



Section 1: Project Details

Student(s) Name	
Student(s) Number	
College/University	
Start Date of Project	
Supervisor Name	
Give a brief description of the Project, location, machinery, equipment necessary, high voltages, mains voltages, chemicals needed, lone working required, field work etc.	

Section 2: Project Risk Assessment

Prior to starting, the Project Supervisor and Student(s) must identify the hazards which may be present and state what control measures they will be put in place to control the Risk. Below is a non exhaustive list of the potential Hazards which may be present, these can be used as a starting point. Ensure you identify the controls needed. These can include using a less dangerous chemical, training on use of equipment, good lab or workshops practices, reporting defects, first aider present, following the out of hours access and off campus activities procedures and other procedures, use of PPE etc.

Potential Hazards	Present (Yes/No)	Details	Controls Required
Work Equipment and Environment			
Electrical Shock Hazard			
Hand tools / Power Tools			
Slips, trips and falls			
Manual Handling			
Soldering			
Compressed Air			
Rotating Machinery			
Noise			



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Project Risk Assessment
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Computer Usage			
Lone Working			
Sudden Illness and/or Medical Emergencies			
Fire/Emergency Evacuation			
Biological Agents			
Chemical			
Gases			
Heat Sources/High Temperatures/Hot Surfaces			
Lasers			
Vibrations			
Working off Campus			

What other Hazards could be present and what effect will they have on the student(s), fellow students or employees? Use separate sheet if required.

Section 3: Category of Supervision Required

Category	Level of Risk Present	Tick one
Category A	The risks associated with the work and/or the inexperience of the student(s) are such that the work must be supervised directly by a competent person (the supervisor or his/her authorized nominee), at least until the supervisor is satisfied that the student(s) can follow correctly the appropriate scheme of work. Note: this might apply only to a small section of the whole project.	<input type="checkbox"/>
Category B	The risks associated with the work and/or the inexperience of the student(s) is such that the work may not be started without the supervisor's or his/her authorized nominee's advice and approval.	<input type="checkbox"/>
Category C	The Risks are such that the work requires considerable care but it is considered that the student(s) is adequately trained and competent in the procedures involved.	<input type="checkbox"/>
Category D	The risks are low and carry no special supervision requirements.	<input type="checkbox"/>



Section 4: Risk Assessment Sign Off

Student(s) Sign and Date		Supervisor Sign and Date	
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THE SIGNED FORM SHOULD BE SUBMITTED TO _____. THE PROJECT SUPERVISOR AND THE STUDENT(S) SHOULD RETAIN A COPY OF SAME.