**SBCS Risk Assessment Policy – Fogg and FBB Insectary**

Please refer to the QMUL Risk Assessment policy for legal responsibilities/definitions/steps to conducting Risk Assessments in QMUL – link below

<http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_042-Risk-Assessment-Policy_V3_26NOV2018.pdf>

The below policy sets out to define the Risk Assessment (RA) process in SBCS (Fogg and FBB Insectary).

1. All students/research staff are advised on their floor induction that RA’s need to be written or read (whichever is relevant) and signed off before commencement of laboratory work.
2. Research students/staff (PG/PDRA/Academics/Masters/UG) are responsible for writing all necessary RA’s relevant for their research (eg COSHH/BIOCOSHH/Lone working/Out of hours). This will be in conjunction with their Lab Managers if advice/guidance is needed.
3. All RA’s are to be signed off by the relevant academic.
4. If there are any changes to procedures the relevant RA’s must be reviewed, altered accordingly and signed off by the end user. They also needs to be countersigned by the academic concerned.
5. All RAs are to be reviewed on a yearly basis by lab managers. This is to check that they have been signed accordingly by end users and are in date.
6. Paper copies of all relevant RA’s are to be stored in COSHH/BIOCOSHH folders in all research labs in Fogg and FBB insectary.