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| **DEPARTMENT OF ENGINEERING** |  | **UNIVERSITY OF**  **CAMBRIDGE** |

**UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAMME 2023**

**UROP HAZARD ASSESSMENT FORM**

|  |  |  |
| --- | --- | --- |
| Student | Dt518 | |
| College | Tripos and current year | |
| Supervisor | Ibd20 (gm603) | |
| UROP title: Stretchable electrodes | | |
| Brief description of the project: The student will help with the construction of a sample stretcher, and then use it to assess stretchable electrodes on silicone rubber. | | |
| Project Location | | |
| Electrical (e.g. equipment operating at voltages >1000V, working on exposed circuits with voltages >50v)  Soldering low voltage circuitry.  Radiation (e.g. X‐rays, radio‐chemicals)  Chemical (e.g. harmful, toxic, flammable, sensitizer, carcinogenic etc.)  Sylgard 184 Silicone base (irritant) and crosslinker (flammable)  3D printing resin (irritant)  PEDOT:PSS (irritant)  Laser (e.g. of class 3B or 4)  Robotics  Mechanical (e.g. power tools, workshop machinery, powered lifting etc.)  Small servo motor – NEMA 17 – pinching hazard.  Other (e.g. ergonomic for computer work, biological, working at heights, lone working etc.)  Computer work.  **I have/have not attached a risk assessment/safe system of work (delete as applicable)** | | |
| Signed (Student) | | Date |
| Signed (Supervisor) | | Date |
| Signed (Safety Officer) | | Date |

**CCWS - INFORMATION CHECKLIST**



**Only to be used for payments relating to a Workers Agreement**

# ----------------------------------- CLAIMANT DETAILS -----------------------------------

## Personal Details

|  |  |
| --- | --- |
| **Status** | **Worker** |
| **Title** | Mr |
| **Forenames** | Dhruv |
| **Surname** | Trehan |
| **CRSid (If known)** | Dt518 |
| **Email address** | dt518@cam.ac.uk |

***Details of work to be undertaken***

|  |  |
| --- | --- |
| **Role Title** | Project student |
| **Course Title** | N/A |
| **Course Code (If applicable)** | N/A |
| **Duties (Brief description)** | Assist with experimental aspects of research project. |
| **Venue (Building/Room No.)** | CAPE Bioelectronics area |
| **Reports to (Name/CRSid)** | Ivan B. Dimov / ibd20 |
| **Start date** | 7 Aug |
| **End date** | 18 Sept |
| **Daily start time** | 9:30 |
| **Daily end time** | 17:00 |
| **Hourly rate of pay #** | £10.42 |
| **No. of hours per week** | 37.5 |
| **Total No. of expected hours** | 37.5 |
| **Source of funds** | **9809** |
| **Are expenses to be paid?** |  |
| **Source of funds for expenses** |  |

**The Hazard Assessment Form**

Certain hazards, computer based work, are relatively unassuming but consideration should still be given to ergonomic issues. Other projects may have a whole range of hazards, physical (e.g. electrical or lasers), chemical or biological, to be considered.

As a minimum we expect all students to identify the hazards associated with their UROP placement. If the project has appreciable hazards, a risk assessment and/or safe system of work should be available from your supervisor. If relevant, attach a copy to the hazard assessment form, counter signed by yourself and your supervisor, indicating that you have read and understood the contents.

More details about certain technical aspects of the project or for an enhanced risk assessment for particular hazards may be requested and practical work should not be started until the hazard assessment form has been signed off by the Safety Office. [safety-office@eng.cam.ac.uk](mailto:safety-office@eng.cam.ac.uk)

**Cambridge Casual Worker System (CCWS)**

All UROP students are required to register on CCWS as soon as possible.  The registration will require workers to provide their personal details and upload their right to work evidence onto CCWS.

Workers are must register at <https://www.hr.admin.cam.ac.uk/information-workers> where they will be able to create their own personal account and access the system. If a worker needs help when registering on CCWS, they should access the training course called **“CCWS Worker: Registering as a Worker (Online)”** which can be found at [Training Materials](https://www.training.cam.ac.uk/ucs/search?query=ccWS&instructorLed=on&selfTaught=on&includeUnpublished=on&course_type_facet_shown=true&scheduled=on&course_date_facet_shown=true&course_availability_facet_shown=&scrollPos=0) or contact the HR Systems Service Desk ([CHRIS.Helpdesk@admin.cam.ac.uk](mailto:CHRIS.Helpdesk@admin.cam.ac.uk)).  When completing their profile on CCWS, under the ‘Preferences’ tab, workers should select **Department of Engineering** in the ‘Main Department of work’ field to ensure that their profile is sent to us for approval.

Please complete and return the CCWS Checklist to the team. This form will provide us with details of the worker and the booking.  If not already registered, the worker will be invited to register on CCWS, and their details will be verified by the team. Once verified a booking will be added to CCWS and the worker will be invited to accept the booking.  The worker will submit a claim via CCWS for work that has been completed and the claim will be checked by the CCWS team before it is approved.

Payments on CCWS will be made on a **monthly basis**. **To ensure that the Department and the University are compliant with UK law, no work can commence until a worker has been verified on CCWS and a booking has been accepted by a worker.** With this in mind we will require **a minimum notice period of five working days for any booking.**This will allow us time to process a worker application fully before they commence their assignment.  Please note that any claims which are not in line with CCWS protocol will need to be reported directly to the University’s central CCWS Team.

If you have any further questions, please contact the CCWS Team at [finance-CCWS@eng.cam.ac.uk](mailto:finance-CCWS@eng.cam.ac.uk)