Migrating a GM risk assessment to RiskNET

This is a step-by-step guide to migrating your GM risk assessment from a word document to RiskNET.

1. Accessing RiskNET
2. Options for risk assessment
3. Preparing a GM risk assessment
   a) General details
      I. Organisational and location information
      II. Attachments and sign-off
      III. Distribution
   b) The GM assessment and the equivalent sections on the old UCL GM assessment form
4. Submitting for approval/authorization
Accessing RiskNET

**Step 1**
From the Safety Services home page – click on “Use RiskNET tools”

**Step 2**
Enter your UCL username/password at the sign on screen (this is the same username/password that you use for MyView)

**Step 3**
Select Risk Assessments
Finding risk assessments in planning

All of the assessments in planning have been given placeholder with the old PDF assessment attached. To find these you must use the RiskNET search function.

Search For Assessments

This option allows you to search the entire module to view all (non-confidential) risk assessments.

Search by the ‘Assessors (last name)’ and select Record Status ‘Planning’

Select the assessment you wish to complete
GM assessment – general details

Complete the fields as accurately as possible. Give the risk assessment a short, clear and memorable title. Review the existing assessment and highlight any changes

This will be populated. Update this to current date

If you want it to remain confidential, tick the appropriate box.
NB – all work with transgenic animals should be marked as confidential.

Check title is correct

Summary of scientific objectives

Add that this is a review of an existing assessment and highlight any changes made to aid fast review by the UBSA

All assessments will be valid for a year from the time they are approved – this will be set at the time of final sign off by the UBSA/local GMSO
GM assessment: organisational & location details

Make sure you associate the assessment with the correct part of UCL. Please make sure you know which Division, School, Faculty or Institute you are in.

Check this information is correct

Use the Further Location Information field to give more information about organisational and location information – record room number(s) here and if you are working in more than one department and/or building, record this information here.

Use the location dropdowns to identify the physical location of the risks to which the assessment relates.
GM assessment – Attachments and sign-off

Add any supporting documentation here – e.g. supporting scientific literature or data, local codes of practice etc.

Any documents relating to HSE notifications should also be saved here.

Your name will automatically appear here but if there is more than one assessor (or you need to change the name)

The Approver for GM assessments is your Departmental GMSO you can look up their name by clicking the lookup button.

If you don’t know who your GMSO is there is a list on the Safety Services website.
GM assessments – distribution/workers

Add names of all those working on the project here.

Your Head of Department’s name should be added here for Class 2 and Class 3 projects.

You can look up the name of UCL staff, but you can also add external staff/students here provided you have a valid email address for them. Use the icon to add more.

All those on the list will be sent a summary of the assessment once it has been approved.
GM assessments – people at risk and comments

Identify the people likely to be affected by the risks being assessed.

Options include employees, contractors, members of the public etc.

The Assessments Comments Log provides an area for all those participating in the risk assessment to record notes and comments throughout the process of creating the assessment and any subsequent review.
The GM assessment (1)

Once you have filled in all the general information, you can then move on to the specific GM assessment you need.

1. Click on Activities, Hazards, Controls
2. Select Add New Activity
3. Select the Specialist Risk Areas Tab
The GM assessment (2)

Select the assessment template you want to use, by ticking the box and then clicking create.
The GM assessment – the specialist authoriser and technical guidance

You need to set the specialist authoriser in this part of the form – this is the University Biological Safety Adviser – UBSA who must review the assessment (on behalf of the UCL GMSC), along with your GMSO.

There is only one name to select when you open up this pop-up window.

All the technical guidance that you need to complete the assessment is available in the hover-over button – but all the guidance from all the forms is also available as a pdf document at on the GM pages of the Safety Services website.
Name, strain etc. and if relevant the degree of disablement/attenuation

List the name of vector and indicate any disabling mutations

Give meaningful names if possible not codes
Record any risks to human health from the recipient micro-organism, inserted material.

Summarise the effects taking into account how severe the effects might be, the likelihood and any uncertainties.
2.2 Assessment of risks to the environment

Hazards associated with:

<table>
<thead>
<tr>
<th>a. Recipient micro-organism(s) e.g. bacteria, host or viral vector</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Inserted genetic material</td>
</tr>
</tbody>
</table>

Direct effects

Indirect effects

Effect of gene transfer

2.2.1 Summary of risks to environment

Record any risks to the environment from the recipient micro-organism, inserted material.

Summarise the effects taking into account how severe the effects might be, the likelihood and any uncertainties.
Consideration should be given to safety needle devices where possible.

Culture volume & virus titre
The information must be transferred into the disinfection and disposal arrangements.

You may also need to include information if you are required to transport the waste to an autoclave (including in the event of a breakdown).
### 3.5 Other biological risks

<table>
<thead>
<tr>
<th>3.5.1 Will the work involve the use of any other biological material which may present a risk of infection? (If &quot;Yes&quot; indicate material to be used and the likelihood of contamination)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

**New question**

<table>
<thead>
<tr>
<th>3.5.2 Describe any additional control measures (i.e. additional to those needed to control risks from the OMM)</th>
</tr>
</thead>
</table>

**New question**

<table>
<thead>
<tr>
<th>3.5.3 Could the biological material used be harmful to human health other than infection? (If &quot;Yes&quot; give details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

**New question**
3.6 Occupational health considerations

3.6.1 Would the nature of work prevent anyone who is more susceptible to infection or other ill-health from carrying it out? (If "Yes" give details)

Yes ☐ No ☐

New question

3.6.2 Is a vaccine or post-exposure prophylaxis available for the agent? (If "Yes" give details)

Yes ☐ No ☐

New question

3.6.3 Will the GMMs be taken outside the laboratory? (If so please describe method of containment to be used during the transport process)

Yes ☐ No ☐

New question
The GM assessment – assessment of risk level

At the end of the assessment there is a mandatory step that is common to all types of risk assessment available in RiskNET – the final assessment of risk level.

For GM assessments complete as follows:

- **Class 1** (and GM animals and plants)
- **Class 2** (and GM animals and plants if more hazardous than the parental organism)
- **Class 3**
Submitting for approval/authorisation

Once you are happy that the risk assessment you have created (copied or edited) is ready for use, you must submit it for approval.

On the top right of each page there is a “Submit for Sign Off” button.

Note the risk assessment is still shown as “Planning”.

When you click on the button, the system checks to make sure that you have completed the minimum requirements for a valid risk assessment.

If you haven’t completed all necessary areas the system will indicate what you still need to do. Go back to the relevant page and complete as appropriate.

When the checklist displays only green ticks, click “Next” at the foot of the window.
Submitting for approval/authorisation

You will then need to confirm your decision to submit for sign off choosing one of the three tick box options.

The “Submit for Approval” button at the foot of the screen will now be activated.

When you click on this button you will again be asked to confirm your decision once again and at this point a request to sign off will be sent to the GMSO (approver) and the UBSA (authoriser).

The GMSO and UBSA will receive a notification by email informing them that the risk assessment is ready and available for Approval.
Submitting for approval – final stages

Although you do not get an email from the system indicating your assessment has been submitted, you will note that when after submitting the assessment, the current status of your assessment has changed to Awaiting Approval.

If you want to confirm an email has been sent, make a note of the assessment number and then go back to the home screen and use the Search Assessments option.
Checking on submission

When you have found your assessment, click the History link at the end of the record.

Then open up the email history tab and you will see who the email has been sent to and when.
Dealing with rejected assessments

If the GMSO and/or the UBSA rejects your assessment, you will receive an email from the system which lets you know it has been rejected and the reasons why.

When you go back into RiskNET, you will see your assessment has gone back into Planning.

You can also see the comments made by the Approver and/or the Specialist Authoriser.

Make the changes needed to the assessment and summarise these in the comments log so that it is clear what changes have been made, and then re-submit the assessment as before.