

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do/use/put in place to further reduce the risks to an acceptable level?	Residual Risk			Action no. (continues over page)
			L	S	RR		L	S	RR	
Electrical Risks	Electric Shock individual and project can be affected as an ECF will have to be issued delaying project	Warnings in Labs, Teaching beforehand on the equipment	3	4	12	Further education and a pre-lab quiz to ensure understanding	1	4	4	1
Eye Hazard	Getting Solder in the eye individual and project can be affected as an ECF will have to be issued delaying project	Ensure goggles are on	1	4	4	Actively ensure that goggles are worn	1	4	4	2
Illness or injury/ delays to schedule	The project team could be affected or progress hindered. The project member is unable to complete the task	Allow buffer times in the work schedule to account for any minor inconveniences.	3	2	6	Get doctor notes and contact supervisors if extra time is required. Ask sooner rather than later.	3	1	3	3
Part sourcing	The project team, late deliveries of critical parts can delay the overall project and cause missed deadlines, postponed product releases, or project cancellation	Ensure parts are ordered early in the year and make sure from a reputable uni-approved supplier.	3	4	12	Prioritise the identification of all critical parts required for the project. Complete feasibility tests when parts arrive.	1	4	4	4
Not understanding/being able to undertake a certain task	The individual, the project team, if the person struggles without seeking help or clarification, they may spend unnecessary time on a task, delaying project progress	Schedule regular check-ins with the supervisor; seek help from peers or online forums and resources	3	3	9	Ensure that tasks are clearly defined and aligned with the individual's skills and experience. Provide a detailed task description and clarify expectations right from the start	1	3	3	5
Difficulty communicating/organising meetings with the supervisor	The individual, the supervisor, lack of regular communication and the individual may miss valuable feedback on their work resulting in them making mistakes that could have been easily corrected earlier	Establish a regular communication channel and pre-schedule meetings in advance	2	3	6	Establish clear communication protocols at the outset of the project to ensure both the individual and supervisor know when and how they will communicate	1	3	3	6
Loss of Data	The project team, progress hindered and would have to redo completed material	Multiple back-ups: one on GitHub, one on Google Drive	2	4	8	Implement automated backup systems to ensure that data is regularly backed up	1	4	4	7