

Undergraduate Project Risk Assessment Form



Version No: Rev 1

May 2011

Student Name	
Student Number	
Title of Course	
Year of Course	
How is course delivered? on-site or on-line	
Start Date of Project	
Location of Project Work	
Supervisors Name	
<p>Give a brief Description of the Project, where it will be undertaken, machinery, equipment necessary, chemicals needed, lone working required, field work etc</p>	
Project Risk Assessment	
<p><i>Prior to starting, the Project Supervisor and Student must identify the hazards which maybe present and state what control measures they will be put in place to control the Risk. Below is a non exhaustive list of the potential Hazards which may be present, these can be used as a starting point, delete those which do not apply. Ensure you identify the controls needed. These can include using a less dangerous chemical, training on use of equipment, good lab or workshops practices, reporting defects, first aider present, following the out of hours access and off campus activities procedures and other procedures, use of PPE etc)</i></p>	

Potential Hazards	Controls Required
Work Equipment and Environment	•
Hand tools	•
Slips, trips and falls	•
Noise	•
Manual Handling	•
Working off Campus	•
Human Testing	•
Fire/Emergency Evacuation	•

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Potential Hazards		Controls Required
Chemical exposure		•
Lone Working		•
Lack of Supervision		•
Sudden Illness and/or Medical Emergencies		•
What other Hazards could be present and what effect will they have on the student, fellow students employees?		•
Category of Supervision Required		
Category	Level of Risk Present	Tick one
Category A	The risks associated with the work and/or the inexperience of the worker are such that the work must be supervised directly by a competent person (the supervisor or his/her authorized nominee), at least until the supervisor is satisfied that the student can follow correctly the appropriate scheme of work. Note: this might apply only to a small section of the whole project.	<input type="checkbox"/>
Category B	The risks associated with the work and/or the inexperience of the worker is such that the work may not be started without the supervisor's or his/her authorized nominee's advice and approval.	<input type="checkbox"/>
Category C	The Risks are such that the work requires considerable care but it is considered that the worker is adequately trained and competent in the procedures involved.	<input type="checkbox"/>
Category D	The risks are low and carry no special supervision requirements.	<input type="checkbox"/>
Risk Assessment Sign Off		
Student Sign and Date		
Supervisor Sign and Date		

THIS FORM SHOULD BE SUBMITTED TO THE SCHOOL SECRETARY. THE PROJECT SUPERVISOR AND STUDENT SHOULD RETAIN A COPY OF SAME.