**Risk assessment key areas to note**

**Dates**

Set at suitable start and finish date. Note this is auto populated so will need changing.

**Title**

Should be related to your project and include course and year of study.

**Outline**

What is the project about? What do you intend to do? Who is your supervisor? Do you have any special requirements? Is this a group project? Note all people involved in the project.

**Location**

Note all locations you will be working in. This should include things like opening times/working hours, who in in charge of the location, UCL Building name/Floor/Room numbers, etc.

**Documents**

Include codes of practice for the locations or equipment, is there any mandatory rules, are there any specific work practices, using chemicals/solvents/compounds/etc add the COSHH data sheets.

**Accessor/s**

This should note all who are performing the project.

**Approvers**

Set appropriate approves for the primary working locations. If you don't know; go to the location and find out.

**Activities**

Tasks you intend to carry out with the containing information below.

**Background**

Provide a description of the task or work carried out

**Hazards**

Physical things you interact with that could cause harm - Hand tools, power tools, computers, equipment, workspace, chemicals, anything you use could be a hazard.

**Consequences**

Note the injuries you or people around you might suffer from when using the hazard.

**Controls**

How are you going to manage the consequences (Risk control Hierarchy) to make the hazard safe, avoid injury, not to put anyone else at harm, refer to attached documents, etc.

**Risk level**

Grade the likely hood of the activity causing harm after applying controls NOT before.