



Description of 4YP task or aspect being risk assessed here: <i>(Read the Guidance Notes before completing this form)</i> Using Machine Learning techniques to optimise control electrodes in simulation		4YP Project Number: 13419
Site, Building & Room Number: Information Engineering Building (IEB), Level 3	Other Relevant risk Assessments: -	
Assessment undertaken by: Chih Jung Lee	Signed: 	Date: 01 Nov 2024
Assessment Supervisor: Natalia Ares	Signed: 	Date: 5 Nov 2024

Assessing the Risk*

You can do this for each hazard as follows:

- **Consequences:** Decide how severe the outcome for each hazard would be if something went wrong (i.e. what are the Consequences?) Death would be "Severe", a minor cut to a finger could be regarded as "Insignificant".
- **Likelihood:** How likely are these Consequences to actually happen? Highly likely? Remotely likely, or somewhere in between?
- **Risk Rating:** Start at the left of the coloured Matrix. On your chosen Consequences row, read across until you are in the correct Likelihood column for the hazard in question. For example, an outcome with Severe consequences but with a Low probability of actually happening equates to a Medium risk overall. In this case "Medium" is what should be written in the Risk.

RISK MATRIX		LIKELIHOOD (or probability)			
		High	Medium	Low	Remote
CONSEQUENCES	Severe	High	High	Medium	Low
	Moderate	High	Medium	Medium/Low	Effectively Zero
	Insignificant	Medium/Low	Low	Low	Effectively Zero
	Negligible	Effectively Zero	Effectively Zero	Effectively Zero	Effectively Zero

Overall statement of risk

- Carefully consider the risks associated with your project, the nature of the activity with which you will be engaged, and its location.
- Check the information from Health and Safety pages in the intranet including those specifically for the 4YP.

Students must discuss these risks with their supervisor.

☒ **Office work only.** My project involves only basic office work (paper and computers). It does not involve hands-on laboratory or field work of any kind. I am aware of the associated risks, including the health risks associated with the extended use of computers and display screens. No further assessment is required.

☐ **Low Risk.** I consider the health and safety risks associated with my project to be low, working in alignment with existing risk assessments, I have referenced relevant risk assessments above and have agreed with my supervisor that no further assessment is required. For example, collecting data from existing systems within a lab.

☐ **Medium Risk.** I consider there to be additional risks associated with my project as it requires risk assessment authorisation below:

Risk Assessments for Hazardous Substances & Biological Materials. The Biological & Chemical Safety Officer's (BCSO) signature is required for the final sign-off on Engineering Science COSHH Assessments. If the BCSO is unavailable the DSO can provide this signature. For IBME, the IBME Safety Officer can provide this signature. Reference E refers. The BCSO's signature is also required for risk assessments involving the use of biological materials.

Genetically Modified Organisms. Risk assessments involving genetically modified organisms require the BCSO's signature as well as approval from the Genetic Modification Safety Committee for the work to proceed. The department's Safety Policy refers.

Laser Risk Assessments: In addition to the supervisor of the laser equipment/experiment concerned, the Department Laser Safety Officer (DLSO) must also sign risk assessments involving lasers.

Where Specialist Safety Officers Originate Risk Assessments. Where the DSO or Specialist Safety Officers write, co-write or otherwise originate risk assessments they will be required to sign and authorize such risk assessments.

Requirements for review by specialists should be identified within Safety Requirements section on <https://fouryp.eng.ox.ac.uk/resourcetimepreview2.php>

☐ **High Risk.** This is a high risk activity as identified by Specialist Safety Officers.

Please review with Specialist Safety Officers where projects are Medium Risk sign below, ask your supervisor to countersign and then submit to Sharepoint site.

Signature of student:



Date: 01 Nov 2024

Signature of supervisor:



Date: 5 Nov 2024

Hazard <i>(potential for harm)</i>	Persons at Risk	Risk Controls In Place <i>(existing safety precautions)</i>	Risk*	Future Actions identified to Reduce Risks <i>(but not in place yet)</i>
Slips and trips	Staff and visitors to the IEB office	Good personal housekeeping. This means leaving no trailing leads or cables, keeping my work areas clear. It is also important to approach stairs to and from the office carefully to avoid trips.	Effectively Zero	Have a personal schedule for cleaning my work area. Develop a system to manage wires in and around my workspace.
Extended use of electronic displays	Users of the IEB office space	Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Work is planned to include regular breaks or change of activity.	Effectively Zero	Add light sources to personal workspace to allow for ideal lighting conditions when working. Include cushions to promote better posture when working.

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