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| No. | **COVID-19 RISK ASSESSMENT CONSIDERATIONS** | If Yes – what have you done  If No – reasons why not  Or Explain your response where necessary |
| 1 | Have you as an employer set guidelines for your employees and workplace to meet COVID-19 measures and guidelines? |  |
| 2 | How is the young person employee able to participate in their job role and adhere to the social distancing guidelines? |  |
| 3 | Do you feel as an employer that your employee will be at risk of COVID-19 ? If Yes, is this risk High or Low? How have you reached that decision? |  |
| 4 | Have you put in place procedures for your employees, if they show signs of COVID-19? |  |
| 5 | Have you as an employer made arrangements for PPE e.g. masks, gloves etc to be available to all your employees? |  |
| 6 | Have you considered any increased risk for the young person and their household if this work is carried out? |  |
| 7 | Do you have hand-washing advice/facilities for the young person? |  |
| 8. | Do you have a process of informing young person/parent/carer of staff that may have developed COVID-19 symptoms? |  |
| 9. | Does the young person come into contact with the public to obtain signatures/collect money? |  |
| 10. | Do you have a reporting protocol and emergency contacts should they encounter someone with COVID-19 symptoms whilst carrying out tasks related to their work/delivery? |  |
| 11. | Have you considered when the young person can undertake the related tasks to the job to minimise contact with others (ensuring that this still meets Child Employment byelaws)? |  |
| 12 | Has the parent/carer submitted the health questionnaire for the child? Are there any concerns raised? |  |
| 13 | Any other relevant risk assessment required? |  |
| Declarations: | | |
| **Employer Declaration**   * The Employee has seen and understood all current Risk Assessments, outlined above, which have been submitted to the Local Authority with this Declaration. * The Employee’s Parent/Carer has seen and understood all current Risk Assessments which have been submitted to the Local Authority with this Declaration * The Employee’s Parent/Carer has provided a health questionnaire as part of this risk assessment * The Hours and Duties remain the same as stated on the original Child Employment Licence numbered above.   Name:……………………………………………… Company Name:……………………………………………………  Signed:……………………………………………. Date:……………………..Position in Company:……………………………………………. | | |
| **Employee Declaration**  Name:…………………………………………………………… Date of Birth:………………………………………………………………  I have seen and understood the above Risk Assessments which have been submitted to the Local Authority with this Declaration.  Signed:………………………………………………………………………… Date:……………………………………………………………………………. | | |
| **Parent/Carer Declaration**  **Name**………………………………………………………………………….Relationship to child:…………………………………………………..   * I have submitted a health questionnaire to the employer * I have seen and understood the risk assessment as outlined above. * I acknowledge that I will review my child’s working arrangements in light of Government and local authority updates * I have considered my own unique family circumstances and whether the daily activity of my child’s work will place my family at any greater risk, for example should there be a family member who is shielded or perhaps particularly vulnerable to the disease. * I will inform the employer if anyone in my child’s household either develops symptoms of Covid-19 or tests positive for Covid-19.   Signed……………………………………………………………………….. Date………………………………………………………………………………. | | |
| FOR WSCC USE ONLY  FOR OFFICE USE: Date of Birth verified, application investigated, including risk assessment and recommended by:  Initials of Authorising Officer: ........................................ Date: ..................................  Work Permit Number: ..................................... Issued By: …………………….. Date: ………………… | | |

To be completed within seven days of the start of the employment and sent to:

Child Employment Team, County Hall North, Chart Way, Horsham, West Sussex RH12 1XH   
Tel: 0330 222 8384. Email: childemployment.entertainmentteam@westsussex.gov.uk