

CHILD EMPLOYMENT RISK ASSESSMENT
NEWSPAPER DELIVERY

RISKS - It is the Employer's responsibility to instruct all newspaper delivery children in a calm but clear way on the following risks which they could encounter whilst carrying out their deliveries. We recommend that these assessments are carried out periodically especially if rounds change or any significant hazard arises. A copy of this Risk Assessment must be sent to the child's parent/guardian, your Local Child Employment Officer or if Harrow then to childperformance@harrow.gov.uk and a copy kept in your files. Failure to do so may lead to the withdrawal of the Employment Permit.

Risk / Hazard	Risk Severity 1 – 5 1= Low, 5 = High	Recommendations / Actions
COVID-19 – Risk of contracting the infection or of spreading infection to others		<p>2m (6ft) Social Distancing should be observed in Store and in Public.</p> <p>Washing hands when arriving in Store and on return from round.</p> <p>Wearing a protective face mask is advisable.</p> <p>Deliveries should be made alone, or only with a member from the same household.</p> <p>Always wear Gloves when collecting & delivering papers (these should be disposed of or washed on return home)</p> <p>Payment should be received in a sealed envelope, children should not handle cash</p> <p>Self-Isolate for a minimum of 7 days if you have any of the following symptoms: new continuous cough, high temperature</p> <p>Self-isolate for 14 days if a member of your family has any of the following symptoms: new continuous cough or high temperature. If you develop symptoms during this period, you need to self-isolate for a further 7 days.</p>
ACCIDENTS – Cuts, slips, trips, falls, hazards in store and on route		<p>Advice given regarding to not sliding fingers along edges of newspaper/magazine bundles</p> <p>First aid box available and location known to deliverer</p> <p>Instructed to report any slips, trips and falls that happened during their working hours to their supervisor.</p> <p>The incident will be investigated and recorded in the employer accident book.</p>
ANIMALS – Risk of physical or mental injury from coming in to contact with dangerous/nuisance animals		<p>Advice provided on precautions on encountering aggressive animals or those not under proper control.</p>

Risk / Hazard	Risk Severity 1 – 5 1= Low, 5 = High	Report any dangerous/nuisance animals to Supervisor and Parent Recommendations / Actions
BAGS / CARRYING / WEIGHT LIMIT – Physical injury from carrying too much, lifting incorrectly.		Deliverer supplied with reflective/fluorescent bag and used. Awareness of correct method of how to lift / carry loads correctly & safely to avoid injuries. Avoidance of carrying excessive loads beyond individual's capability. Recommendation that a child should not carry more than 10-20% of their body weight
BICYCLES / ROAD SAFETY – risks of injury through improper or ill maintained bikes, personal safety whilst delivering, lack of knowledge regarding highway code & safe practices/road safety		Completion of Bike-ability Training, Advice given to take a suitable course if haven't done so. Knowledge of Highway Code. Aware that it is illegal to cycle on pavement unless indicated otherwise. Awareness of use of cycle lanes/ tracks/ markings wherever possible. Lights and reflectors in good working order. Use of lights in poor weather/visibility. Working Bell fitted to bicycle Correctly inflated tyres in good condition. Correctly working, adjusted, lubricated gears, chain and brakes. Regular bike checks made by deliverer and newsagent. Wearing of correctly fitting helmet. Awareness not to carry weight that will affect balance or items that may get tangled in the chain/wheels Deliverers must be aware to avoid: <ul style="list-style-type: none"> • Busy roads. • Crossing – poor junctions. • Badly lit areas. • Zigzagging across roads. • Crossing railway lines. • Towpaths.
CLOTHING – risks of inclement weather, visibility & personal safety		High visibility conspicuous protective clothing to be worn at all times (High Vis Jacket, Fluorescent strips on bags / armbands etc) Deliverers to be advised that clothes that will protect from wet or cold should be worn. i.e. suitable footwear, gloves, waterproof jackets. Wearing sunscreen & hat

during summer

Risk / Hazard

**Risk Severity
1 – 5
1= Low, 5 = High**

Recommendations / Actions

CRIME PREVENTION – risks when dealing with members of the public, lone working, personal safety, risk of bullying

- Deliverers are always advised to carry a mobile phone and should contact their supervisor once they finished their round to report they are “home”.
- Never collect or accept money from customers or carry large amounts of money.
- Never accept abusive language and report any such instances to your employer, parent or Child Employment Officer.
- Report any instances of bullying from Adults or other children to your employer, parent or Child Employment Officer.
- Keep to the same routes, avoiding short cuts via poorly lit areas or wasteland.
- Think ahead, look positive and be confident.
- Avoid getting into arguments.
- Not talking to strangers, never accepting lifts from strangers.
- Never entering houses/ other premises/ vehicles.
- If followed, aim for busy area, seek passer-by or go to nearest house for help but do not enter. If attacked, shout, scream. Do not fight but try to escape to well-lit area. Leave bag.
- If possible, contact police.
- Deliverers to ensure that they never wear headphones whilst on rounds, in order to hear potential hazards.
- Always carry work permit with you whilst working. Only two people authorised to see a child’s work permit – police or child employment officer. In all cases ID should be requested.
- Report back to Supervisor or parent anything suspicious.
- Deliverers are instructed to ensure they leave their bicycle in a safe area and ensure they don’t leave valuables lying in view in their bike.
- Deliverers advised to carry a personal attack alarm or whistle and do not be afraid

		to use it.
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EMERGENCY / FAILURE TO RETURN – Fire risks in store, health risks, personal safety		<p>Deliverer has the correct contact numbers for police, Medical services, newsagents and knows who to contact in an Emergency</p> <p>Procedure to be implemented in the event deliverer fails to return to premises. Deliverers must leave contact telephone numbers with their family if they need to contact us urgently e.g. should the deliverer not arrive home safely.</p> <p>Employer must have up to date contact details for Parent/Guardian.</p> <p>Deliverer is aware of fire exits & assembly points whilst in store</p>
LETTERBOX – Crime prevention & Physical risks		Deliverer aware and able to push newspaper completely through letterbox whilst exercising care re highly sprung letterboxes & dogs that may be in vicinity.
TROLLEY – Weight limits for carrying papers, improper use		Trolley provided if required to assist with heavy load and deliverer aware on its use.

This is not an exhaustive list, if you recognise an additional Risk/Hazard unique to a delivery route/area please add to the Risk Assessment along with your recommendations/actions

DATE OF RISK ASSESSMENT:

CARRIED OUT BY (Print Name):

Signature

EMPLOYER NAME:

ADDRESS:

Please complete details below of all individual children included in the Risk Assessment. Children can deliver papers from age 13 and will need a work permit until they reach the end of Compulsory School Age (CSA), this is the last Friday in June of Year 11. Be aware a child can be 16 and still need a work permit and subject to the law regarding working hours. If you have any queries please contact childperformance@harrow.gov.uk

LIST ROUND NUMBERS AND DETAILS OF CHILDREN

INCLUDED IN THIS RISK ASSESSMENT

<p>Deliverer's name:</p> <p>Date of birth:</p> <p>Parents contact name:</p> <p>Parents Contact No:</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Post Code:</p>	<p>Normal delivery method: bike <input type="checkbox"/> on foot <input type="checkbox"/> motor vehicle <input type="checkbox"/></p> <p>Area: Round No:</p> <p>Deliverer registered with local authority: YES / NO</p> <p>Work permit issued YES / NO Date:</p> <p>Risk/Hazards discussed with Child: YES / NO</p> <p>Recommendations/Actions explained to child & understood: YES / NO</p> <p>Risk Assessment sent to Child's Parent/Guardian & to Child Employment Officer: YES / NO</p>
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