



## University of Sheffield Risk Assessment – Incomplete Consent Forms

<b>PERSONS AT RISK:</b> Employees ( X ) Contractors ( ) Public (X) Visitors ( ) Others (X)			<b>Reference number: RA-BIO-109</b>		
<b>RISK (H) High (M) Medium (L) low (O) No Risk</b>			<b>Environment: Biorepository</b>		
<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>	
Consent form not completed appropriately <ul style="list-style-type: none"> <li>- Statements not initialled</li> <li>- Form not dated</li> <li>- Witness information incomplete</li> </ul>	Sample held without proper consent.  In accurate information held on Donor wishes for tissue  Reputational risk	H	- Policies in place with regards consent - training for staff taking consent Audit schedule for consent forms	Training of staff. Audit procedures for consent with draw Consent audits undertaken regularly to ensure forms completed correctly	L
	<b>Overall Risk:</b>	H			L
<b>Comments:</b>					
<b>Additional References, Tasks Etc</b>					

<b>Additional Information:</b> Reports to the HTA committee on audits undertaken to be tabled quarterly					
<b>Undertaken By:</b> Kevin Corke					
<b>Date: 21/03/2019</b>				<b>Revision Date:</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.