

University of Sheffield

Risk Assessment – Loss of Traceability

PERSONS AT RISK: Employees (X) Contractors () Public (X) Visitors () Others (X)			Reference number: RA-BIO-TBC		
RISK (H) High (M) Medium (L) low (O) No Risk			Environment: Biorepository		
TASK or ACTIVITY:		INITIAL RISK LEVEL			FINAL RISK LEVEL
Significant Hazard	Potential Consequences of Hazard		Existing Control Measures	Additional Control Measures (If Required)	
Loss of traceability through inaccurate labelling	Samples at risk of being lost or unidentifiable	M	<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 	<ul style="list-style-type: none"> - Training and induction processes 	L
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 	H	<ul style="list-style-type: none"> - The database has prescribed areas of tissue storage which only admins can edit/add. 		L

	new research/internal audits		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.		
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	Overall Risk:	H			L
Comments:					
Additional References, Tasks Etc					
Additional Information:					
Undertaken By: Kevin Corke					
Date:	21/03/2019		Revision Date:		

Use the table given on the risk matrix to score your hazard or activity for the probability ('L') likelihood harm will occur and the severity ('S') of the outcome.