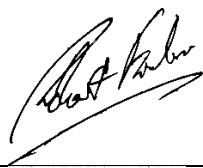



**School of Life Science  
Risk Assessment – HTA  
Unauthorised Access to Human Tissue Samples**

<b>RA Reference:</b>	<b>RA/HTA/007</b>
	<b>1.0</b>
<b>Date:</b>	<b>24/05/2018</b>
<b>Review by:</b>	<b>30/05/2020</b>

<b>Author:</b> Dr Robert Fowler <b>Designation:</b> Persons Designate – School of Life Sciences	<b>Signature</b> 	<b>Date</b> 24/05/2018
<b>Authorised By:</b> Dr Georgios Giamas <b>Designation:</b> Designated Individual School of Life Sciences HTA Research Licence		24/05/2018
<b>Expert Authorisation</b> <b>Designation:</b> <b>Contact Details</b>		

<b>Version</b>	<b>Date</b>	<b>Reason for Change</b>

**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:**

<b>Likelihood of risk</b>	<b>5</b>	Almost Certain	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b>	Very Likely	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b>	Likely	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b>	Unlikely	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b>	Very Unlikely	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			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
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			<b>Severity of risk</b>				

**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: Unauthorised Access to Human Tissue Samples
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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
<i>Example</i>	<i>Type the text in here to describe the hazard</i>	<i>Describe any existing control measures</i>	$4 \times 5 = 20$	<i>Type the text in here to describe the action required to reduce the risk to an acceptable level</i>	$4 \times 1 = 4$	<i>The name of the person given the action – they must agree to it!</i>	<i>The date by which the action is to be completed</i>	<i>Date actually completed</i>
Unauthorised access to HT samples during sample acquisition	Donors and researchers	- Samples are not left during or after collection until they are properly processed and stored securely in the HT fridge/freezer.	$1 \times 3 = 3$					
Unauthorised access to HT samples during sample receipt (incoming) or sample delivery (outgoing)	Donors and researchers	- Sample delivered to the goods-in department where it can be signed for and kept securely/in the correct conditions until collected by researchers - Pick-up point for outgoing samples is in the goods-in section where it can remain safe and in the correct conditions until it is collected by the appropriate courier. - The correct method samples should be recorded (incoming) and packed (outgoing) is covered in	$1 \times 3 = 3$					

		HTA/SOP/16 which is read by the goods-in department operatives - Records of incoming samples are kept in the goods-in department for future reference and traceability.						
Unauthorised access to HT samples during storage	Donors and researchers	<ul style="list-style-type: none"> <li>- Restricted access to areas where HT is stored</li> <li>- All areas/storage unit are kept locked when area/unit not in use.</li> <li>- The buildings are locked and only accessible to registered users out of hours.</li> <li>- Storage areas/units signed to demark storage of human tissue samples</li> </ul>	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**

ASSESSOR'S NAME : ROBERT FOWLER	JOB TITLE : TECHNICAL COORDINATOR
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