

## **Risk Assessment Form**

PERSONS AT RISK: (X ) Employees ( ) Contractors ( ) Public ( ) Visitors ( ) Others			Reference No: BIO RA Sample		
Risk: (H) High (M) Medium (L) Low (O) No Risk.			Environment: Biorepository		
TASK or ACTIVITY: Handling & Transport of Samples		INITIAL			FINAL
		RISK			RISK
SIGNIFICANT HAZARD	RISK	RATING	EXISTING CONTROL/PROPOSED CONTRO		RATING
Transport of Fresh Blood, tissue &	Time sample at at room temperature will effect the	Н	Samples should be transported form collection point to processing lab on Ice, route should be planned to take the shortest time		L
Urine from collection to processing Lab	quality of the sample				
Processing time within laboratory	Sample should be processed ASAP to minimise the		Equipment & consumables should be set in in readiness for sample	e processing to comence as soon as	
	effects to sample quality	M	Technicain should be fully trained in sample processing and adhering to relevant SOP  Technical staff should be aware of when samples are expected to allow planning		L
Un-labelled samples		M	Ensure vials and containers are correctly labelled as samples are collected, ideally labeling containers before hand		L
	Samples un-labelled or miss labelled				
Incorrect storage		M	Double check storage locations before final placing. Ensure regular audits are carried out		L
	Samples stored incorrectly within biorepository				
Freezer malfunction	Breakdown of freezer and subsiquent increase in temperatu	M	Freezers alarmed and monitored 24/7		L
	· · · · · · · · · · · · · · · · · · ·		CO2 Back up systems on all freezers		
			Emergency freezers avaliable		
Security risk to samples	Unauthorised persons accessing samples	L	Sample stores are within secured areas and accessable via suited Keys.  NGH store behind Swipe card access		
					L
			RHH stores alarmed/ CCTV		
Frozen sample movement	Risk of samples thawing when being removed from long term storage. Risk to samples during transit	M	Ensure sample locations are known before hand. Minimise time that racks are out of the freezers.		zers.
			Place samples into dry ice when removed, ensure adequate amount of dry ice is covering samples to reach final d		inal destination
Comments:		I		Overall Risk:	L
Sample integrity is paramount to the long term usefulness of the samples stored and forward planning is vital to ensure they are processed and sored in the correct conditions asap					
Additional References, Tasks etc					
Undertaken By:	Steven Havnes				
Other Persons Consulter Kevin Con					
Date: 17/02/2019 Revision Date: 17/02/2020					
Date. 17/02/2017 Revision Date. 17/02/2020					