# Risk Assessment Form

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| Persons Designated (PD):  |  |
| Departmental name: |  |
| Date Assessment conducted:  |  |
| Department Head: |  |
| Date of previous risk Assessment: |  |
| Designated Individual (DI):  |  |

Risk Assessment Process

The risk assessment process consists of identifying, analysing, evaluating risks on a continual basis. It can be seen as a 5-step continual process:-

1. Identify risk –

Physical: Suitability of premises i.e. lifting, awkward postures, slips and trips, noise, dust, machinery etc.

Biological: including tuberculosis, hepatitis and other infectious diseases faced by healthcare workers, home care staff and other healthcare professionals.

1. Identify the risks– what, why and how events can happen.
* Equipment not fit for purpose;
* Loss of relevant material;
* Tissue is collected, stored or used without consent;
* Storing or using human tissue after consent withdrawal;
* Loss or mix up of material due to inadequate labelling and tracking system;
* Storage failure or other damage affecting human tissue quality for useful research;;
* Risk of Infection when handling samples of tissue, blood, urine etc;
* Loss of material due to inadequate packaging during transport;
* Transport of specimens to other buildings of the establishment;
* Material transferred without NRES approval, appropriate consent or to an unlicensed site;
* Material disposed of by an inappropriate method/route;
* Disposal records not retained for audit;
* Material disposed of in error.
* Security arrangements
1. Determine the likelihood of a hazard occurring– determine the existing controls and analyse the risk in terms of the potential consequences for the University and its likelihood in the context of the existing controls.
2. Evaluate the risks– Evaluate and rank the risks.
3. Treat the risks– Options to minimise the risk must be identified, treatment action plans must be developed and solutions implemented.

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| --- | --- | --- | --- | --- |
| Reference e.g. lab/Freezer | Description of Risk – describe the potential problem. | Existing risk assessments– physical controls and/or systems currently in place to reduce the risk of adverse incidents? | Risk Assessments |  |
| Severity(S) | Likelihood(L) |  Risk Rating(SxL) | Risk ranking |
|  | Consent.Example:* Tissue is collected, stored or used without consent.
 |  |  |  |  |  |
|  | Handling and StorageExamples:•Risk of Infection when handling samples of tissue, blood, urine etc.;•Loss of material due to inadequate labelling and tracking system;•Loss of material due to storage equipment failure. |  |  |  |  |  |

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| Severity(S) | Likelihood(L) |  Risk Rating(SxL) | Risk ranking |
|  | Transfer*– Examples:** *Risk of Infection when transferring samples of tissue, blood, urine etc.;*
* *Loss of material due to inadequate labelling and tracking system during transport;*
* *Loss of material due to inadequate packaging during transport;*
* *Material transferred without NRES approval, appropriate consent or to an unlicensed site.*
 |  |  |  |  |  |
| Reference e.g. lab/Freezer | Description of Risk – describe the potential problem. | Existing risk assessments– physical controls and/or systems currently in place to reduce the risk of adverse incidents? | Risk Assessments |  |
| Severity(S) | Likelihood(L) |  Risk Rating(SxL) | Risk ranking |
|  | Disposal*Examples:** *Material disposed of by an inappropriate method/route;*
* *Disposal records not retained for audit;*
* *Material disposed of in error.*
 |  |  |  |  |  |

Risk Ranking Matrix



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| --- | --- | --- |
| **Risk Ranking Grade** | **Score** | **Responsibility** |
| Very low | <5 | Laboratory Level |
| Low | 6-8 | Laboratory Level |
| Medium | 9-12 | DI/RGO/PD |
| High | 15-25 | Designated Individual & Licence Holder |

Likelihood Matrix



Send copy of completed risk assessment to Designated Individual (DI) and Research Ethics Governance and Integrity Office (REGI).