

Young Person Workplace Assessment

A young worker assessment recording tasks, experience, supervision, training, task restrictions, communication and review before and during placement.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This supports workplace risk management for young workers. It does not authorise prohibited work or replace employment-law checks, safeguarding procedures or necessary parental information.

HSE says existing assessments may be sufficient if they already consider the specific factors for young people. Review before employing a young person for the first time or one with particular needs, taking account of experience, awareness and maturity.

2. Placement

Worker or placement reference *

Age group relevant to work restrictions, without full date of birth

Tasks, location and placement dates *

Existing assessment and relevant restrictions *

Named supervisor and deputy *

3. Task suitability

Task (copy this block for each one)

Task and equipment *

Experience and training needs *

Risks arising from inexperience or other relevant factors *

Restrictions and supervision arrangements *

Task decision * (choose one)

- ☐ Permitted within recorded controls
- ☐ Not permitted
- ☐ Further assessment needed

4. Induction and review

Induction, demonstration and understanding checks *

Record the task-specific instruction, supervision and how understanding will be checked. Attendance alone does not demonstrate understanding.

How to ask for help and report concerns

Required information shared with relevant people

Review date

Changes triggering reassessment

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.