

## RISK ASSESSMENT – Computer-based undergraduate projects ONLY



Dear Supervisor

The Safety Office requires that all undergraduate projects have an individual Risk Assessment. We appreciate that for theoretical physics projects the risks may be minimal but it is important that the risk is assessed by each supervisor. Below is a template of the risk assessment for a computer based project. As we anticipate that the main risk will be out of hours working we do require you to assess the local area arrangements to ensure that any risks from out of hours working are low. Any work carried out in a laboratory will require an additional risk assessment.

**DEPARTMENT:** Physics      **Sub-Department:**

**NAME OF PROJECT SUPERVISOR(S)**

**DATE OF ASSESSMENT:**

**REVIEW DATE:**

Hazard (Cause and consequences)	Affected groups	Existing Controls	Risk	Further action	Emergency Action
Display Screen Equipment (DSE)	Staff, academic visitors, students	Undergraduate students are provided with basic induction and information for correct DSE use, with examples of good and bad practice. The following handouts will be made available to students at their Project Safety lecture before starting their projects: (a) Seating and Posture for typical office tasks. (b) Some practical points to consider when using portable computers.	Low	None required.	

Slips/trips/falls	Staff, academic visitors, students	The standard precautions taken for everyone in the Physics Buildings.	Low	None required.	
Out of hours working	Staff, academic visitors, students	<b>TO BE COMPLETED BY THE SUPERVISOR</b>	<b>TO BE COMPLETED BY THE SUPERVISOR</b>	<b>TO BE COMPLETED BY THE SUPERVISOR</b>	<b>TO BE COMPLETED BY THE SUPERVISOR</b>
Fire - potential for loss of life, property and research materials.  Subject to UPS S10/07.	Staff, academic visitors, students cleaners, contractors	No flammable materials stored on site. Waste cleared daily, no significant ignition sources. Fire alarm tested weekly and maintained by approved contractor.  Escape routes clearly signed and kept clear. Fire extinguishers, alarm and emergency lighting systems maintained by approved contractor.  Fire drills held annually and staff apprised of fire action at safety induction. Students are made aware of fire procedures in their work area.	Low	Supervisors must explain local fire evacuation procedures to students.	Raise alarm if necessary by dialling 999, then follow standard departmental fire evacuation procedure
Noise - potential for hearing damage due to exposure to noise.  This topic is subject to policy UPS S1/06.	Print room staff, occasionally students.	Photocopiers are new machines with reduced noise emissions and are regularly maintained. Old printing presses are considered 'noisy' although noise emissions measured at < 80dB. No regular maintenance is undertaken – breakdown cover only. Plans to scrap machines in next two years.	Medium	Ensure presses receive a full service to eliminate spurious sources of noise.  Monitor performance to ensure the emissions do not exceed 80dB until machines are scrapped. Review if additional machines introduced.	Contact safety office if there are problems with excessive noise

**Any additional risks associated with the project to be completed by the supervisor.**

Risk Matrix		Likelihood			
		High	Medium	Low	Negligible
Consequences	Severe	High	High	Medium	Effectively zero
	Moderate	High	Medium	Medium/low	Effectively zero
	Insignificant	Medium/low	Low	Low	Effectively zero
	Negligible	Effectively zero	Effectively zero	Effectively zero	Effectively zero