

## **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

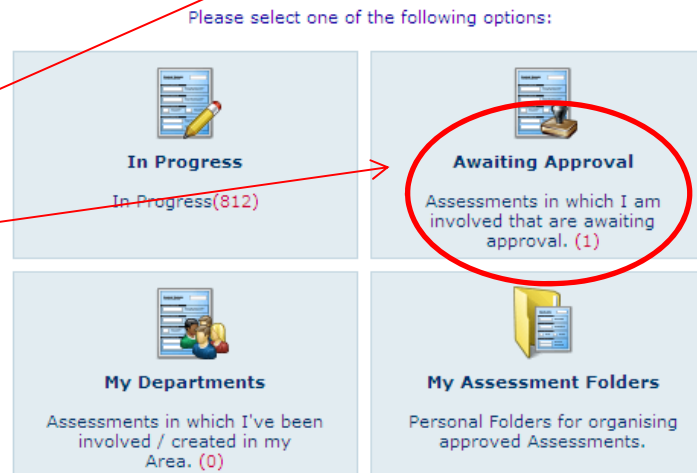
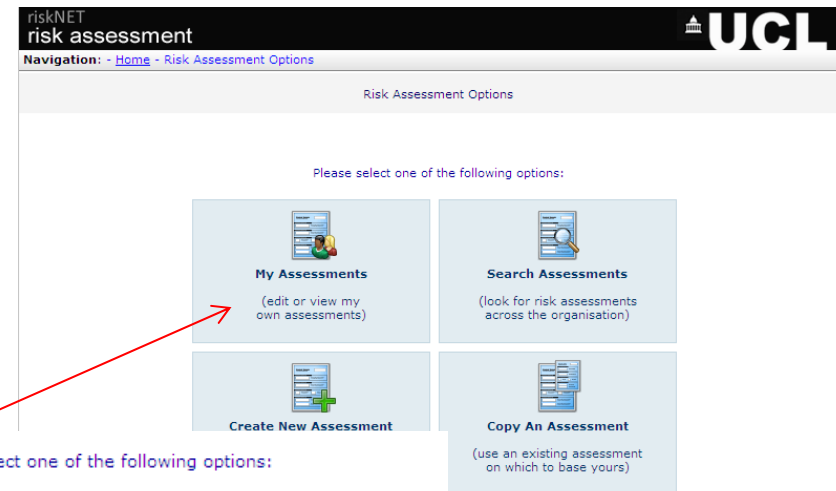
You will receive a notification by email informing you that a risk assessment is ready and available for approval within RiskNET.

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.

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



# 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. →

riskNET risk assessment UCL

Navigation: - [Home](#) - [Risk Assessment Options](#) - [My Assessments](#) - [Review](#)

Assessments awaiting my attention

Reference		Title	Division, School, Faculty, Institute	Valid From	Valid To	
<a href="#">RA00816/1</a>	<a href="#">(Preview)</a>	Test GM assessment - delete after use	Estates Division	14/10/2013	14/10/2014	<a href="#">History</a>

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).

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Navigation: - [Home](#) - [Risk Assessment Options](#) - [My Assessments](#) - [Review](#) - [Edit](#)

Risk Assessment

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

[\* Denotes Mandatory Field]

Reference No.	RA00816/1
Current Status:	Awaiting Approval

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

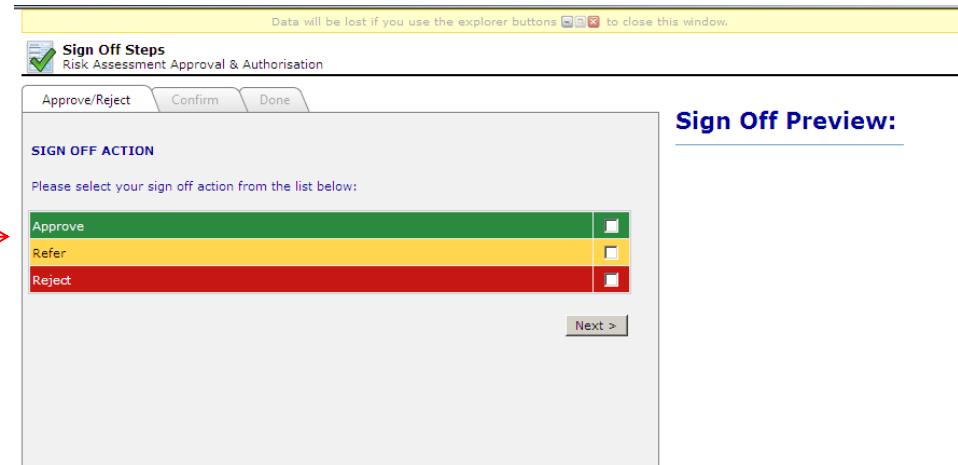
Background to Assessment

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

Sign Off Steps  
Risk Assessment Approval & Authorisation

Approve/Reject Confirm Done

**SIGN OFF ACTION**

Please select your sign off action from the list below:

Approve	<input checked="" type="checkbox"/>
Refer	<input type="checkbox"/>
Reject	<input type="checkbox"/>

Next >

**Sign Off Preview:**

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.



Sign Off Steps  
Risk Assessment Approval & Authorisation

Approve/Reject On Behalf of Confirm Done

**ON WHOSE BEHALF?**

Please identify the person that you are approving for:

I am approving for: [Select]

Next >

**Sign Off Preview:**

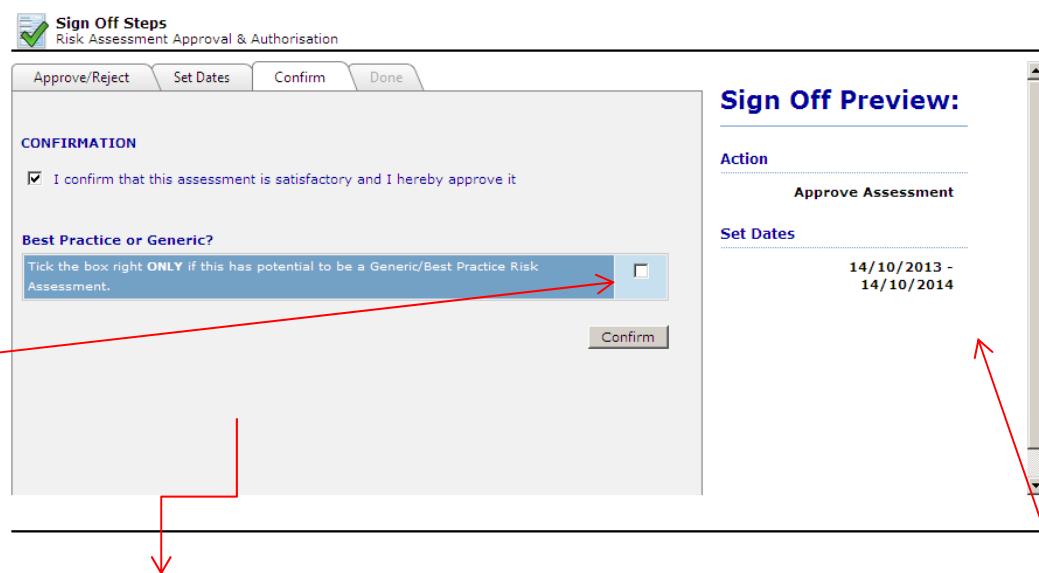
Action

Approve Assessment

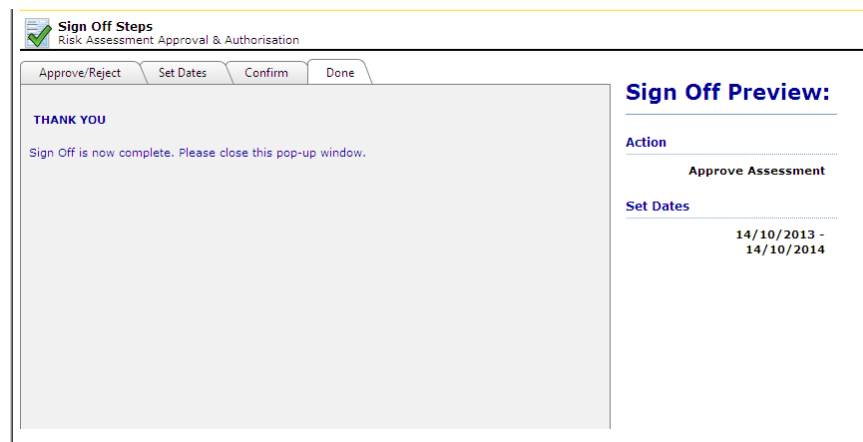
# Approving the assessment

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



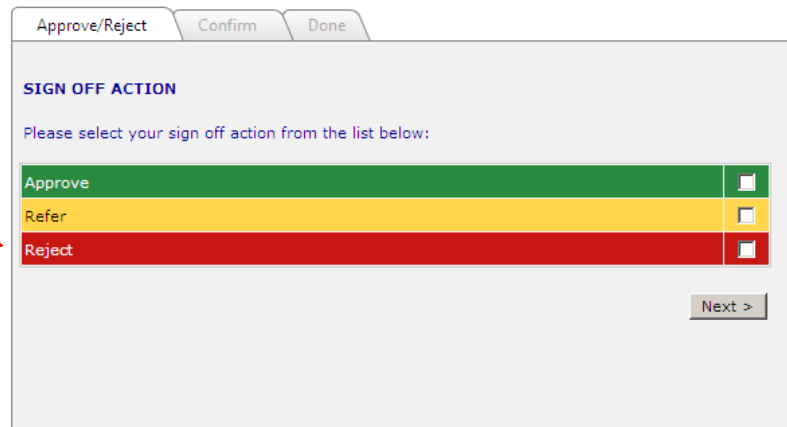
You can now close the pop-up window to finish the process



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

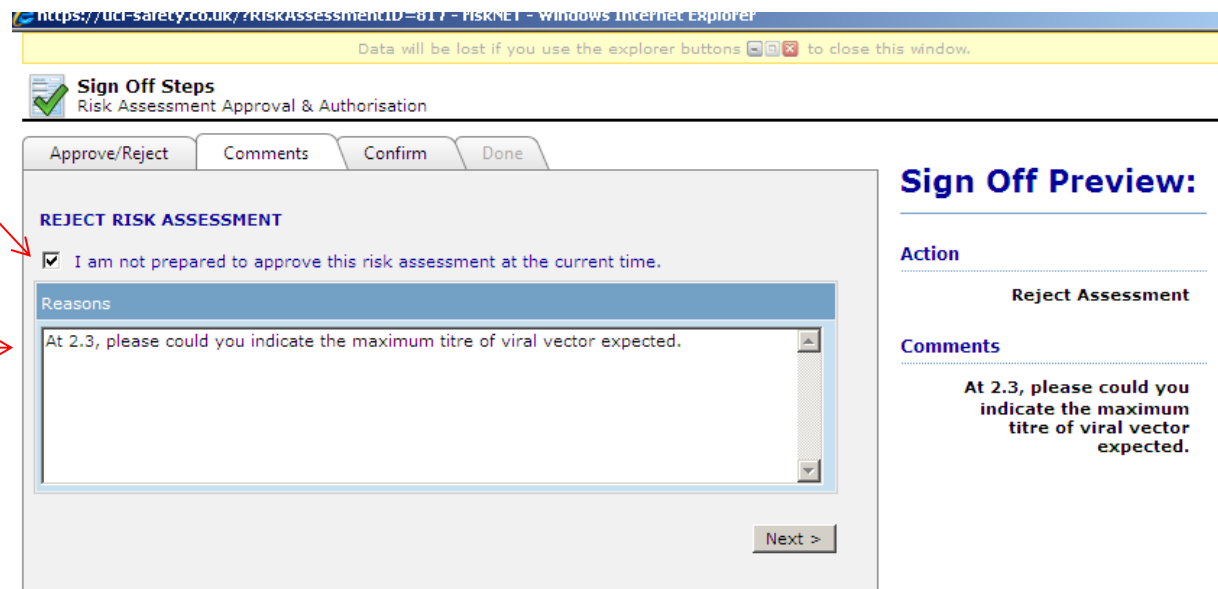
# Rejecting an assessment

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.



## Sign Off Preview:

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.



## Sign Off Preview:

### Action

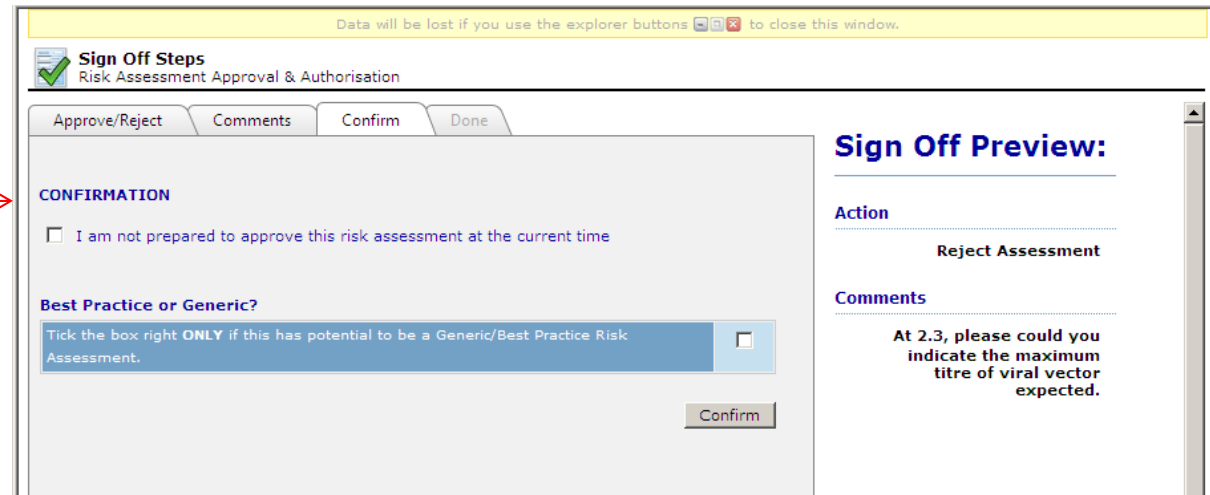
Reject Assessment

### Comments

At 2.3, please could you indicate the maximum titre of viral vector expected.

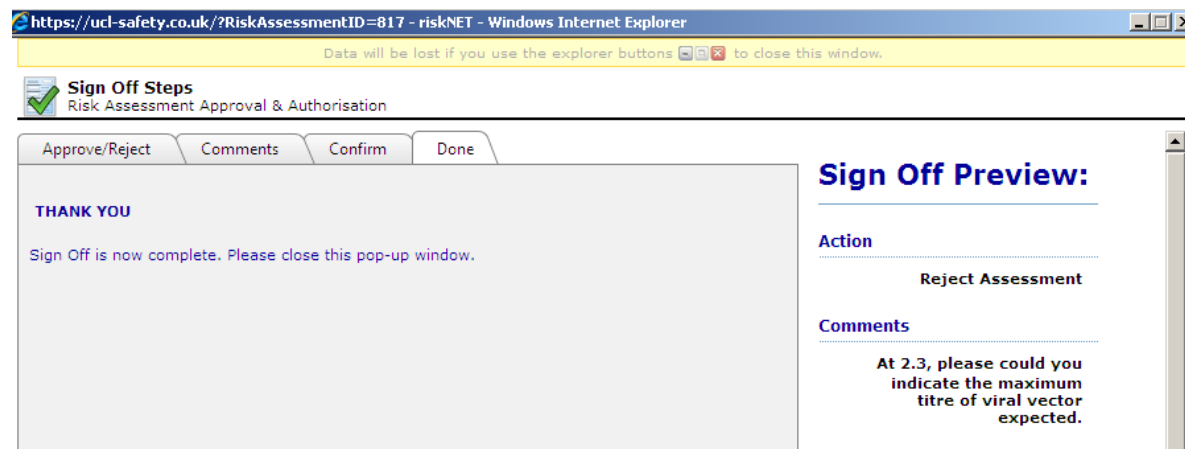
# Rejecting an assessment

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



The screenshot shows a web browser window with the title "Sign Off Steps Risk Assessment Approval & Authorisation". The main content area has tabs for "Approve/Reject", "Comments", "Confirm", and "Done". Under the "CONFIRMATION" heading, there is a checkbox labeled "I am not prepared to approve this risk assessment at the current time". Below this is a section titled "Best Practice or Generic?" with a text box containing the instruction: "Tick the box right ONLY if this has potential to be a Generic/Best Practice Risk Assessment." and an unchecked checkbox. A "Confirm" button is located at the bottom right of this section. On the right side of the window, there is a "Sign Off Preview" section with "Action" (Reject Assessment) and "Comments" (At 2.3, please could you indicate the maximum titre of viral vector expected.).

Close the final window as before to finish the process



The screenshot shows the same web browser window after the process is complete. The main content area now displays a "THANK YOU" message: "Sign Off is now complete. Please close this pop-up window." The "Sign Off Preview" section on the right remains visible, showing the "Action" (Reject Assessment) and "Comments" (At 2.3, please could you indicate the maximum titre of viral vector expected.).



# 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)

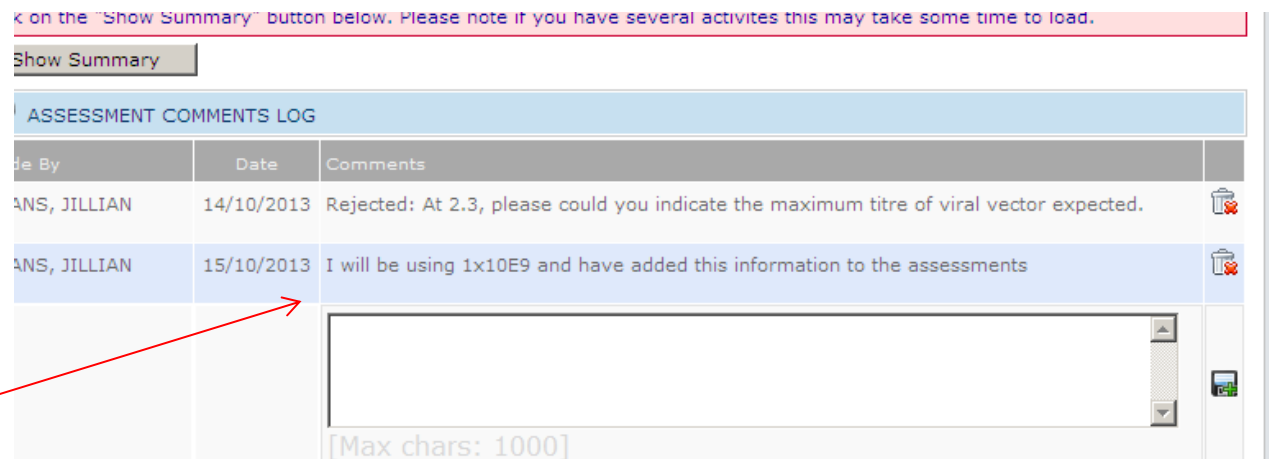
You can of course reject the assessment again if required – this process can be repeated until you are content.

Click on the "Show Summary" button below. Please note if you have several activities this may take some time to load.

Show Summary

ASSESSMENT COMMENTS LOG			
Created By	Date	Comments	
ANS, JILLIAN	14/10/2013	Rejected: At 2.3, please could you indicate the maximum titre of viral vector expected.	
ANS, JILLIAN	15/10/2013	I will be using 1x10E9 and have added this information to the assessments	

[Max chars: 1000]



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.