**SCHOOL OF SCIENCE AND ENGINEERING**

**PERSONAL RISK ASSESSMENT FOR STUDENT PROJECTS**

# PLEASE READ THIS FIRST

Each student who undertakes Project Work is required to complete all of the sections below which are relevant to the work which is to be undertaken. In many cases, details may not be known at the start of the project and it will be necessary to enter them later. **Please ensure that you identify and assess any of the risks involved in your project before commencing with the activities where risk is involved. You should discuss this with your project advisor prior to completing this form. Once completed, the form must be available for inspection at any time during the project. A copy of the form must be uploaded to a designated submission point on My Dundee. Please also include a copy of the form in the appendices of your final report. For completeness, a copy of the form must also be sent to your project advisor.**

*Project work is not particularly dangerous, but it is important at this stage to realise that in your professional career you may have a legal obligation to think carefully about any hazards which may be encountered. This awareness encourages careful working and it makes sure that everyone will be sure that the necessary precautions have been identified and are being applied. Consult your project advisor if you require special safety information and always use the precautions which are recommended. The first stage of safe working is that* ***you*** *think carefully about what you are planning to do.*

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| YOUR FULL NAME | Amy Gourlay |
| STUDENT ID | 170005068 |
| NAME OF SUPERVISOR | Michael Crabb |
| TITLE OF PROJECT | AC40001 Individual Project  Graphic Novel Subtitles |

In the sections below, the date required is the date when you first specified the details concerned. As noted above, you may add entries throughout your project when the need arises, but you must always assess the risk of an activity before you perform it. Use additional pages if required

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| 1.0 EMERGENCY PROCEDURES  Please ensure that you are familiar with the following information. Please pay attention to any safety notices which are displayed within your location of work. | | |
| ITEM | Date | Details |
| Nearest Telephone for Emergency Help and Number to Ring |  | **Emergency Phone Number: …4141……….**  **Phone locations:**  Ground Floor of QMB:   * Phone situated in Room G21 (User Centre, off QMB Street Area).   First Floor of QMB:   * Phone situated within Room 1.13 (Lab 5 – Honours/MSc Lab).   Second Floor of QMB:   * Phone situated in Room 2.08 (User Experience Lab) * Phone situated in Room 2.01 (staff room and kitchen area). |
| Trained First Aiders |  | Mahamadou Niakaté  Iain Murray  Rachel Menzies |
| Fire Assembly Point |  | Campus green outside the front entrance of the QMB |
| Nearest First Aid Equipment |  | QMB Ground Floor:   * First Aid Kit available on top of white plinth(s) opposite Room G.03 (Lab 0)   QMB First Floor:   * First Aid Kit available on red mailbox cabinet opposite meeting room 1.06   QMB Second Floor:   * First Aid Kit available within Room 2.01 (staff room and kitchen area). |

**PLEASE SPECIFY YOUR LOCATION(S) OF WORK BELOW. This has been prefilled with most common locations. Please delete any that do not apply to you. For example, if you are working entirely online for the project and not making use of on-campus spaces, please delete or leave blank all but the first item.**

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| 2.0 LOCATION OF YOUR WORK  Give the location(s) in which you will be working, specifying any special safety facility which you need to use (isolated electrical supply, fume cupboard, etc) | | |
| LOCATION | Date | Special Facility |
| Online / at home | Project duration | None |
| Other. *Please specify or leave blank if not applicable.* |  |  |

**PLEASE REVIEW THE REMAINING CATEGORIES OF RISK BELOW**

**Whilst these are not usually applicable to Computing projects, if your project falls within any of these categories, please discuss with your Project Supervisor before submitting this form.**

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| 3.0 ELECTRICAL RISKS. Identify electrical risks and indicate the precautions to be taken. | | |
| 4.0 MECHANICAL RISKS. List any mechanical risks which you will encounter. Include the lifting of heavy weights, the use of hand or power tools and the use of pressurised systems. | | |
| 5.0 THERMAL RISKS. Identify risks from equipment or substances which will be at high or low temperatures. | | |
| 6.0 RISK from DUST and POWDER. Identify risks of fire, explosion, or injury by contact/breathing from dust or powder. | | |
| 7.0 RISK from CHEMICALS or GASES. List each chemical substance you use which you consider to offer a significant risk, the date when you first knew you would use it, the risks associated with it and the precautions to be used. Risks are listed on containers, in manufacturer’s data sheets and catalogues, and are usually known to research workers and members of staff. Please also ensure COSHH forms are completed if required. | | |
| 8.0 RISK from BIOLOGICAL Hazards. List biological substances which you use and consider to offer a significant risk, the date when you first knew you would use it, the risks associated with it and the precautions to be used. Risks may be listed on containers, in manufacturer’s data sheets and catalogues, and are usually known to research workers and members of staff. Please also ensure COSHH forms are completed if required. | | |
| **If you have identified any risks from the categories above which are relevant to your project, you can list these below along with precautions that will be taken.** | | |
| RISK | Date | Details and Precautions |
| N/A |  |  |

**GENERAL HEALTH AND SAFETY, INCLUDING USE OF DISPLAY SCREEN EQUIPMENT.**

In addition to the above, please note the following:

1. Please read “[A Student’s Guide to Health and Safety at Dundee University](https://www.dundee.ac.uk/media/dundeewebsite/safetyservices/documents/handbook/Student%20Handbookv3%202010.pdf)”[[1]](#footnote-1).
2. Please be aware of the risks of using Display Screen Equipment for prolonged periods of time and the importance of having an ergonomic workspace to prevent repetitive strain or injury. See brief guides for this at [Science Daily](https://www.sciencedaily.com/releases/2020/07/200728150637.htm)[[2]](#footnote-2) and the [BBC](https://www.bbc.com/worklife/article/20200508-how-to-work-from-home-comfortably-ergonomic-tips-covid-19)[[3]](#footnote-3) but please seek further information where required.
3. In general, please be mindful of your health, both physical and mental. Please seek further information on these where required. Some examples:
   1. [Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19)[[4]](#footnote-4).
   2. [Live Smart pages from the University of Dundee](https://libguides.dundee.ac.uk/c.php?g=664589&p=4702841)[[5]](#footnote-5).

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| 9.0 DECLARATION | | |
|  | Date | Your Signature |
| I have given careful consideration to the work that I am planning to do and I believe that I have identified the significant risks to which I will be exposed. I will consult my Supervisor if I am uncertain about safe working practices during my project.  I confirm that I have read “A Student’s Guide to Health and Safety and Dundee University”.  I confirm that I am aware of the risks associated with the use of Display Screen Equipment and the importance of having an ergonomic workspace for preventing repetitive strain or injury. |  | **Text, letter  Description automatically generated**  **Student Signature: ……………………………….** |
| I have read this document and agree that the risks associated with this project have been identified and appropriate measures are in place. |  | **Supervisor’s signature: …………………………** |

1. <https://www.dundee.ac.uk/media/dundeewebsite/safetyservices/documents/handbook/Student%20Handbookv3%202010.pdf> [↑](#footnote-ref-1)
2. <https://www.sciencedaily.com/releases/2020/07/200728150637.htm> [↑](#footnote-ref-2)
3. <https://www.bbc.com/worklife/article/20200508-how-to-work-from-home-comfortably-ergonomic-tips-covid-19> [↑](#footnote-ref-3)
4. <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19> [↑](#footnote-ref-4)
5. <https://libguides.dundee.ac.uk/c.php?g=664589&p=4702841> [↑](#footnote-ref-5)