

University of Sheffield Risk Assessment – Incomplete Consent Forms

PERSONS AT RISK: Employees (X) Contractors () Public (X) Visitors () Others (X)			Reference number: RA-BIO-109		
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)	
Consent form not completed appropriately <ul style="list-style-type: none"> - Statements not initialled - Form not dated - Witness information incomplete 	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
	Overall Risk:	H			L
Comments:					
Additional References, Tasks Etc					

Additional Information: Reports to the HTA committee on audits undertaken to be tabled quarterly					
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.