

## MEng and MSc Supervision Guidance

All MSc and MEng students must complete the following courses:

- Local Fire Induction (Guided Tour- Manager/Area Safety Rep)
- [Fire Safety](#) (UCL Staff Learning Portfolio)
- [UCL Safety Induction](#) (UCL Staff Learning Portfolio)
- [Chem Eng Laboratory](#) (Moodle)
- Local Lab Induction (Guided Tour- Manager/Area Safety Rep)
- [Principles of Risk Assessment](#) (UCL Staff Learning Portfolio)
- [Risk Assessment Workshop](#) (Departmental Lecture).

**Those not completing these courses will not be permitted to work in a lab.**

- Training certificates should be sent to the DSO or DDSO for their records as they will perform random inspections in labs to check that all MSc and MEng working alone have the requisite training.
- All MEng and MSc students must carry out a written risk assessment for their project before starting work which is approved by their academic supervisor.
- The risk assessment must be filed on RiskNET with the academic supervisor of the work as the final approver for the assessment. Other co-approvers (e.g. the research student supervisor) may be included.
- The approved (signed and dated) risk assessment must also be available in the lab in an obvious place. Normally this would be in a wall mounted document holder labelled 'risk assessments'.
- The risk assessment must define which activities the MSc/MEng student may carry out without supervision when they are judged competent to do so, and which activities must always be supervised. Lone working must be minimised and restricted to low risk tasks that the particular student is competent to do. Tasks which are considered high risk and always require supervision include the following: working with hazardous compressed gases (e.g. hydrogen, oxygen), working with liquid nitrogen, working with highly corrosive or toxic substances (e.g. aqua regia), and high temperature work (e.g. removing hot items from a furnace). Low risk tasks would include synthesising low hazard chemicals, using furnaces on or off, and using low risk commercial and analytical equipment.
- Supervision in this case means having assigned PDRA or PhD advisor(s) in the lab as they carry out the task. Advisors must have read/been involved in the risk assessment of the individual(s) they are supervising.
- Research students may only supervise MSc/MEng students if they are suitably experienced with the type of work the student will do and are deemed competent by their academic supervisor.
- Competence will be judged by the academic supervisor based on advice from the research student supervisor(s) who will need to observe the MSc / MEng level student at work in the lab.
- Academic supervisors are at liberty to choose not to allow any unsupervised working by MSc /MEng students.
- The students, and research student supervisor, must understand the risks involved in the project and emergency action specific to the project (e.g. location of the spill clean-up kit).
- Work for MEng/MSc students should be scheduled by consultation with the supervisor and PhD/PDRA advisor, so that they must come in to work on certain days throughout the year rather than leaving all their lab work to the last moment. Accidents are more likely to occur when they are pressed for time.
- MEng students will not be issued lab keys. MSc students may be issued a key if the academic supervisor wishes and the student gives a £10 deposit (to be returned to them on return of their key).

**Working hours are 9:00 am to 7:00 pm Monday to Friday only and no exceptions will be made.**