**Project Proposal & Risk Assessment Workflow Guide**

1. **Project/Brief**
   - Idea fits within Project/Brief Parameters
   - Example: Create Sculpture, Using workshops only all covered by existing ARA

2. **Student Idea**
   - Idea goes beyond Project/Brief Parameters
   - Example: Create Sculpture, Use workshops BUT with new materials not covered by existing ARA

3. **Staff Decision**
   - The Project Proposal form provides good guidance for helping students consider work involved even if they do not officially need to complete one

4. **Student Create Project Proposal* Section 1**
   - Covered by Existing ARA or GRA

5. **Discussed with Academic Staff**
   - Needs TRA

6. **Academic Staff create TRA with student**
   - Seek advise
   - Competent students (Parts 2/3/MA) may be able to complete a draft TRA however staff are always the risk assessor and responsible manager/supervisor
   - Store signed copy in local box file or with School Managers office & electronic copy on WSA Shared> Health and Safety

7. **Staff Decision**
   - Advised Student Confirm Training

8. **Covered by Existing ARA or GRA**

GRA = Generic Risk Assessment (provided by UoS Safety group, Office use etc)
ARA = Activity Risk Assessment (workshop, studio use etc)
TRA = Task Risk Assessment (unique to project)

*Project Proposal is not always required Even if a TRA is (to cover exhibition setup for example)

Project Proposal and Risk Assessment forms can be downloaded by staff and students at http://wsa.wikidot.com