School of Science
and Engineering
University of Dundee

PERSONAL RISK ASSESSMENT FOR STUDENT PROJECTS

PLEASE READ THIS FIRST

Each student who undertakes a large or significant project, such as a final year project, is required to complete this Risk Assessment form. The nature of some projects is such that students could be required to use specialised laboratory spaces, specialised equipment, or even hazardous materials, and these need to be considered in terms of risk and safety. The nature of these risks is likely to be Discipline-specific. However, all project students must identify and assess any such risks involved in their project **BEFORE** commencing with the activities where risk is involved. It is recognised that circumstances can sometimes change during a project, which may influence the outcome of the Risk Assessment. Regardless, a Risk Assessment must be completed at the *beginning* of the project, and this should be done based on what is known or can be reasonably anticipated at that moment in time. If the project circumstances change later, the risks can be reassessed, and a revised Risk Assessment can be submitted. In all cases, students should ensure that they liaise with their project supervisor/advisor to discuss their Risk Assessment. The project supervisor/advisor must also review and (electronically) sign the Risk Assessment form. Project work is not particularly dangerous, but it is important to realise that you may be legally obligated to think carefully about any hazards encountered in your future professional career. This awareness encourages careful working and ensures that everyone will be sure that the necessary precautions have been identified and are being applied. The first stage of safe working is thinking carefully about your plan.

WHAT YOU NEED TO DO

Please review and complete all sections below which are relevant to your Discipline and to the needs of your project. Please liaise with your project supervisor/advisor in doing so. Both you and your supervisor/advisor should (electronically) sign this form before submitting it.

Section 1 – Your Details

YOUR NAME	Alexander Gordon
STUDENT ID	2502331
NAME OF SUPERVISOR	Oluwafemi Samuel
TITLE OF PROJECT	AC40001 Individual Project Secure Biometric E-Voting System

Section 2 – Emergency Procedures

This section is primarily for information only. Please ensure that you are familiar with the following information related to emergency procedures, personnel, or resources within your primary location of work on campus, i.e., the Queen Mother Building. The following information is provided on notices available within the Queen Mother Building:

NOMINATED FIRST AIDERS FOR THE QUEEN MOTHER BUILDING			
Name	Floor	Room No.	Tel. No.
Scott Cleveland	Ground	G.07	
Richard Cook	First	Pod 1.07	01382 385878
Katie Robinson	First	Pod 1.07	01382 385887
Darren Anderson	First	Pod 1.10	
Ludovic Magerand	Second	2.18	01382 384908
Campus Security			

FIRST AID KITS / BOXES ARE LOCATED	• With each first aider • The ground floor kitchen in the QMB street • Strathmore room (2.01)

AMBULANCE	**NEAREST DEFIBRILLATORS**
Tel. 4141 or 9999 MOBILE: 01382 384141	Main Library Sport Centre (Sport and Active Health)

Section 3 – Your Specific Location(s) for Project Work

Please specify the location(s) where you will be undertaking work on your project. For example, you may be working at home, in the QMB labs, in the University library, and/or in dedicated rooms or labs where you have access to the equipment you need. Where will you be spending most of your time working on the project? In the table below, please list the work locations for your project. An example is given for you to start with. For each location, please specify any safety facility you need to use, e.g., an isolated electrical supply, a 'fume' cupboard, etc. The nature of these will be Discipline-specific and may not be relevant to you. For example, suppose you are working on a PC or laptop in a lab area or at home. In that case, there are likely to be no special facilities required.

LOCATION OF WORK	Date(s) /Period Utilised	Special Facility Required
Queen Mother Building Labs (any of Labs 0, 1, and 2 on the ground floor, or Labs 4 and 5 on the first floor),	Project duration	None
University Library (Silent study and Group Study)	Project duration	None
Home	Project duration	None

Section 3 – Risk Categories

Please review the categories of risk below and identify any that might be relevant to your project. Please note that these risk categories are likely to be Discipline-specific and many of them may apply to students in Disciplines such as Engineering and Physics instead of Computing. For Computing students, it is very common for there to be no risks identified at all. However, please seek advice from your project advisor if you are unsure. For example, in Item 3.0 below, electrical risks don't relate to standard office equipment you may be using such as laptops, PCs, etc., or boiling a kettle to make a cup of tea! It usually refers to more specialised equipment being used by students who are doing degrees in Electrical Engineering. However, if you are doing a Physical Computing-type project that requires you to use specialised components or devices, please check with your project Advisor to be sure. The most common consideration for some Computing students is Item 9.0 below. For example, if your project is based around virtual reality headsets or other devices that take up space in your working environment and you need to make considerations such as making sure that the VR kit is set up in an area with plenty of space for moving, with no sharp objects that you could bump into, or cables that you could trip over. Having reviewed the risk categories in the table below, there is a separate box underneath into which you can list any risks you have identified. You should stipulate the dates/duration for which this risk could present itself during your project. You should also describe how the risk will be managed / mitigated. For example, in the case of using VR equipment, making sure that sufficient space around the kit is made available, making sure that any cables are safely placed around the boundary of the area and not trailing elsewhere.

3.0 ELECTRICAL RISKS. **If applicable**, if you are working with specialised electrical devices, equipment or components, identify electrical risks and indicate the precautions to be taken in the boxes further below.
4.0 MECHANICAL RISKS. **If applicable**, list any mechanical risks which you will encounter, e.g., such as the lifting of heavy weights, the use of hand or power tools and the use of pressurised systems.
5.0 THERMAL RISKS. **If applicable**, identify risks from using equipment or substances which will be at high or low temperatures.
6.0 RISK from DUST and POWDER. **If applicable**, identify risks of fire, explosion, or injury by contact/breathing from dust or powder as a direct result of activities you are conducting in your project.
7.0 RISK from CHEMICALS or GASES. **If applicable**, 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. **If applicable**, 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.

9.0 RISK from WEARABLE TECH / DEVICES, e.g., your project uses virtual reality headsets, or similar forms of 'equipment' that require considerations for the space you are working in. **If applicable**, state any tech / devices / equipment / devices that are being utilised, which stage(s) of the project they will be utilised, any risks they present to your working environment, and how these risks will be mitigated.

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. If you have identified no risks, it is OK to leave the section below blank.

RISK	Date	Details and Precautions

Section 4 – General Health and Safety and Display Screen Equipment

Please make sure you are familiar with the University of Dundee Student Guide to Health and Safety. In addition, all students should be aware of the risks of prolonged use of Display Screen Equipment (DSE), e.g., computers, monitors, and laptops. Please read the information below so that you are aware of the risks of prolonged use of DSE and how to mitigate them.

What are the Risks of Prolonged DSE Use?

Using DSE for extended periods can lead to various health issues developing over time.

Eye Strain, which may manifest as sore, tired, or itchy eyes, headaches, sensitivity to light, and difficulty concentrating. These symptoms are often caused by the eyes focusing on a fixed distance for a long time, reduced blinking, glare from the screen, or poor lighting.

Muscular or physical pain, e.g., aches, pains, or stiffness in the neck, shoulders, back, wrists, hands, and arms. This can include conditions like Repetitive Strain Injury (RSI). Poor posture is a primary cause. Slouching, hunching over a laptop, and keeping your body in a static position for too long can lead to muscle tension and strain. Incorrect positioning of your keyboard, mouse, and screen can also contribute.

Creating a Healthy Study Environment

The key to preventing these risks is to combine an ergonomically sound workstation with healthy habits.

Ergonomics: An ergonomic setup helps you maintain a natural and comfortable posture. Choose a chair that provides good lumbar (lower back) support. Sit with your back fully supported and your feet flat on the floor or a footrest. Your knees should be at a 90-degree angle or slightly lower than your hips. Position the top of your screen / monitor at or slightly below eye level. The screen should be an arm's length away to prevent eye strain. Ensure the screen is centred directly in front of you to

avoid twisting your neck. Place your keyboard directly in front of you. Your elbows should be at a 90-degree angle, and your wrists should remain straight and relaxed while typing. The mouse should be close to the keyboard to avoid overreaching. Reduce glare by positioning your screen at a right angle to windows. Adjust the brightness and contrast of your screen to match the surrounding light.

Take Regular Breaks: Sitting in the same position for too long can inhibit blood circulation and cause muscle tension. To prevent eye strain, every 20 minutes, look at something 20 feet (about 6 meters) away for at least 20 seconds. This simple practice helps relax your eye muscles. Aim for a 5–10-minute break for every hour of continuous DSE work. Use this time to stand up, stretch, and move away from your desk.

Incorporate Stretches and Movement: Regular stretching and movement can help relieve muscle tension and improve circulation.

Stay Hydrated and Maintain Overall Health: Staying hydrated is important for your overall health and can help combat dry eyes. Regular physical activity can improve blood flow and reduce the risk of musculoskeletal problems.

The University of Reading has produced a useful guide for the above too: DSE - Good Practice.

Section 5 – Declaration and Signatures

Please complete the following section before you submit your Risk Assessment form. Please note that electronic signatures are OK. You do not need to print out the form to sign it.

DECLARATION	Your Signature and Date
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, if applicable. I have consulted my project supervisor / advisor where I have been uncertain about safe working practices during my project. I confirm that I am familiar with the University of Dundee "Student' Guide to Health and Safety". 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. I confirm that the above is to the best of my knowledge and relevant at the date of signature.	**Student Signature: Alexander Gordon** **Date: 04/01/26**

DECLARATION	Your Signature and Date
I have read this document and agree that the risks associated with this project have been identified and appropriate measures are in place. This is to the best of my knowledge and relevant at the date of signature.	**Supervisor / advisor signature:** OSAMUEL **Date:** 14/01/2026