GM risk assessment using RiskNET

A step-by-step guide for GMSOs reviewing and approving assessments

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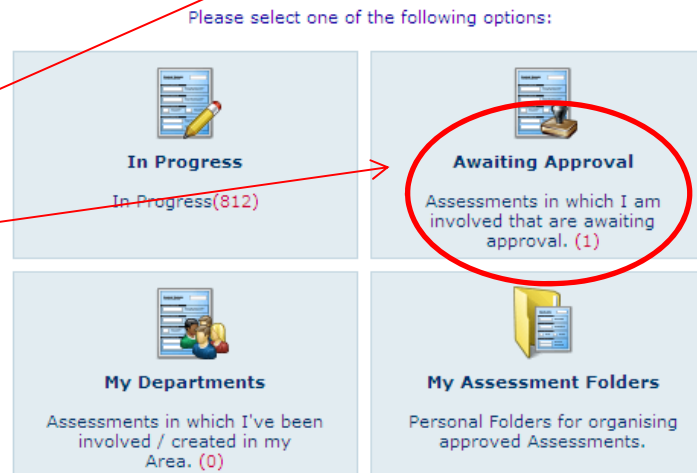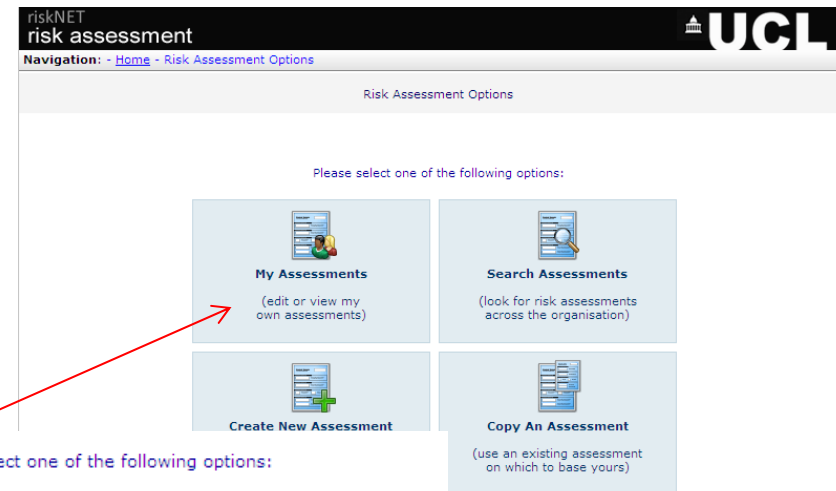
Notification of assessment for review

You will receive a notification by email informing you that a risk assessment is ready and available for approval within RiskNET.

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

Reference No.RA00816/1
Assessment Title:Test GM assessment - delete after use
Start Date:14/10/2013
Review/End Date:14/10/2014
Assessor:JILLIAN DEANS

Please go to riskNET to review and approve it.

riskNET
risk assessment

Navigation: - Home - Risk Assessment Options

Risk Assessment Options

Please select one of the following options:

My Assessments
(edit or view my own assessments)

Search Assessments
(look for risk assessments across the organisation)

Create New Assessment

Copy An Assessment
(use an existing assessment on which to base yours)

You can access the system by either clicking on the link in the email or opening up RiskNET from the Safety Services homepage - when you enter the assessment module, open "My Assessments" and you will see there is an assessment awaiting your approval

Please select one of the following options:

In Progress
In Progress(812)

Awaiting Approval
Assessments in which I am involved that are awaiting approval. (1)

My Departments
Assessments in which I've been involved / created in my Area. (0)

My Assessment Folders
Personal Folders for organising approved Assessments.

Approving the assessment

When you click on My Assessments, you will be able to access the assessment that needs approval – open the assessment by clicking on the reference number.

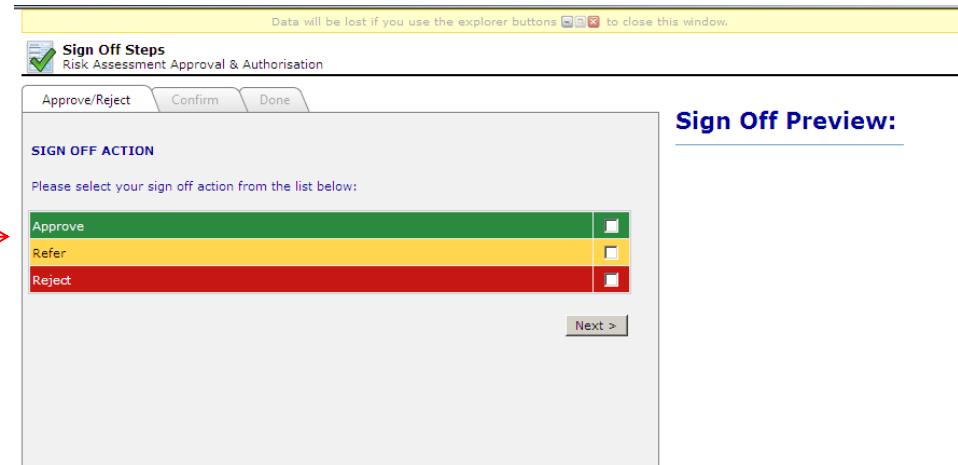Read through the assessment (both the background tabs and the information in the Activities, Hazards and Controls tab – where the specialised GM assessment is found).

If you are happy to approve the assessment as it stands, click the Approve, Refer, Reject button

NB: The University Biological Safety Adviser (the "Specialist Authoriser") will not review/approve the assessment until you have completed your consideration of the assessment

Approving the assessment

To approve the assessment, tick the approve box, then the next button

As this is a 2 person approval process, you will then be asked who you are approving on behalf of – but as you are doing this in your own capacity as GMSO, then you don't need to select any name here, just click next.
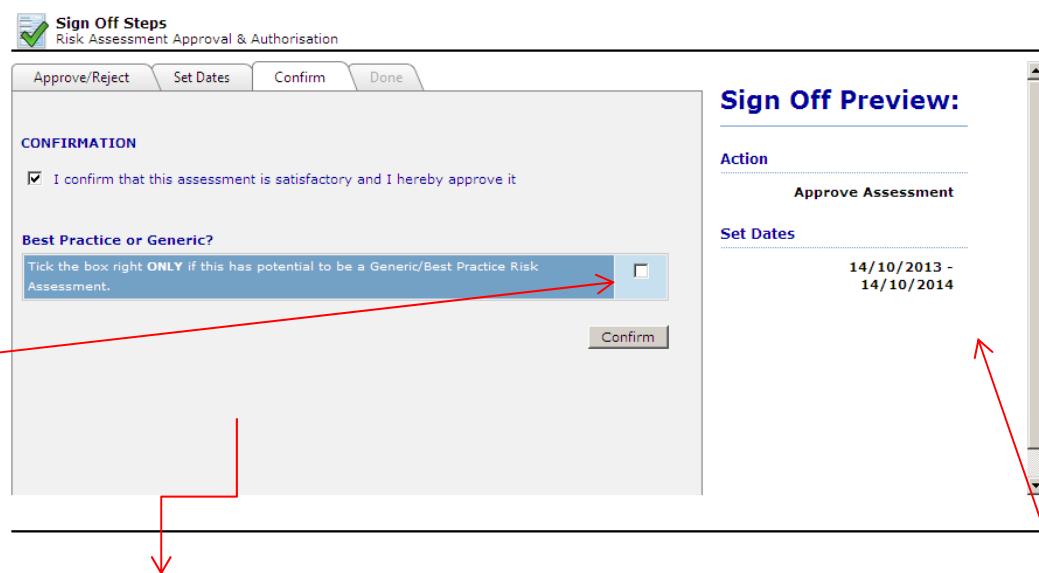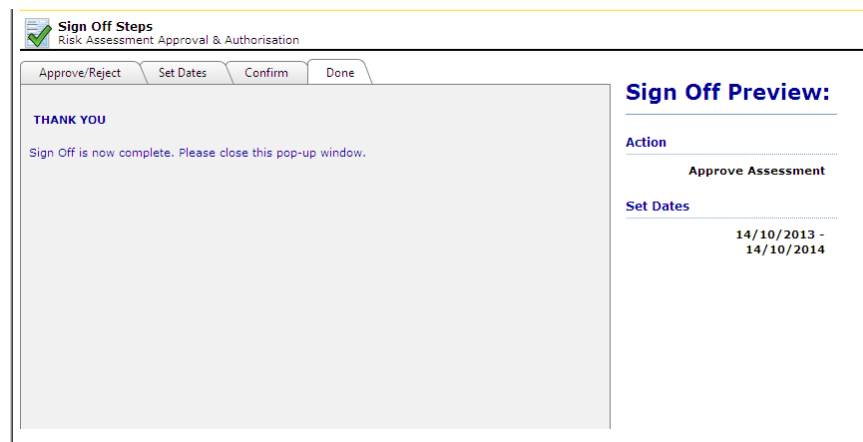
Approving the assessment

Tick the confirmation box and then the confirm button

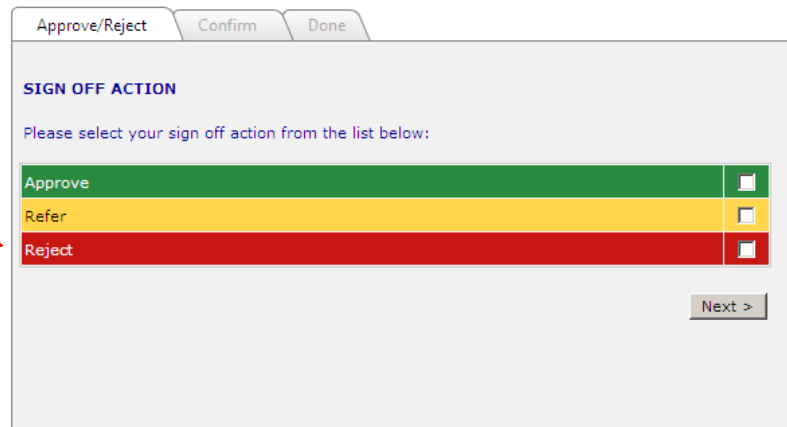Don't worry about ticking the Best practice or Generic box – this isn't applicable here

You can now close the pop-up window to finish the process

You can see a record of your steps here – if you need to change anything before you confirm, just click on the relevant tab at the top of the pop-up screen
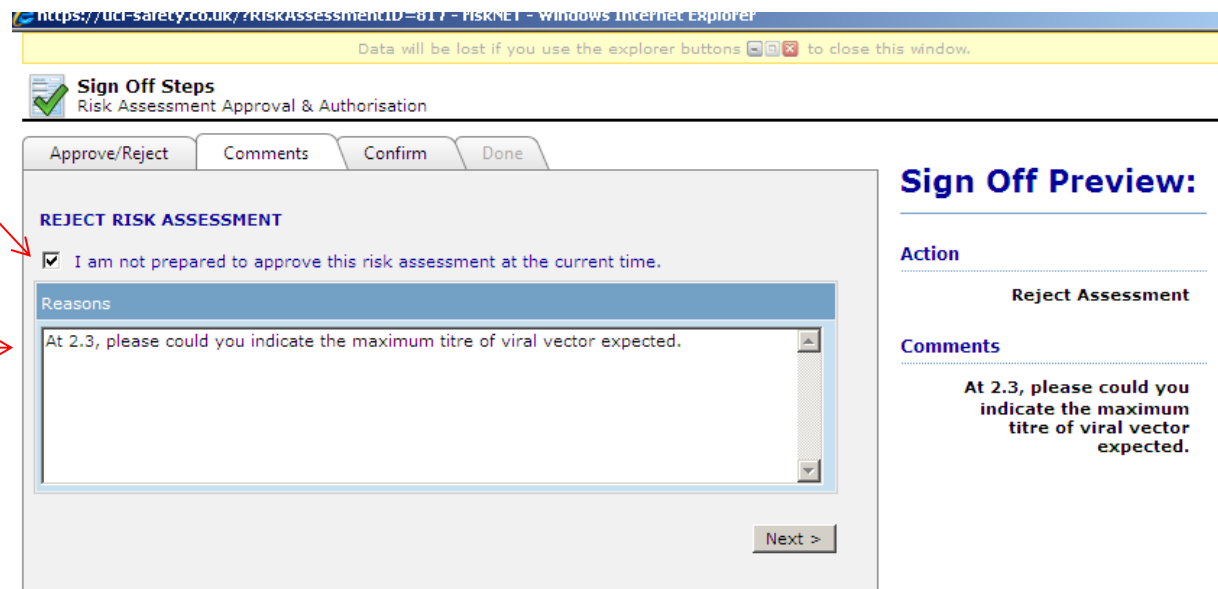
Rejecting an assessment

Open the assessment as before, and click the Approve, Refer, Reject button, tick the Reject box and then the next button NB: don't worry about the Refer option.

Tick the box indicating you are rejecting the assessment and give your reasons in the field provided – please be as specific as you can and refer, if possible, to the numbered sections in the assessment so that the Assessor can locate and address the issue in their response.
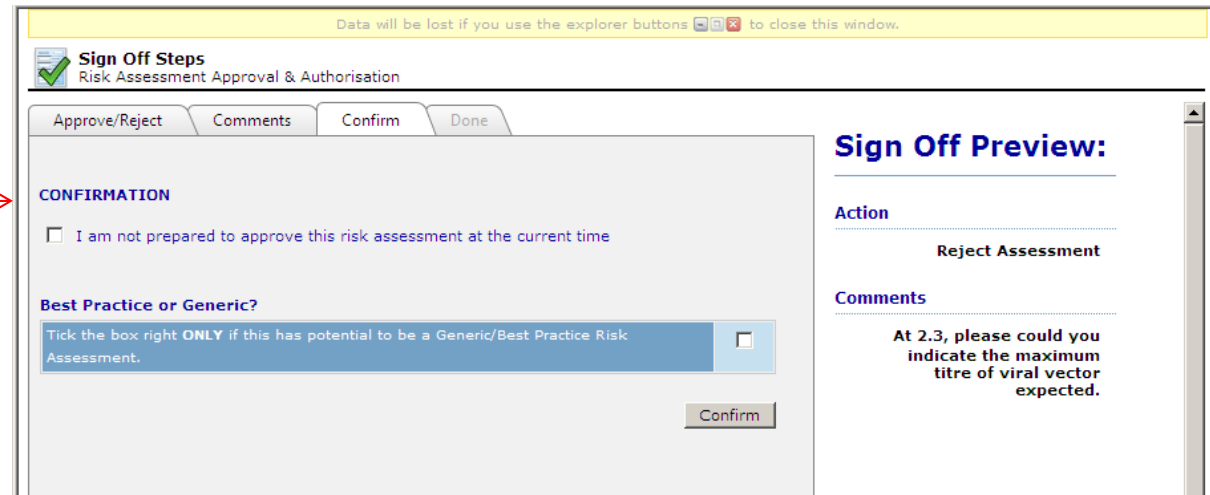
Rejecting an assessment

Tick the box to confirm you are rejecting the assessment and then click the confirm button

Close the final window as before to finish the process

Approving a re-submitted assessment

When you have rejected an assessment, the Assessor is notified by email and their assessment returns to "Planning" status

They amend the assessment as necessary and record what they have done in the comments log – as the Approver, you need to check that the changes address the points you have made and then, if you are content, you can approve the assessment (see earlier slides)
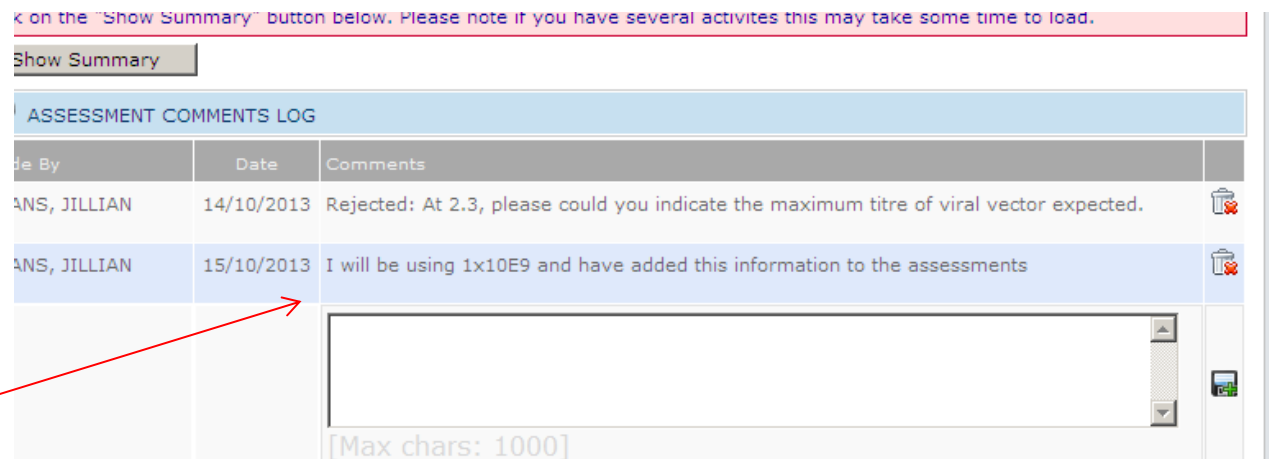
You can of course reject the assessment again if required – this process can be repeated until you are content.

When you have approved the assessment, the University Biological Safety Adviser (UBSA) will then review.

All Class 2 and 3 activities will also be reviewed by 2 GM Advisers but via the Action Tracker Module in RiskNET – their comments will be consolidated and fed into the review process by the UBSA when they review the assessment.