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## RISK ASSESSMENT OF HAZARDS IN 4TH YEAR PROJECTS

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### Note from the Safety Office

One of the key roles of this Department is to develop students for a role within industry and/or academia. As this is likely to include positive engagement in health and safety procedures, you will be expected to demonstrate an awareness of the hazards presented by your work, both to yourself and others, understand the risks that these present and think of control measures that would minimise these.

To help prepare you for this we ask you to include a risk assessment as part of your project documentation. Certain projects, such as computer based, will have relatively simple risk assessments but consideration should still be given to ergonomic issues. Other projects may have a whole range of hazards, physical (e.g. electrical or lasers), chemical or biological, to be considered.

The principles of risk assessment will be explained in the Safety Officer's talk at the start of the Michaelmas term. Attendance at this presentation by all final year students is expected. A risk assessment form is attached to this notice: if you have mislaid yours, spare copies will be available after the talk

Discuss the risk assessment with your supervisor, and submit the completed risk assessment to me before starting practical work on the project, and at the latest by the end of Week 1. I will review them, countersign them if they adequately reflect the principles of risk management, and return them to your supervisor for inclusion in the project package.

I may ask for more details about certain technical aspects of the project or for an enhanced risk assessment for particular hazards. I am happy to discuss any safety questions or reservations you may have with you.

IAN SLACK  
Departmental Safety Officer  
Room BNO-41, Office Floor, Baker Building (Centre Wing)

[4TH YEAR PROJECT RISK ASSESSMENT FORM](#) (PDF). A paper copy of this form is issued to all students at the start of Michaelmas Term at the end of their 'Second Notice about Fourth Year Projects' document.

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