



# University of Sheffield

## Risk Assessment – Unauthorised Access to Human Tissue samples

|   |   |                           |  |  |                         |
|---|---|---------------------------|--|--|-------------------------|
| <b>PERSONS AT RISK:</b> Employees ( <input checked="" type="checkbox"/> ) Contractors ( <input type="checkbox"/> ) Public ( <input checked="" type="checkbox"/> )<br>Visitors ( <input type="checkbox"/> ) Others ( <input checked="" type="checkbox"/> ) |   |                           | <b>Reference number:</b> RA-BIO-107  |  |                         |
| <b>RISK (H) High (M) Medium (L) low (O) No Risk</b>   |   |                           | <b>Environment:</b> Biorepository  |  |                         |
| <b>TASK or ACTIVITY:</b>  |   | <b>INITIAL RISK LEVEL</b> |  |  | <b>FINAL RISK LEVEL</b> |
| <b>Significant Hazard</b>   | <b>Potential Consequences of Hazard</b> |                           | <b>Existing Control Measures</b>   | <b>Additional Control Measures (If Required)</b> |                         |
| Unauthorised access to HT samples during sample acquisition   | Donors and researchers                  | H                         | Samples are not left during or after collection until they are properly processed and stored securely in the HT fridge/freezer.  | -  | L                       |
| Unauthorised access to HT samples during sample receipt (incoming) or sample delivery (outgoing)  | Donors and researchers                  | H                         | <p>Sample delivered to the goods-in department where it can be signed for and kept securely/in the correct conditions until collected.</p> <p>The correct method samples should be recorded (incoming) and packed (outgoing) covered in SOPs</p> <p>Records of incoming samples are kept in the goods-in department for future reference and traceability.</p> |  | L                       |

|  |                      |                                      |   |  |   |
|--|----------------------|--------------------------------------|---|--|---|
| Unauthorised access to HT samples during storage |                      | H                                    | Restricted access to areas where HT is stored<br><br>The buildings are locked and only accessible to registered users out of hours. |  | L |
|  |                      |                                      |   |  |   |
|  |                      |                                      |   |  |   |
|  |                      |                                      |   |  |   |
|  | <b>Overall Risk:</b> | H                                    |   |  | L |
| <b>Comments:</b>                                 |                      |                                      |   |  |   |
|  |                      |                                      |   |  |   |
|  |                      |                                      |   |  |   |
| <b>Additional References, Tasks Etc</b>          |                      |                                      |   |  |   |
| <b>Additional Information:</b>                   |                      |                                      |   |  |   |
| <b>Undertaken By:</b><br>Kevin Corke             |                      |                                      |   |  |   |
| <b>Date:</b>                                     | 21/03/2019           | <b>Revision Due Date: 21/03/2021</b> |   |  |   |
|  |                      |                                      |   |  |   |
|  |                      |                                      |   |  |   |
|  |                      |                                      |   |  |   |

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.