

Annual Report of Activities Involving Genetic Modification

The University Health and Safety Committee, acting for the University Court, require an Annual Report of GM activities to be completed and returned to the University Biological Safety Adviser by March 1 each year.

This report form is issued to GMBSOs for completion. However, in many cases responses rely on information provided by others working within the area the GMBSO covers. In order to aid GMBSOs in completion of this report it is recommended they request various information from all Principal Investigators/supervisors. **In particular, all PIs/supervisors should be asked to review their risk assessments and update them as necessary or if no changes are required they should confirm that each assessment remains valid and covers all ongoing work.**

GMBSOs are linked to one particular GM Safety Committee and their remit generally covers GM activities in the areas equating to those covered by the GM Safety Committee. The GM Safety Committee is therefore used to identify the area to which this report relates.

1. Name of GM Safety Committee (School and/or location)

2. Notified Premises

Below is the University's list of premises notified to the Health and Safety Executive for genetic modification work.. Please indicate with a tick the areas you cover where GM work is carried out. Make any additions to the list as appropriate.

CENTRAL AREA

1 George Square, Edinburgh EH8 9JZ	
Hugh Robson Building, 15 George Square, Edinburgh, EH8 9XF	

KING'S BUILDINGS SITE	
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King's Buildings, Mayfield Road, Edinburgh EH9 3JR	
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Ashworth Laboratories & Extension	
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Roger Land Building	
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Darwin Building	
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Michael Swann Building	
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Daniel Rutherford Building and Annexes	
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CH Waddington Building	
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James Clerk Maxwell Building	
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Joseph Black Buildings	
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Ann Walker Building	
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March Building	
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Ogston Building	
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Alrick Building	
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Grant Institute of Earth Sciences	
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John Murray Laboratories	
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EASTER BUSH SITE	
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Easter Bush Veterinary Centre, Roslin, Midlothian, EH25 9RG	
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Easter Bush Veterinary Centre	
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Hospital for Small Animals	
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Roslin Institute Building	
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ROSLIN SITE	
The Roslin Institute and Royal (Dick School of Veterinary Studies, Roslin, Midlothian, EH25 9PS	
Roslin Building	
Roslin Biological Resource Facility	
Dryden Building & Annexes	
Dryden Biological Resource Facility	
MOREDUN RESEARCH INSTITUTE SITE	
Moredun Research Institute, Pentlands Science Park, Bush Loan, Midlothian, EH26 0PZ *(GM 172)	
WESTERN GENERAL HOSPITAL SITE	
Western General Hospital, Crewe Road, Edinburgh, EH4 2XU	
Division of Pathology	
Centre for Genomics and Experimental Medicine	
Biomedical Research Unit	
Medical Research Council Human Genetics Unit	
University of Edinburgh Cancer Research Building	

NEW ROYAL INFIRMARY SITE	
Chancellors Building, 49 Little France Crescent, Edinburgh, EH16 4SB	
Queen's Medical Research Institute, 47 Little France Crescent, Edinburgh, EH16 4TJ (including Medical Research Council Human Reproductive Sciences Unit)	
Scottish Centre for Regenerative Medicine Edinburgh, BioQuarter, Little France Drive, Edinburgh, EH16 4UU	

NOTES:

1. Premises marked * with an alternative GM Centre number shown are those under control of another employer and are notified also by that employer.

3. GM Safety Committee and Local Safety Officers and Advisers

Please give us details of your GM Safety Committee:

Name of Committee:

BSO:

Committee Members:

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.....

Has the GM safety committee met in the last year?
YES/NO

Provide dates of meetings of the GMSC in the last year:

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Have all meetings been minuted and records kept that are available for inspection?

YES/NO

4. Annual Survey of Micro-Organisms in the University

An inventory must be maintained of Micro-Organisms on University premises and include those in use and/or in storage. For the purposes of the inventory micro-organisms include bacteria, viruses, fungi, parasites and prion proteins whether or not genetically modified.

A list of the Micro-organisms we have listed is attached. Can you please update this by marking any changes.
SEE ATTACHED

5. Schedule 5 Materials Survey

Certain pathogens and toxins controlled under the Anti-terrorism, Crime and Security Act 2001 with subsequent amendments in 2007. The controlled agents listed in Schedule 5 of this Act can be found on the following link:
www.docs.csg.ed.ac.uk/Safety/bio/guidance/other_bio_mats/schedule5.pdf

It is the responsibility of the individual user to determine whether or not any micro-organism or material they wish to use is controlled under this legislation, and to inform the University Biological Safety Adviser that they have, or intend to acquire, such micro-organism or materials. The holding, in storage or in use, of any micro-organism or toxin on Schedule 5 or genetic material from that micro-organism or toxin is subject to notification to the Home Office (This notification will be made to the Home office by the Health and Safety Department). Further information on the anti-terrorism controls on pathogens and toxins is available from the Health and Safety Departmental website.

Please complete the attached schedule 5 Materials Survey form.

6. Risk Assessments

A copy of the list of projects currently notified to the Health and Safety Department as ongoing in your area is attached. Please review the list and make additions or deletions as appropriate. The list should show all ongoing projects and any that are likely to commence in the near future. Where work has ceased on a project it should only be deleted from the list if there are no longer any live genetically modified organisms associated with the work on University premises.
SEE ATTACHED (if applicable)

6. Risk Assessments (continued)

Have Pls/supervisors been asked to review their risk assessments and update them as necessary or if no changes are required have they confirmed the assessments remain valid?

YES/NO

Have Pls/supervisors confirmed there are risk assessments in place to cover all ongoing work with GMOs or if not have they undertaken to provide them?

YES/NO

Are records of risk assessments kept for at least 10 years after the work is completed?

(copies of earlier versions of any updated or revised risk assessments must also be kept)

YES/NO

7. Training and Supervision

Are there systems in place to ensure all relevant personnel receive induction training for GM work and to identify and provide any additional training they may require?

YES/NO

Are personnel lists attached to GM risk assessments and are all workers required to sign the risk assessment to say they have read it?

YES/NO

Are training records kept for all personnel undertaking GM work?

YES/NO

7. Training and Supervision (continued)

Are all personnel adequately supervised to ensure they carry out their work safely?

YES/NO

Guidance on training requirements and a model training record is provided on the Health and Safety Department website.

8. Inspection and Audit

Has there been a locally-organised safety inspection or audit that has checked on standards of the facilities and the working practices in areas where GM work is carried out in the last year?

YES/NO

Provide dates of the last two such inspections or audits:

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Are inspection reports documented and available for inspection?

YES/NO

Have all actions been followed up and completed?

YES/NO

9. Local Policies and Procedures

Is the School Health and Safety policy up to date?

YES/NO

Are there local policies/documented procedures in place for the following?

- Disinfection procedures
YES/NO
- Waste disposal procedures
YES/NO
- Laboratory rules/working practices
YES/NO
- Handling of sharps
YES/NO
- What to do in the event of an accident or incident
YES/NO

10. Previous Annual Report

Have all items identified as requiring action in the Annual Report returned last year been followed up and completed?

NONE IDENTIFIED or YES/NO

11. Actions Required?

If you have answered NO to any of the questions above then you should ensure action is taken to address the shortcomings. If this is the case, please complete the plan of action attached/below to show what is required, who has been tasked with undertaking it and a due date for completion. This should be followed up and subsequently signed off when the action has been completed. *Other local safety advisers should assist GMBSOs in the preparation of any action plan as appropriate.*

Actions/action plan required?

YES/NO

DECLARATION

The information provided on and with this form is to the best of my knowledge accurate.

Name of GMBSO:

Signature:

Date:

DISSEMINATION OF INFORMATION - A copy of this report should be sent to

- i) the GM safety committee
- ii) any local Division/Centre/Unit safety committee(s)
- iii) the School safety committee

**PLAN OF ACTION TO ADDRESS ITEMS IDENTIFIED IN GM ANNUAL
REPORT AS REQUIRING ATTENTION**

Actions required	Person(s) to undertake	Date to be completed by	Date completed

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