**School of Physics Undergraduate Project**



**Risk Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Students** | | | |
| *Marius van Laar, Kyle Hall* | | | |
| **Project Title** | | | |
| *Modelling driven micro machines* | | | |
| **Location** | | | |
| *2.20,* ***HH Wills****Physics Laboratory University of****Bristol****Tyndall Avenue****Bristol****BS8 1TL* | | | |
| **Names / Type of Persons at Risk** | | | |
| *Identify specific personnel and/or groups of persons at risk from the activity, e.g. students, researchers, visitors, members of the public, etc.* **Project Participants** | | | |
| **Hazards** | | | |
| **Activities, substances, machines, tools, etc.** | **Hazards identified** | | **Estimated risk**  (low/medium/high) |
| **1. Prolonged use of** |  | |  |
| **1.** *Use each row to identify individual activities, processes or equipment within the work or task. Add additional rows as necessary.* | *Identify the hazards that these pose to the persons identified above.* | | *Refer to the risk matrix.* |
| **Precautions required to mitigate risk (relate to numbers above):** | | | **Estimated risk after**  **precautions**  (low/medium/high) |
| **1.***Identify precautions to mitigate the risk identified above, maintaining the same numbering so as to specifically tie one activity, process or piece of equipment to its precautions.* | | | *This is known as the ‘residual risk’. Refer to the risk matrix.* |
| **Emergency Procedures and Contacts** | | | |
| *What to do in the event of an emergency; e.g. special fire fighting arrangements, required equipment, who to contact, how to contact them, etc. Specialist procedures should be documented to prevent delay in case emergency action is required immediately.* | | | |
| **Training Requirements** | | | |
| *Hazardous equipment and processes may require specific safety training before first use, e.g. class 3B and 4 lasers, x-rays, cryogenic fluids, COSHH, working at height, etc. Specified training must be completed before work commences. If safety training is not required, write ‘none’.* | | | |
|  | | | |
| **Access Restrictions / Signage** | | | |
| *Identify if any special access restrictions or signage is required for the area where the project is being conducted. If access restrictions or special signage are not required, write ‘none’.* | | | |
| **Storage** | | | |
| *Identify any specialist storage requirements, e.g. for corrosive, flammable, toxic and/or*  *incompatible chemicals, radiological sources, or other storage for large equipment. If there are no special storage requirements write ‘none’.* | | | |
| **Waste Disposal** | | | |
| *Identify safe disposal routes for controlled waste, e.g. chemical, biological, sharps, etc. These should be in line with University procedures and legislative requirements. If no hazardous waste disposal, write ‘none’.* | | | |
| **Student/s** | | **Signature/s** | **Date** |
| *The names of all students conducting this project.* | | *The signatures of all students conducting this project.* | *The date the risk assessment is completed.* |
| **Supervisor** | | **Signature** | **Date** |
| *Your supervisor’s name.* | | *Your supervisor’s signature.* | *The date reviewed by your supervisor.* |

# Risk Scoring

The assessment of risk is based on an **estimation** of the potential consequence of a risk, in terms of injury and the likelihood that it will occur.

**Consequence**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | |  |  |  |  | | --- | --- | --- | --- | |  | Minor injury or no apparent injury | Injury requiring first aid | Injury requiring medical treatment, or with  possible long term negative health effects | | Will probably not occur in most circumstances | **Low** | **Low** | **Medium** | | May occur in some circumstances | **Low** | **Medium** | **High** | | Likely to occur in most circumstances | **Medium** | **High** | **High** | |

# Notes

* If a box has no information associated with it, write ‘none’ or ’not required’ so that it is obvious that it does not apply and has not been overlooked.
* Where the risk scoring is **medium** or **high** after precautions have been implemented further consideration must be given to additional precautions in an attempt to reduce the risk to as **low** as reasonably practicable. Work which is **high** risk after precautions have been implemented is not permitted under any circumstance.
* The completed risk assessment should be forwarded by email as a Word document or PDF to Dan Uren, School Safety Manager, at dan.uren@bristol.ac.uk. It will be reviewed and either acknowledged as suitable or feedback provided for its improvement.
* Project work must not commence until the risk assessment has been acknowledged by the School Safety Manager as being suitable and all required control measures have been implemented.
* If the scope of the project changes as the project progresses, e.g. through new objectives, processes, equipment, chemicals, etc, then the risk assessment must be updated to take account of these new factors. This should also be signed by your supervisor and a copy provided to the School Safety Manager.
* The signed risk assessment must be retained in the lab alongside the project and be readily available for reference at all times.
* Any work not supported by a valid risk assessment will be stopped.