



RESEARCH PROJECT RISK ASSESSMENT

The risk assessment is a **mandatory document** to be prepared by the Principal Investigator (PI) before the commencement of research activities. The purpose of this document is to help researchers identify, mitigate and minimize risks associated with their research activities. It is best prepared as a team involving those directly involved in the research work.

This document is to be completed and submitted to the Faculty Research Committee (FRC) as part of the Research Project/ Grant Application Approval requirement.

Prior to completion or submission, if there is any aspect of the risk assessment or management process associated with your proposed research that you feel unsure about then it is the **responsibility of the PI** to seek further guidance from the Faculty's Occupational Safety Health and Environment Representative (OccSHER) or UBD Office of Safety, Health & Environment (OSHE).

RISK ASSESSMENT PROCEDURE
<i>The primary aim of this procedure is to clearly identify and control the risks associated with the proposed research. You are required to follow the steps below.</i>
Step One: Principal Investigators are required to complete SECTION A .
Step Two: For SECTION B , please complete the relevant form(s) depending on your research activities, agents and/or substances to be used. The PI is expected to discuss the risk assessment with all researchers involved in the research project. <i>*Please refer to the "General Description of Risk Assessment" document that can be accessed at myUBD portal to assist you in completing the relevant forms.</i>
Step Three: The PI must declare that he/she has understood all the risks involved in his/her research project in SECTION C prior to submitting this form to <i>Faculty Research Committee (FRC)</i> .
Step Four: Attach the completed risk assessment forms to your research project or grant application for review by the FRC and approval by the Dean.
Step Five: Once your application is approved by the Dean/Director, submit a copy of all relevant documents to OSHE, the secretariat of the University Safety, Health and Environment Committee (USHEC) for review and approval. Once approval is obtained from USHEC, the researcher is to submit copies to the Office of Research and Innovation (ORI) and the Dean / Director of the faculty. You are required to ensure that your endorsed risk assessment is easily accessible / available during your research work.

SECTION A

1. PRINCIPAL INVESTIGATOR DETAILS	
Name:	Position:
Faculty/ Institute/ Academy/Centre:	Programme:
Contact no: <i>Office:</i> <i>Mobile:</i>	Email:

2. OTHER RESEARCHERS/ INVESTIGATORS, COLLABORATORS, ORGANISATIONS
State name, post, contact number and emails of any other researchers/investigators/collaborators involved with the study

3.DETAILS OF THE RESEARCH PROJECT

3.1 Title of the research project:

3.2 Nature of the research project:

Please tick any of the following which indicates the nature of your research:

Laboratory based ☐

Field work/Industry ☐

Workshop ☐

3.3 Location

Specify the location where the research will be conducted:

3.4 Research Procedure

In not more than 500 words, provide a brief outline of the step-by-step procedure of your proposed study (data collection, analysis process, sampling) in non-technical lay language and list down the equipment and materials (e.g chemical, microorganisms, radioisotope) to be used during the process. The provision of flowchart diagram demonstrating step by step process of the study would be useful.

3.5 Expected date of commencement:

3.6 Expected date of completion:

SECTION B

Please tick the box(es) and complete the form(s) depending on your research activities, agents and/or substances to be used that can be downloaded by clicking the relevant forms below. You may be required to complete **MORE THAN ONE** forms.

The project involves:

- | | |
|---|--|
| <input type="checkbox"/> Biological Agents or Hazards | (please complete Biological Hazard Risk Assessment Form) |
| <input type="checkbox"/> Hazardous Substances (eg. Chemicals) | (please complete Hazardous Substances Risk Assessment Form) |
| <input type="checkbox"/> Fieldwork | (please complete Activity-Based Risk Assessment Form) |
| <input type="checkbox"/> Other activities | (please complete Activity-Based Risk Assessment Form) |

SECTION C

DECLARATION

Principal Investigator (PI) Declaration

I have considered all the risks associated with my proposed research. I have considered the likelihood and the consequences of an event occurring and identified the medium to extreme risks. As a result, I have detailed how I can reduce the likelihood of an event occurring and how I will respond should an event occur.

I will ensure that changes in the approved research procedures are reported to USHEC promptly for the revised risk assessment to be reviewed accordingly. These changes will not be initiated without prior approval by the USHEC, except when necessary to eliminate apparent immediate hazards to the participant.

I will undertake to provide notification when the study is complete and if it fails to start or is abandoned.

Signed: _____

Date: _____

Name: _____

REVIEW AND ENDORSEMENT

Endorsement by Dean/Director of Faculty/Centre/Institute/Academy/Centre

The Faculty Research Committee has reviewed the relevant risk assessment and the PI is aware of all the risks associated with his/her proposed research. He/she has also identified ways in which they can manage and mitigate the risks, stating any further training needs where applicable.

I am satisfied that the document addresses the risks of undertaking this proposed research and the PI is clear on how he/she will manage and respond to an event.

Signed: _____ Date: _____

Name/Designation : _____

Remarks:

For Office Use Only

Received and approved by the University Safety, Health and Environment Committee (USHEC)

Signed: _____ Date: _____

Name: _____

Designation : _____

If you have any enquiries, please contact your Principal Investigator or the Office of Safety, Health and Environment at office.oshe@ubd.edu.bn or contact ext. 2533/2633