SITE survey. APP

SITE SURVEY REPORT

Young Person Workplace Assessment

Prepared for	Greenacre Garden Centres Ltd
Date	26 Sep 2026
Site	Greenacre Garden Centre, Harrogate
Prepared by	F. Lindsay

FORM

Young Person Workplace Assessment

1. Record details and scope

Project	Greenacre Garden Centre, Harrogate: young worker assessment (completed example)
Site or premises address	Greenacre Garden Centre, Skipton Road, Harrogate
Client or organisation	Greenacre Garden Centres Ltd
Record date	26 Sep 2026
Person completing the record	F. Lindsay

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.

2. Placement

Worker or placement reference	Placement ref YW-2026-09
Age group relevant to work restrictions, without full date of birth	16 to 17
Tasks, location and placement dates	Weekend retail assistant, plant area and tills. Saturdays and Sundays, 09:00 to 15:00, from 2026-10-03
Existing assessment and relevant restrictions	General risk assessment GGC-RA-001 and manual handling assessment GGC-MH-004. Young workers not to use the ride-on mower, chainsaw or pesticide sprayer.
Named supervisor and deputy	Plant area team leader. Deputy: weekend duty manager

3. Task suitability

Task 1: Watering and tidying plant benches

Task and equipment	Watering and tidying plant benches
Experience and training needs	No previous work experience. Needs a walk through of hose use and wet floor routes.
Risks arising from inexperience or other relevant factors	Slips on wet paving, lifting large pots without thinking.
Restrictions and supervision arrangements	Only pots under 10 kg. Team leader to show the safe lifting method and check on the first day.

Task decision	Permitted within recorded controls

Task 2: Tills and customer service

Task and equipment	Tills and customer service
Experience and training needs	Has used a shop till on work experience at school.
Risks arising from inexperience or other relevant factors	Dealing with difficult customers alone.
Restrictions and supervision arrangements	Always on a till next to an experienced colleague. Refunds and age-restricted sales passed to an adult supervisor.
Task decision	Permitted within recorded controls

Task 3: Using the pallet truck in the delivery yard

Task and equipment	Using the pallet truck in the delivery yard
Experience and training needs	None.
Risks arising from inexperience or other relevant factors	Crush injuries, moving vehicles in the yard during deliveries.
Restrictions and supervision arrangements	Not to work in the delivery yard.
Task decision	Not permitted

4. Induction and review

Induction, demonstration and understanding checks	Induction on 2026-10-03 covering fire exits, first aid, lifting and the till. Team leader to demonstrate tasks and watch the worker do them before working alone at each one.
How to ask for help and report concerns	Told to ask the team leader or duty manager about anything they are unsure of, and how to report an accident or a concern.
Required information shared with relevant people	Parent or guardian told of the main risks and controls in writing on 2026-09-26. Weekend team told which tasks the worker may not do.
Next review date	1 Nov 2026
Changes triggering reassessment	New tasks, a move to another area, longer shifts in the Christmas period, or any incident.

5. Actions and review

Are further actions required?	Yes

Further action 1: Add the young worker restrictions to the weekend rota notes.

Action and evidence reference	Add the young worker restrictions to the weekend rota notes.
Person responsible	Weekend duty manager
Target date	2 Oct 2026
Action status	Completed
Completion evidence	Rota notes updated and read out at the Saturday brief.

Further action 2: Check the worker's understanding of the lifting method after two weekends.

Action and evidence reference	Check the worker's understanding of the lifting method after two weekends.
Person responsible	Plant area team leader
Target date	11 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Review before any Christmas extra hours.
Record status	Ready for review
Reviewed by	J. Pemberton, store manager
Date reviewed	28 Sep 2026
Author signature	

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