6	Young person must not be permitted to work on site visits in the event of adverse or inclement weather conditions however may continue to work inside the site office area.	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor
	<b>Working at height Working below ground level</b>	o Physical injury o Slips, trips and falls o Entrapment	3	2	6	<ul style="list-style-type: none"> <li>Will not work above 2 metres fall height</li> <li>Over 2 metres below ground level</li> <li>Ladders used are tied off or appropriately footed.</li> <li>Training given for use of kick stools or step ladders</li> </ul>	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor
	<b>Errands Away from site unaccompanied</b>	o General harm o Absent without explanation	3	2	6	<ul style="list-style-type: none"> <li>Time period to be allowed for absence.</li> <li>Employer to confirm route or details with young person.</li> <li>Absence without permission report to the school</li> </ul>	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor
	<b>Moving vehicles/traffic</b>	Injury	3	2	6	Verbal instructions given about observing moving vehicles onsite.	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor

<b>Project:</b>	Summer Work Experience	<b>Risk Assessment No:</b>		<b>Review Dates:</b>	15.3.23						
<b>Operation/Tasks:</b>	Young Person on Work Experience	<b>Method Statement Title:</b>	N/A								
<b>Location/Area:</b>	Huntingdon Town Council Buildings/Sites	<b>Method Statement No:</b>	N/A								
Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitoring Responsibility
			S	L	R		S	L	R		
	Electricity	<ul style="list-style-type: none"> <li>o Electrocutation</li> <li>o Burns</li> <li>o Fires</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>• Regular inspection</li> <li>• Portable Appliances examined &amp; tested.</li> <li>• Appropriate use of RCDs (circuit breaker)</li> <li>• Use of 110-volt equipment on site</li> <li>• Young person will have full training and be deemed competent to use it.</li> <li>• Dangers of using electrical equipment in wet conditions explained.</li> <li>• Young persons will not work on live circuits or apparatus.</li> <li>• Personal Protective Equipment</li> </ul>	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor
	<b>Hazardous substances and chemicals</b>	<ul style="list-style-type: none"> <li>o Burns,</li> <li>o ingestion,</li> <li>o inhalation,</li> <li>o absorption,</li> <li>o irritation etc</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Substances to be suitably stored.</li> <li>• Used under controlled conditions.</li> <li>• Restricted access</li> <li>• Provision of Personal Protective Equipment Training</li> </ul>	3	1	3	Young Person Young Person Supervisor	Young Person Supervisor
	<b>Psychological Capabilities</b>	<ul style="list-style-type: none"> <li>o Stress</li> <li>o Trauma</li> <li>o Distress</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Young person should be given forewarning of situations which may: <ul style="list-style-type: none"> <li>a) be stressful</li> <li>b) include disturbing scenes</li> </ul> </li> <li>Young person should be continually mentored</li> </ul>	2	1	2	Young Person	Young Person Supervisor
	<b>Falling Objects</b>	Physical injury	3	2	6	<ul style="list-style-type: none"> <li>• Visible warnings</li> <li>Provision of Personal Protective Equipment, e.g. hard hat</li> </ul>	3	1	3	Young Person	Young Person Supervisor

<b>EMPLOYER SIGNATURE</b>	<b>DATE:</b>
<b>NAME</b> Please print	<b>POSITION:</b>

**Young people are prohibited from doing certain work if, after control measures have been introduced, a significant risk remains.**  
This document is intended only as general information and is not as a legal interpretation of the law. It does not discharge your obligation as an employer to comply with the requirements of the health and safety legislation.

<b>STUDENT DETAILS</b> TO BE COMPLETED BY SCHOOL/STUDENT			
<b>STUDENT NAME</b>		<b>SCHOOL NAME</b>	
<b>PARENT/GUARDIAN NAME</b>		<b>CONTACT TEL NO</b>	
<b>HOME ADDRESS</b>			
<b>IS THE STUDENT OF COMPULSORY SCHOOL AGE?</b> <small>Circle appropriate</small>	<b>YES</b>	<b>NO</b>	

**KEY**

Risk Assessment Calculation Guide	Severity	Likelihood
	1 = Minor (<7 days off work)	1 = unlikely to occur
	2 = Moderate (>7 days off work)	2 = likely to occur
	3 = Serious Harm (death or major injury)	3 = very likely to occur

Risk Factor	Risk Category	Action Guideline
<b>1-3</b>	Low	Maintain control measures
<b>4-6</b>	Medium	Review control measures
<b>9</b>	High	Stop activity and improve controls

**RISK ASSESSMENT:** In carrying out the risk assessment for a work experience student.

placement the Employer must take account of:

- the inexperience, lack of awareness and immaturity of the young person
- the fitting-out and layout of the workplace and workstation
- the nature, degree, and duration of exposure to physical, biological and chemical agents
- the form, range and use of work equipment and the way in which it is handled.
- the organisation of processes and activities
- the extent of their health and safety training provided or to be provided to the young person.
- the risk from specific agents, processes and work listed in the Annex to the European Directive (94/33/EC)[8]\*

The outcomes of this risk assessment should be (a) recorded and a copy kept [if 5 or more people are employed], (b) brought to the attention of the work experience student and (c) brought to the attention of the student's parent/guardian where the student is of compulsory school age.

**INFORMATION FOR PARENT/GUARDIAN:** The Employer shall, before providing a child with a work experience placement, provide a parent/guardian or guardian of the child with comprehensible and relevant information on:

- (a) the risks to his health and safety identified by the assessment
- (b) the preventative and protective measures
- (c) the risks notified to the child's employer by another employer

NB This means that for **work experience students who are of compulsory school age**, the Employer **must** provide details of the risk assessment to a parent/guardian of that child. HSE guidance for employers\* indicates that the information does not have to be in writing and that employers may develop generic risk assessments for work experience student activities

**PROTECTION OF YOUNG PERSONS:** Every employer must protect young persons at work. In addition to undertaking the risk assessment (see above), the employer must not **employ** young persons for work which:

- is beyond their physical or psychological capacity, involves exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child, or which in any other way chronically affect human health
- involves harmful exposure to radiation.
- involves a risk of accidents which it may reasonably be assumed cannot be recognised or avoided owing to their insufficient attention to safety or lack of experience or training.
- presents a risk to health from extreme cold or heat, noise or vibration.

**NB. In determining whether work will involve harm or risk, regard will be taken to the results of the risk assessment.**

Nothing in the above paragraph shall prevent the employment of a young person who is no longer a child [i.e. not of compulsory school age] for work:

- where it is necessary for his training.
- where the young person will be supervised by a competent person.
- where any risk will be reduced to the lowest level that is reasonably practicable.
- except where prohibitions or restrictions on the employment of any person already exist.

**Child Protection:** *Safeguarding of Children in Education (DfES Guidance September 2004)*, requires that employers have due regard for the welfare of young people in the workplace. For some placements it may be necessary to carry out a Criminal Record Bureau check with an employer or placement supervisor. Further child protection guidance for work experience placements is available from the Oxfordshire Education Business Partnership.

**References:** Management of Health and Safety at Work Regulations 1999 (as amended), *The Health & Safety (Training for Employment) Regulations 1990*

\* *Young people at work - A guide for employers* [Health & Safety Executive HS(G) 165 2000].

**Definitions: "parent/guardian" is given in the Children's Act 1989**

"young person" is one who has not attained the age of eighteen

child" is one who is of compulsory school age

compulsory school age" – a child is of compulsory school age until the last Friday in June in the school year in which they reach age 16.

<b>General</b>	<b>Key: ✓ point covered; n/a not applicable; comment</b>
Safety policy*	
Safety literature	
Key safety people	
Prohibited areas	
Young Person's Risk Assessment	
<b>Work Place Hazards</b>	
Machinery	
Dangerous substances	
Lifting heavy and awkward objects	
Housekeeping	
<b>Safety Precautions</b>	
Safe systems of work	
Protective clothing	
Safety equipment	
Hygiene	
<b>Emergency Procedures</b>	
First aid	
Accident procedures	
Fire alarm	
Emergency evacuation	
<b>Anything else</b>	
Mobile phones	
Company Computer Usage Policy	
Confidentiality	
Other:	
Employer:	Student:
Signature:	Signature:
Date:	Date:

This checklist contains some of the most common points. It may need to be modified or expanded for individual programmes and sorts of work or to suit the age range of the students involved. Briefing is often best done while students are being conducted around the areas they will be visiting, or in which they will be working.

## GENERAL

**Line manager:** Explain who will be in immediate charge of the student in the workplace and ensure that the managers are aware of their responsibilities under health and safety legislation.

**Safety policy:** Explain the policy and point out any aspects that apply to students in particular. Emphasise the students' personal responsibilities.

**Safety literature:** Distribute and explain any relevant safety literature, taking into account the student' ages, the length of their stay and their likely exposure to hazards. Key safety people. Introduce them to students or give them their names, locations and responsibilities.

**Prohibited areas:** Describe any areas which students must not visit for safety reasons and why.

## WORKPLACE HAZARDS

**Machinery:** Explain to students that they must never operate any machinery without the permission of the supervisor. Stress that they must not attempt to repair any machine on their own and that all faults must be reported to the supervisor.

**Dangerous substances:** Explain the importance of complying with the rules on the handling of chemicals and the advice given on the container labels as detailed in the Control of Substance Hazardous to Health Regulations (COSHH). Stress that students must ask the supervisor if they are unsure of precautions to be taken.

**Lifting heavy and awkward objects:** Such work should have been assessed under the Manual Handling Operations Regulations. Where appropriate, arrange for students to be shown the correct way to lift objects and explain why it is important. Correct posture, automation and lifting appliances are ways of avoiding injury.

**Housekeeping:** Explain the importance of, for example, keeping drawers and cupboards shut; safe positioning of loose telephone, computer cables etc; safe storage of material; keeping the work area clean and tidy.

## SAFETY PRECAUTIONS

**Safe systems of work:** Briefly describe any hazards associated with the work the students are to do or watch and explain the importance of safe working practices. Make sure students get any necessary further briefing they need before they move on to something new.

**Protective clothing:** Where applicable, describe what is provided, when and why it must be used and how to make any necessary adjustments.

**Safety equipment:** Explain when and why it must be used, where it is kept and how to use it.

**Hygiene:** Tell students where the lavatories and washing facilities are. Where applicable, explain the use of barrier creams and tell students where they can be found.

## EMERGENCY PROCEDURES

**First aid:** Explain the first aid facilities. Accident procedure: Explain that all accidents must be reported; that all injuries must be entered in the accident book, where the accident book is kept and to whom students should report in the event of any accident.

**Fire alarm:** Explain what students should do if they discover a fire. Describe how they will know if the alarm has been raised.

**Emergency evacuation:** Explain the procedure for emergency evacuation, including the route to be taken, the use of emergency exits, assembly points and reporting procedures. Stress that there should be no running during the evacuation.

**Finally:** check that students understand the importance of following the health and safety rules and the possible consequences of disobeying them. Stress that students who are unsure about any aspect should ask the supervisor. Tell them who else should be contacted if the supervisor is not readily available.