

# ANNUAL SURVEY/AUDIT OF BIOLOGICAL & GENETIC MODIFICATION ACTIVITIES

## PRINCIPAL INVESTIGATORS/SUPERVISORS REPORT

Where work with biological materials is undertaken, various duties and responsibilities are placed on Research Group Leaders/Principal Investigators/Supervisors/Managers under Part 6 of the University Health and Safety Policy. You are asked to confirm you are aware of your responsibilities and there are adequate and effective systems in place to meet the necessary standards in the areas for which you are responsible.

### 1. Policy requirements

Have you read Part 6 – Biological Laboratories of the University Health and Safety Policy and additional local rules and Regulations on health and safety published at School level and below? **YES/ NO**

### 2. Documented procedures

Do you have local, documented procedures (SOPs, rules, protocols etc) in your labs for the following?

- |  |               |
|--|---------------|
| ○ laboratory rules/working practices                 | <b>YES/NO</b> |
| ○ disinfection procedures                            | <b>YES/NO</b> |
| ○ waste disposal procedures                          | <b>YES/NO</b> |
| ○ handling of sharps                                 | <b>YES/NO</b> |
| ○ what to do in the event of an accident or incident | <b>YES/NO</b> |

Have all personnel seen a copy of the written procedures and been instructed to follow them? **YES/NO**

### 3. Training and supervision

Are all personnel adequately trained and supervised to ensure they can carry out their work safely? **YES/NO**

Are training records kept and up to date for all personnel? **YES/NO**

### 4. Monitoring and inspection/audit

Do you routinely monitor working practices to ensure the required safety standards are met? **YES/NO**

Has there been a locally-organised safety inspection or audit that has checked on standards of the facilities and the working practices in your area in the last year?  
**YES/NO**

If yes when and by whom was this undertaken

## 5. Risk assessments

Are there COSHH risk assessments in place for all work with hazardous or potentially hazardous biological materials? **YES/NO**

Does your current work involve the use of genetically modified organisms? **YES/NO**

The attached list shows the risk assessments that have been approved by the local GM safety committee. Do the risk assessments against which you are named adequately cover all your work with GMOs? (only risk assessments on this list are regarded as current and approved) **YES/NO**

*Note - GMOs include micro-organisms, cell lines, animals etc. and a risk assessment is required for anything you have (either in use or in storage) in the University that is genetically modified even if the modification was done elsewhere.*

Have all risk assessments been reviewed in the last year and do they remain valid?  
**YES/NO**

If any risk assessments require changes provide a brief summary of the revisions required

Are personnel lists appended to all your risk assessments and are these up to date?

**YES/ NO**

Have all personnel listed read and signed the risk assessment?

**YES/ NO**

## 6. Inventory of micro-organisms and Schedule 5 materials in the University

Does your local Biological Safety Adviser (or other School safety personnel) have up-to-date information on all your holdings (stored or in-use) of

i) Micro-organisms **YES/ NO**

ii) Schedule 5 materials **YES/ NO**

## 7. Actions required

If you have answered NO to any of the questions above then you should list here the action(s) required to address the shortcomings since these all should be answered in the affirmative. Actions should be completed within a reasonable timescale (see below).

## 8. Declaration

The information provided above accurately reflects the arrangements in place in the areas for which I am responsible and in relation to the personnel for whom I have responsibilities. I will undertake any actions required with one month (or if not justify here what will not be completed within that timescale and give an alternative date).

Name (please print clearly):

Signature:

Date: