GM risk assessment using RiskNET

A step-by-step guide to drafting and submitting your GM risk assessment

Contents

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)

Risk assessment options (1)

The first screen within the module provides a set of options dependent upon what you want to do in the system.
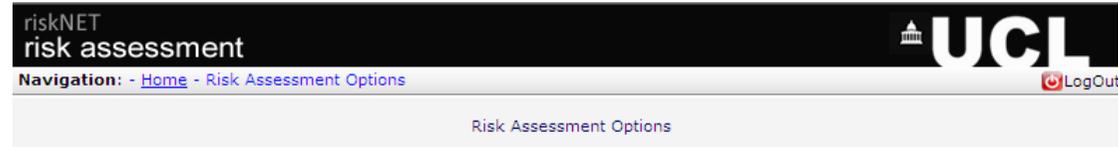
Option 1 – My Assessments

This provides you with quick access to assessments that you are already working on or that have been sent to you for sign off.
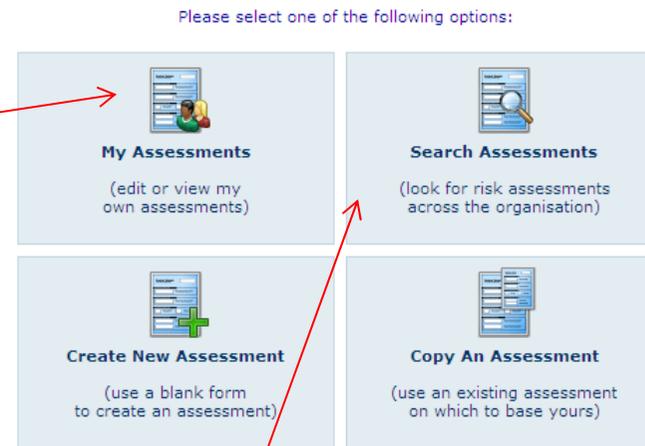
Option 2 – Search For Assessments

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

Risk assessment options (2)

Option 3 – Create New Assessment

If you know that a new Risk Assessment is required AND there are no existing assessments on the system that you wish to copy and adapt, select this option.

Option 4 – Copy An Assessment

If you wish to base your Risk Assessment on an existing one selected the Copy An Assessment option.

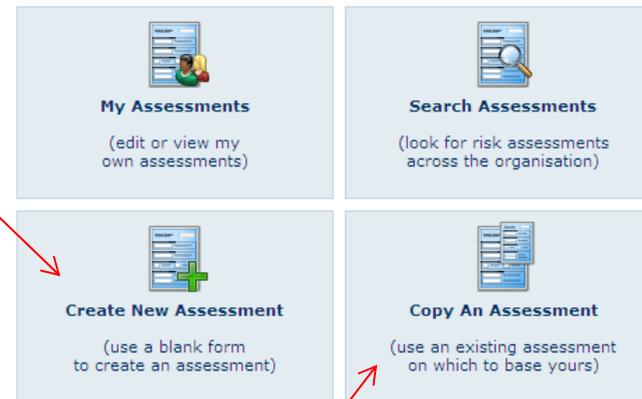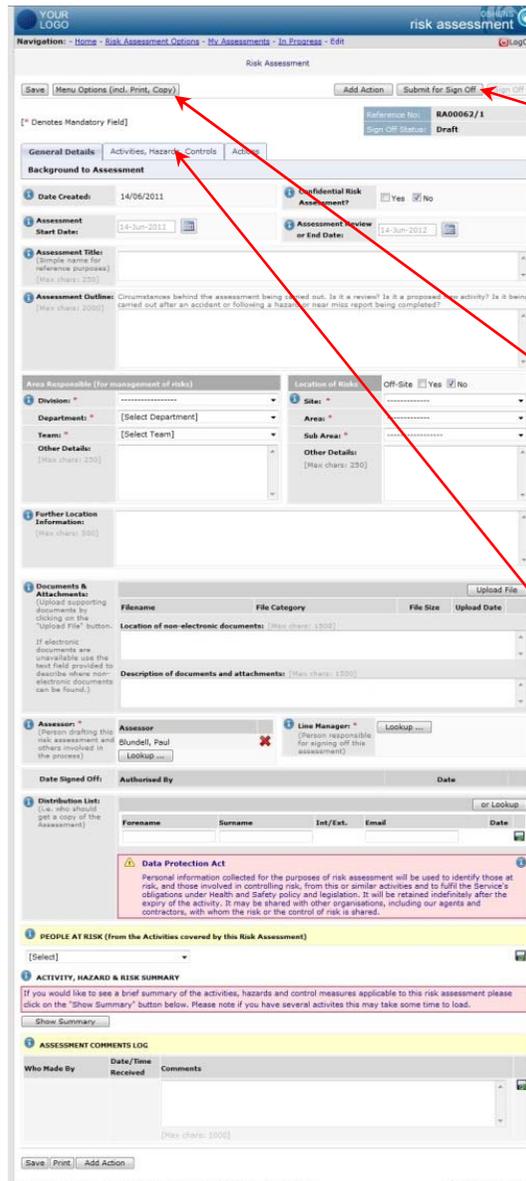# Preparing a GM risk assessment

Creating a risk assessment opens up the page to the right.

This page provides the general details and scope of the risk assessment.

(Note - you will need to use the scrollbars to view the whole page).


A new system generated reference number as well as the sign off status are shown at the top right of the page.

Various button options, "Save", "Print", "Copy", "Add Actions" and "Sign Off" appear at the top of the page too.

The three tabs "General Details", "Activities, Hazards, Controls" and "Actions" link you through to the relevant section of the Risk Assessment record.

GM assessment – general details
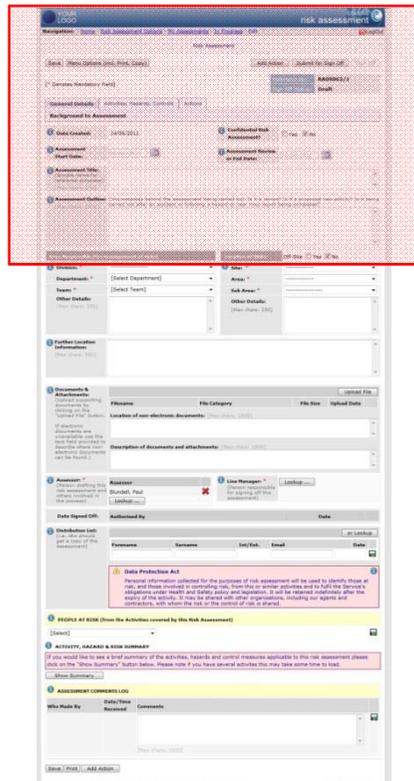
Complete the fields as accurately as possible. Give the risk assessment a short, clear and memorable title.

Reference No.	RA00209/1
Current Status:	Planning

[* Denotes Mandatory Field]

Background | Activities, Hazards, Controls | Actions

Background to Assessment

ⓘ Date Created: 16/09/2013

ⓘ Confidential Risk Assessment? ☐ Yes ☑ No

ⓘ Assessment Start Date: 16 Sep 2013

ⓘ Assessment Review or End Date: 16 Sep 2014

ⓘ Assessment Title: ⁕ (Simple name for reference purposes) [Max chars: 250]

ⓘ Assessment Outline: ⁕ Circumstances behind the assessment being carried out. Is it a review? Is it a proposed new activity? Is it being carried out after an accident or following a hazard or near miss report being completed?

Use the Assessment Outline field to give a brief scientific background to the work to be carried out.
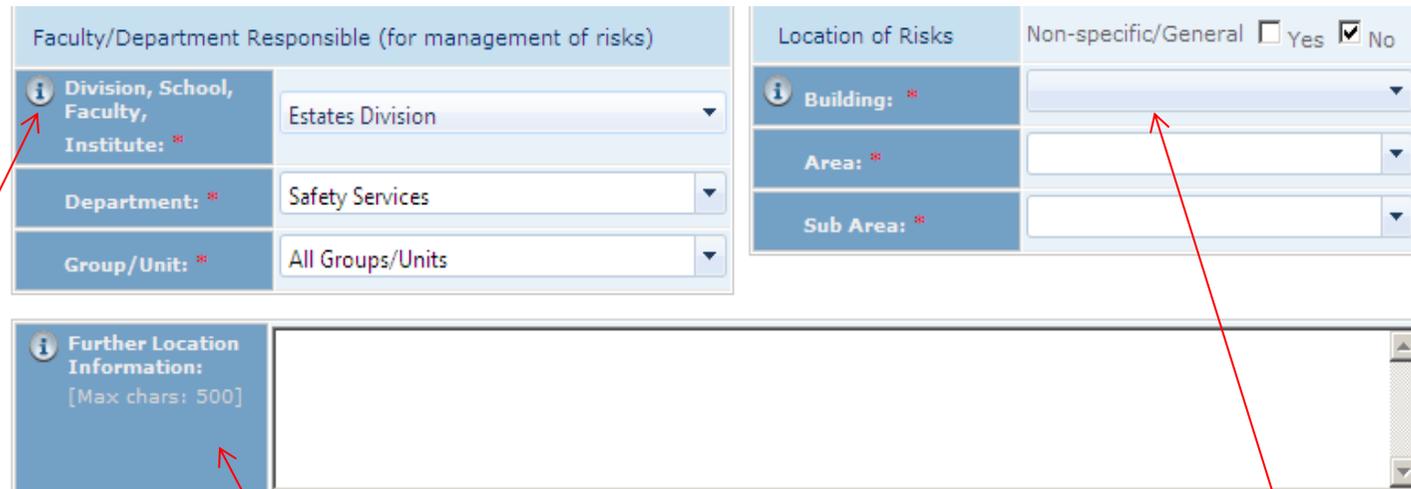
If you want it to remain confidential, tick the appropriate box. NB – all work with transgenic animals should be marked as confidential

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

GM assessment: organisational & location details

Make sure you associate the assessment with the correct part of UCL

NB: make sure you know which Division, School, Faculty or Institute you are in.

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.
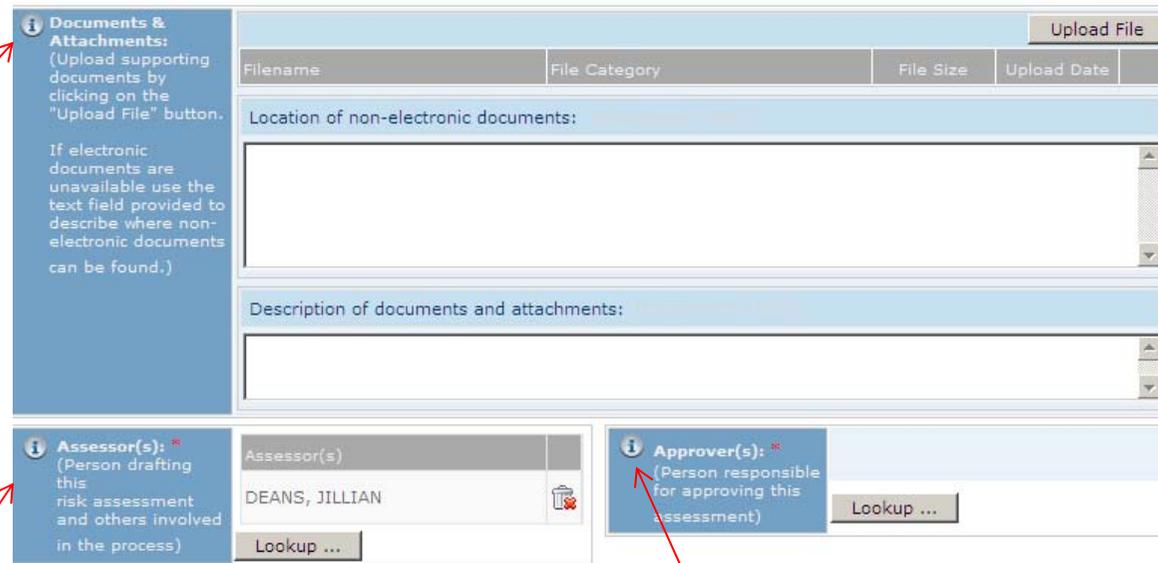
GM assessment – Attachments and sign-off

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

NB: all live GM projects at the time of launch will have attached a copy of their current risk assessment saved here

Any documents relating to HSE notifications will also be saved here

Your name will appear here but if there is more than one assessor, eg a joint project, add additional names here. You will need to agree who will take the lead eg on dealing with any queries or comments

The Approver for GM assessments is your Departmental GMSO – you can look up their name by clicking the lookup button (this opens an all staff list).

If you don't know who your GMSO is there is a list on the Safety Services website

GM assessments - distribution

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 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 copy 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 can include employees, contractors, members of the public etc. Use the 💾icon to add more, and the ❌to remove anyone added in error.

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 during any subsequent review.
If your assessment is rejected following review , then you should record your responses to the comments here.

The GM assessment

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

The templates for these can be found by clicking on the second tab and then clicking on the add activity button, and then the Specialist Assessments tab

[* Denotes Mandatory Field]

| Reference No. | RA00209/1 |
| Current Status: | Planning |

Background | Activities, Hazards, Controls | Actions

Background to Assessment

ⓘ Date Created:	16/09/2013		ⓘ Confidential Risk Assessment?	☐ Yes ☑ No
ⓘ Assessment Start Date:	16 Sep 2013	📅	ⓘ Assessment Review or End Date:	16 Sep 2014	📅
ⓘ Assessment Title: * (Simple name for				

Save | Menu Options (incl. Print, Copy) | Add Action | Submit for Approval | Approve, Refer or Reject

| Reference No. | RA00209/1 |
| Current Status: | Planning |

Background | **Activities, Hazards, Controls** | Actions

Activities, Hazards & Control Measures

🔲 INDEX   Add New Activity

| No. | Activity |
| No records to display. | |

View Attachments

⚙️ **Create Activities, Hazards, Controls**
New Activities, Hazards, Controls

Define your own Activity:

| Title: [Max chars: 250] | |

OR Choose from the Model Activities or Specialist Assessment Templates below.

Model Activities | Specialist Assessments

ENVIRONMENT - Location-based Assessments

ⓘ Field work - environmental assessment	☐
ⓘ Laboratory - environmental assesment	☐
ⓘ Office - environmental assessment	☐

The GM assessment (2)

Select the assessment template you want to use, by ticking the box and then clicking create

If are not sure whether your work is Class 1 or Class 2, fill in the Class 2 form as this asks for more information so that the reviewer can more easily see whether its Class 1 or 2 and its quicker to cut and paste the information back into the shorter form.

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

The GM assessment – assessment of risk level

At the end of the assessment 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)

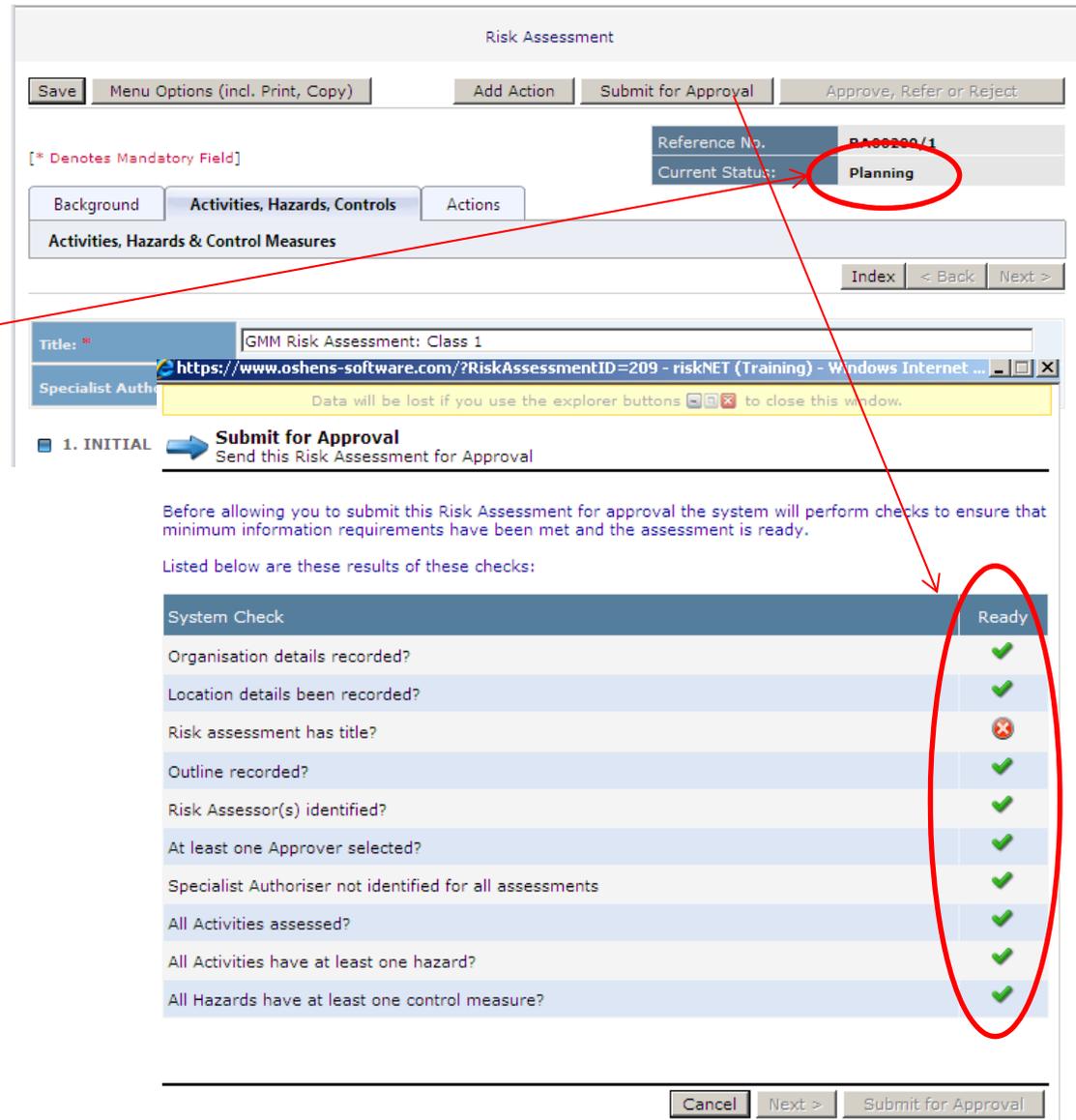**Class 3**

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 at this stage 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

When the checklist shows only green ticks, and you have clicked "Next" from the first page, you will then need to confirm your decision to submit for sign off choosing one of the three tick box options (see opposite).

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).

They will receive a notification by email (see opposite) informing them that the risk assessment is ready and available for Approval
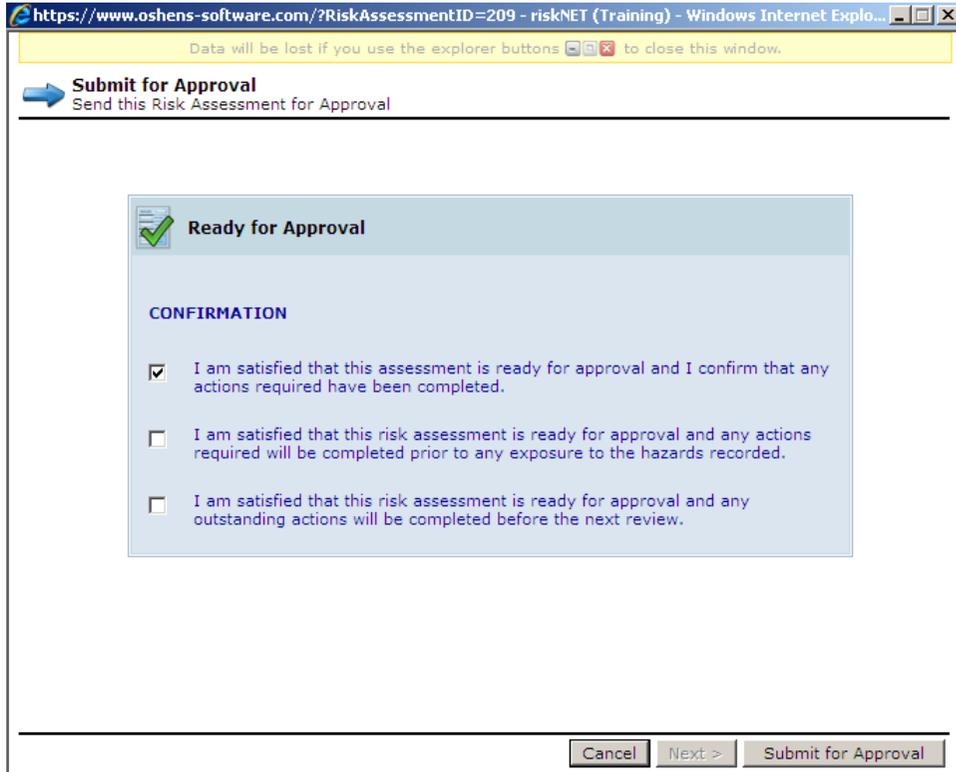
https://www.oshens-software.com/?RiskAssessmentID=209 - riskNET (Training) - Windows Internet Explo...

Data will be lost if you use the explorer buttons to close this window.

Submit for Approval
Send this Risk Assessment for Approval

✓ Ready for Approval

CONFIRMATION

☑ I am satisfied that this assessment is ready for approval and I confirm that any actions required have been completed.

☐ I am satisfied that this risk assessment is ready for approval and any actions required will be completed prior to any exposure to the hazards recorded.

☐ I am satisfied that this risk assessment is ready for approval and any outstanding actions will be completed before the next review.

Cancel | Next > | Submit for Approval

The following Risk Assessment has been submitted to you from OSHENS for approval.

Reference No.RA00141/1
Assessment Title: Working with lentiviral vectors
Start Date:04/06/2013
Review/End Date:04/06/2014
Assessor:ROBERT HAIGH

Please go to: riskNET (Training) to review and approve it.

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 reject 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.

The following Risk Assessment has been rejected by JILLIAN DEANS. Activities recorded within it should not be proceeded with until the risk assessment has been revised in accordance with the comments made, re-submitted and approved.

Reference No.RA00209/1
Assessment Title:blah
Start Date:16/09/2013
Reason Rejected: There is insufficient detail about the nature of the vector to be used

The risk assessment has been returned to Planning status, please go to riskNET (Training) and make any necessary changes, before re-submitting for authorisation.

Risk Assessment

| Save | Menu Options (incl. Print, Copy) | | Add Action | Submit for Approval | Approve, Refer or Reject |

[* Denotes Mandatory Field]

| Reference No. | RA00209/1 |
| Current Status: | Planning |

Background | Activities, Hazards, Controls | Actions

Background to Assessment

Confidential Risk

(i) ASSESSMENT COMMENTS LOG

Made By	Date	Comments	
DEANS, JILLIAN	18/09/2013	Rejected: There is insufficient detail about the nature of the vector to be used	
		[Max chars: 1000]	

| Save | Menu Options (incl. Print, Copy) | Add Action |