SBES GUIDELINES ON RISK ASSESSMENT

REQUIREMETS

**There are two types of risk assessments being used in the school.**

1. **Procedure based risk assessment.** These are risk assessments that outline the hazards, risks and mitigation measures that come with carrying out certain lab, field or plant growth based processes. They can reference SBES completed assessments for equipment/office/general/general lab. Upstream/downstream procedures can be included on the same risk assessment where applicable and in the same category of risk assessment as below. They must assess all chemicals and any biological agents used.
2. **SBES completed assessments General/ Equipment/Office/General lab.** These are assessments completed by SIRC but which have been adapted for specific equipment and operations in our school (see the Risk Register Section in the [SBES Safety Statement](https://www.ucd.ie/bioenvsci/t4media/SBES%20safety%20statement%202025_240225.pdf) for full list). They are updated centrally by the technical staff for school owned equipment. Specific pieces of equipment owned and run by individual PI’s should be assessed by them and uploaded centrally onto the google drive.

Risk assessments must be conducted based on the specific activity type, whether (***quick access***):

* [Research activities](#bookmark=id.nzvnx5xk6vbr)
* [Undergraduate teaching practical](#bookmark=id.68kklvkhr9c4)

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|  | RESEARCH ACTIVITIES RISK ASSESSMENT  Research activities related risk assessment is required based on criteria including:   * the affiliation of the person carrying the work (UCD member, visitor researcher or intern) * the location where the research activity will be carried (desk, lab, Rosemont, field in Ireland, field aboard) * the type of material used (genetically-modified or not) |

***Quick access***

* [Risk assessment for visiting researcher / intern](#bookmark=id.sspdiv404kcv)
* [Desk-based work risk assessment](#bookmark=id.5o0wgcuubri1)
* [Laboratory risk assessment](#bookmark=id.m3bz155uni51)
* [Rosemount environmental research station risk assessment](#bookmark=id.720i9vd6hrm6)
* [Fieldwork risk assessment in Ireland](#bookmark=id.w9daqw60hqq1)
* [Fieldwork risk assessment aboard](#bookmark=id.hw0x3x75leef)
* [GM risk assessment](#bookmark=id.r7q071czyrud)

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| Risk Assessment for **VISITING RESEARCHER or INTERN** | |
| ***When required*** | For all lab, field, or plant growth-related procedures they will carry out and all equipment used during their time in SBES. |
| ***Responsibility***  ***and sign-off*** | The PI who invited them to the school ensure that they have completed risk assessments before they begin work. Where visitors will not be working without close supervision and staying no longer than 2 weeks, they may read through another researcher in the area’s risk assessments and sign that they understand them and will abide by them. |
| ***Link to template*** | NA |
| ***Sample Risk Assessment*** | NA |
| ***Location of forms  once completed*** | Locations are as per above for the different types of work. They should be printed and placed in the Risk Assessment folder in the lab (ask a member of the technical staff for location in the lab). Only one risk assessment folder is needed per lab space-research groups can have different tabs within the folder if necessary. |

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| Research **• DESK-BASED WORK** Risk Assessment | |
| ***When required*** | This is required for taught Masters students, PhD students and other researchers who are carrying out desk-based work in SBES space. This is not required for Stage 4 students as they do not have allocated desk space in SBES. |
| ***Responsibility***  ***and sign-off*** | PI must ensure that all students and researchers complete risk assessments before they begin work in the field. They are to be signed by the person doing the work and the PI |
| ***Link to template*** | in progress |
| ***Sample Risk Assessment*** | NA |
| ***Location of forms  once completed*** | to be confirmed |
| ***Review timeline*** | Annually |
| Research **• LABORATORY** Risk Assessment | |
| ***When required*** | For all lab procedures that a student/researcher carries out and all equipment used. |
| ***Responsibility and sign-off*** | PI must ensure that all students and researchers complete risk assessments before they begin work in the lab. They are to be signed by the person doing the work and the PI. |
| ***Link to template*** | [Laboratory process based risk assessment](https://www.ucd.ie/bioenvsci/t4media/Lab%20risk%20assessment%20template_Oct%2024.docx) |
| ***Sample Risk Assessment*** | [Lab process based sample risk assessment](https://docs.google.com/document/d/1069LcSgd-Knxggy_fPlxge-eB1uBpM4V/edit?usp=drive_link&ouid=109491628591309096120&rtpof=true&sd=true) |
| ***Location of forms  once completed*** | They should be printed and placed in the Risk Assessment folder in the lab (ask a member of the technical staff for location in the lab). Only one risk assessment folder is needed per lab space. Research groups can have different tabs within the folder if necessary. |
| ***Review timeline*** | Annual |

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| **ROSEMOUNT RESEARCH STATION** Risk Assessment | |
| ***When required*** | When working in any of the outdoor or indoor areas of Rosemount (e.g. glasshouses, polytunnels, orchard, plant growth chambers, apiary) |
| ***Responsibility and sign-off*** | PI must ensure that all students and researchers complete risk assessments before they begin work in Rosemount. They are to be signed by the person doing the work and the PI. |
| ***Link to template*** | [Rosemount risk assessment template](https://docs.google.com/document/d/1PwYb2ayAFd_TesaC4bDQC2QkNB3zh0Dn/edit?usp=drive_link&ouid=109491628591309096120&rtpof=true&sd=true) |
| ***Sample Risk Assessment*** | In progress |
| ***Location of forms  once completed*** | Once completed they are uploaded by the researchers to the Rosemount Google Drive. |
| ***Review timeline*** | Annual |

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| Research **•** **FIELDWORK in IRELAND** Risk Assessment | |
| ***When required*** | Before any research work is carried out in a field environment in Ireland. |
| ***Responsibility  and sign-off*** | PI must ensure that all students and researchers complete risk assessments before they begin work in the field. They are to be signed by the person doing the work and the PI |
| ***Link to template*** | [UCD Fieldwork Risk Assessment template](https://cms.ucd.ie/sm/SiteManager?ctfn=download&fnno=60&ceid=9c55232a05bcb012a87085f7df9e8f2f605d84a5) |
| ***Sample Risk Assessment*** | [Sample fieldwork risk assessment Ireland SBES](https://www.ucd.ie/bioenvsci/t4media/SBES%20Sample%20Fieldwork%20and%20Lone%20Work%20Risk%20Assessment.docx) |
| ***Location of forms  once completed*** | Send to Jen Coughlan, for uploading to the School Emergency Document folder. |
| ***Review timeline*** | Annual |

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| Research **•** **FIELDWORK ABOARD** Risk Assessment | |
| ***When required*** | Before any research work is carried out in a field environment outside of Ireland. |
| ***Responsibility and sign-off*** | PI must ensure that all students and researchers complete risk assessments before they begin work in the field. They are to be signed by the person doing the work and the PI |
| ***Link to template*** | [UCD fieldwork risk assessment template](https://cms.ucd.ie/sm/SiteManager?ctfn=download&fnno=60&ceid=9c55232a05bcb012a87085f7df9e8f2f605d84a5) |
| ***Sample Risk Assessment*** | [Sample fieldwork risk assessment abroad SBES](https://docs.google.com/document/d/1gz_lrmLz3rITyLJYkTp_WuirvqyYuGjY/edit?usp=drive_link&ouid=109491628591309096120&rtpof=true&sd=true) |
| ***Location of forms  once completed*** | Risk assessments for fieldwork abroad should be sent to SIRC (sirc@ucd.ie) for approval and notification. Once approved they are sent to Jen Coughlan. They are kept in the School Emergency Document Folder |
| ***Review timeline*** | Annually as required |

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| **GENETICALLY MODIFIED MICROORGANISMS/ORGANISMS (GMM’S/GMO’S)** Risk Assessment | |
| ***When required*** | When working with GMM or GMO material |
| ***Responsibility  and sign-off*** | PI must ensure that all students and researchers complete risk assessments before they begin work in the lab. They are to be signed by the person doing the work and the PI. |
| ***Link to template*** | In progress |
| ***Sample Risk Assessment*** | In progress |
| ***Location of forms  once completed*** | They should be printed and placed in the Risk Assessment folder in the lab under a GM tab(ask a member of the technical staff for location in the lab). Only one risk assessment folder is needed per lab space. Research groups can have different tabs within the folder if necessary |
| ***Review timeline*** | Annual |

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|  | TEACHING PRACTICAL RISK ASSESSMENT  Undergraduate teaching practical related risk assessment is required based on criteria including:   * the location where the teaching activity will be carried (lab, field in Ireland, field aboard) * the immigration status of the undergraduate students (resident or non-resident) |

***Quick access***

* [Wet lab practical class](#bookmark=id.ntdehe8wmv0u)
* [Fieldtrip in Ireland for resident undergraduate students](#bookmark=id.mieu82gtsmwy)
* [Fieldtrip in Ireland for non-resident undergraduate students](#bookmark=id.q2a5yq4cvr14)
* [Fieldtrip aboard](#bookmark=id.oyg6w68vodlo)

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| Undergraduate Student Teaching •  **WET LAB PRACTICAL CLASS** Risk Assessment | |
| ***When required*** | for all practical classes for all students, demonstrators and staff. |
| ***Responsibility***  ***and sign-off*** | Responsibility for completion lies with the module coordinator. The assessments should be signed off by the lecturer giving class |
| ***Link to template*** | [UCD wet lab practical class template](https://www.ucd.ie/bioenvsci/t4media/Lab%20risk%20assessment%20template_Oct%2024.docx) |
| ***Sample Risk Assessment*** | [Practical 1 Triazol Extraction risk assessment](https://www.ucd.ie/bioenvsci/t4media/Pract%201%20Triazol%20extraction%20Risk%20Assessment%20.docx) |
| ***Location of forms  once completed*** | Forms should be uploaded to the module space on [Brightspace](https://sso.ucd.ie/idp/profile/SAML2/Redirect/SSO?execution=e1s2) Sign off method in progress |
| ***Review timeline*** | Annual |

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| **RESIDENTIAL** Undergraduate Students Teaching **•**  **FIELDTRIP in IRELAND** Risk Assessment | |
| ***When required*** | Before any residential undergraduate taught fieldwork courses are carried out in Ireland for all students, demonstrators and staff. |
| ***Responsibility***  ***and sign-off*** | Module coordinator must ensure that the risk assessment is completed and signed off by lecturer attending, students and other staff members before they leave for the field trip. |
| ***Link to template*** | [UCD fieldwork risk assessment template](https://cms.ucd.ie/sm/SiteManager?ctfn=download&fnno=60&ceid=9c55232a05bcb012a87085f7df9e8f2f605d84a5) |
| ***Sample Risk Assessment*** | [UG residential field trip Ireland](https://docs.google.com/document/d/1iRMkzeMHkLfynQD4g2bHLySM7Ho4mVI3/edit?usp=drive_link&ouid=109491628591309096120&rtpof=true&sd=true) |
| ***Location of forms  once completed*** | Risk assessments for UG fieldwork in Ireland should be sent to Jen Coughlan once completed. They are kept in the School Emergency Document Folder. [Availability of redacted copy for students on Brightspace being explored] |
| ***Review timeline*** | Annual |

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| **NON-RESIDENTIAL** Undergraduate Students Teaching **•**  **FIELDTRIP in IRELAND** Risk Assessment | |
| ***When required*** | Before any non- residential undergraduate taught fieldwork courses are carried out in Ireland for all students, demonstrators and staff. |
| ***Responsibility***  ***and sign-off*** | Module coordinator must ensure that the risk assessment is completed and signed off by lecturer attending, students and other staff members before they leave for the field trip. |
| ***Link to template*** | [UCD fieldwork risk assessment template](https://cms.ucd.ie/sm/SiteManager?ctfn=download&fnno=60&ceid=9c55232a05bcb012a87085f7df9e8f2f605d84a5) |
| ***Sample Risk Assessment*** | [UG Non-residential fieldwork risk assessment](https://docs.google.com/document/d/16AZMt_adR7NLxiZ1TKvtZfUo9Ehp93XK/edit?usp=drive_link&ouid=109491628591309096120&rtpof=true&sd=true) |
| ***Location of forms  once completed*** | Risk assessments for UG fieldwork in Ireland should be sent to Jen Coughlan once completed. They are kept in the School Emergency Document Folder. |
| ***Review timeline*** | Annual |

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| Undergraduate Students Teaching **•**  **FIELDTRIP ABOARD** Risk Assessment | |
| ***When required*** | Before any residential undergraduate taught courses are carried out in a field environment outside of Ireland for all students, demonstrators and staff. |
| ***Responsibility***  ***and sign-off*** | Module coordinator must ensure that the risk assessment is completed and signed off by students and other staff members before they leave for the field trip. Module coordinator must send the completed risk assessment to SIRC ([sirc@ucd.ie](mailto:sirc@ucd.ie)) for approval before asking students/staff to sign it. |
| ***Link to template*** | [UCD fieldwork risk assessment template](https://cms.ucd.ie/sm/SiteManager?ctfn=download&fnno=60&ceid=9c55232a05bcb012a87085f7df9e8f2f605d84a5) |
| ***Sample Risk Assessment*** | [UG fieldwork courses abroad](https://docs.google.com/document/d/16AZMt_adR7NLxiZ1TKvtZfUo9Ehp93XK/edit?usp=sharing&ouid=109491628591309096120&rtpof=true&sd=true) |
| ***Location of forms  once completed*** | Risk assessments for UG fieldwork abroad should be sent to Jen Coughlan. They are kept in the School Emergency Document Folder. |
| ***Review timeline*** | Annual |