



School of Life Science
Risk Assessment – HTA
Loss of Sample Traceability & Inappropriate Disposal

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Version	Date	Reason for Change

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.

Section 1 – Storage

SCHOOL : LIFE SCIENCES	GROUP : HTA	TASK / ACTIVITY: Loss of Sample Traceability & Inappropriate Disposal
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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
Loss of traceability through inaccurate labelling	Samples at risk of being lost or unidentifiable	<ul style="list-style-type: none"> - Sample labelling should be done to ensure information does not come off or wipe away over long periods of time in storage. This includes dedicated labels printed on a labelling machine where possible. Pen (even permanent marker) on the outside of a plastic tube is not acceptable. - Labels will be checked during internal audits 	2 x 2 = 4					
Inaccurate storage location used or inaccurate or delayed information entered into database	<ul style="list-style-type: none"> - Samples at risk of being temporarily or permanently lost - Samples not being where they are expected for the new 	<ul style="list-style-type: none"> - The database has prescribed areas of tissue storage which only admins can edit/add. 	2 x 1 = 2					

	research/internal audits	<ul style="list-style-type: none"> - Location audits undertaken as part of internal audit - All users and staff entering information on the database have been given the tutorial for the software and some guidance in entering new samples. 						
Inappropriate disposal of sample	<ul style="list-style-type: none"> - Sample could still be used/viable even when it is marked as or believed to be disposed - A breach in the biological safety policy of the university. 	<ul style="list-style-type: none"> - HTA/SOP/12 details the disposal method for HT samples. - Advice is offered by PDs and DI as to the correct disposal method. - Autoclave and Clinical Waste streams available for all users where needed 	1 x 3 = 3					

Is further 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

[illegible]