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**School of Life Science**
**Risk Assessment – HTA**
**Transport of Human Tissue**

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| **RA Reference:** | **RA/HTA/001** |
| **Version Number** | **1.0** |
| **Date:** | **24/04/2018** |
| **Review by:** | **30/04/2020** |

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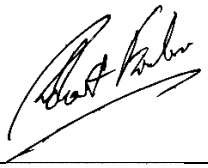
| **Author:** Dr Robert Fowler<br>**Designation:** Persons Designate – School of Life Sciences | **Signature**<br>  | **Date**<br>24/04/2018 |
| **Authorised By:** Dr Georgios Giamas<br>**Designation:** Designated Individual<br>School of Life Sciences HTA Research Licence |  | 24/04/2018 |
| **Expert Authorisation**<br>**Designation:**<br>**Contact Details** | | |

| Version | Date | Reason for Change |
|---|---|---|
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**Risks should be evaluated using the following system, assessing the Likelihood (L) of the risk and the Severity (S) of the risk if it was to occur:**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Likelihood of risk** | **5** | Almost Certain | **5** | **10** | **15** | **20** | **25** |
| | **4** | Very Likely | **4** | **8** | **12** | **16** | **20** |
| | **3** | Likely | **3** | **6** | **9** | **12** | **15** |
| | **2** | Unlikely | **2** | **4** | **6** | **8** | **10** |
| | **1** | Very Unlikely | **1** | **2** | **3** | **4** | **5** |
| | | | No tissue damage/loss | Minor tissue damage/loss | Significant tissue damage/loss | Tissue destroyed but replaceable | Tissue destroyed and irreplaceable |
| | | | No risk to personnel | Minor risk to personnel | Medium risk to personnel | Significant risk to personnel | Major risk to personnel |
| | | | **1** | **2** | **3** | **4** | **5** |
| | | | **Severity of risk** | | | | |

**Score Action to be taken:**
0-5 No further action needed.
6-9 Appropriate additional control measures should be implemented
10-25 Work should not be started or should cease until appropriate, additional, control measures are implemented.

**Reducing risk:** procedural planning, contingency planning, personnel training and re-evaluation of procedures can be considered to reduce risk.

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# RISK ASSESSMENT FORM

This form should be used in conjunction with the associated guidance notes. If you do not have a copy of the guidance, see the BSMS Safety Officer.
If there are any chemicals/hazardous substances in your assessment, a COSHH form will be required for each chemical.

**Section 1 – Location**

| SCHOOL : LIFE SCIENCES | GROUP : HTA | TASK / ACTIVITY: Transport of Human tissue |
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| **Section 2 - Identifying Hazards** | | **Section 3 - Existing Control Measures** | **Section 4 – Evaluating** Risk | **Section 5 – Action Plan** | | | | |
|---|---|---|---|---|---|---|---|---|
| **Hazard** | **Persons/material at risk and how affected** | **Existing Control Measures** | **Risk Rating** (LxS=R) | **Action required to control risk** | **Risk Rating** (LxS=R) | **Action by Whom** | **Deadline for action** | **Date completed** |
| *Example* | *Type the text in here to describe the hazard* | *Describe any existing control measures* | *4 x 5 = 20* | *Type the text in here to describe the action required to reduce the risk to an acceptable level* | *4 x 1 = 4* | *The name of the person given the action – they must agree to it!* | *The date by which the action is to be completed* | *Date actually completed* |
| Increase in transport temperature | Risk to the integrity of the material - Material could thaw during transport rendering it useless. | Use of a reliable courier – 'World Courier' for international transport; FedEx, DHL, TNT for national deliveries. Sufficient dry ice should be added to the package – labelled appropriately. A water tight container should also be used. Further information on sending/receiving samples is available on SOP 16. | 2 x 2 = 4 | . | | | | |
| Theft of samples Breakage of transport container | Loss of samples | Use of reliable courier Careful packaging according to SOP 16. | 2 x 2= 4 | | | | | |
| Mixing up of samples | Loss of samples | Careful packaging with all associated paperwork; use of sticky labels or permanent marker pens. All samples must | 2 x 2 = 4 | | | | | |

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| | | have a unique identifier detailed in the paperwork. | | | | | | |
| Leakage of tubes | Contamination of packaging and loss of samples | High quality tubes must be used, carefully closed and secondarily contained in sealed ziplock bags/large tubes prior to packing. | 2 x 2 = 4 | | | | | |
| Samples left to thaw in goods-in department and not collected in a timely fashion | Risk to the integrity of the material - Material could thaw whilst waiting for collection from users rendering it useless. | The PIs importing the material should ensure it is delivered when the stores are open, or at least let the courier company know the opening times. Also they should inform the stores staff of the impending delivery so they know space in the correct freezer is available. A record of the delivery notes of samples incoming are recorded and kept on file. | 1 x 4 = 5 | | | | | |

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| lth monitoring required? | Yes |
| Is a more detailed assessment (e.g. Clinical Risk, COSHH, Manual Handling, Display Screen Assessment) required? Please state which one: | No, unless the samples are suspended in something which could be considered a hazardous chemical, then COSHH should be completed. |
| Is further information or investigation required to complete risk assessment? | No |

**Section 7 - Assessment Sign Off**

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| ASSESSOR'S NAME : ROBERT FOWLER | JOB TITLE : TECHNICAL COORDINATOR |
| DATE OF ASSESSMENT : 24/04/2018 | REASSESSMENT DATE : 30/04/2020 |
| | A |
| | B |
| | C |
| | D |
| | E |
| ASSESSOR'S SIGNATURE : | SAFETY OFFICER'S SIGNATURE : |

| PERSON INVOLVED NAME | SIGNATURE | DATE |
|---|---|---|
| **Dr Georgios Giamas** | | |
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