**Risk assessment for removing samples from the deceased for testing**

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| **Establishment/site:** |  | **Date of risk assessment:** |  |
| **Risk assessment conducted by:** |  | **Date of next review:** |  |

| **Potential causes** | **Potential effects** | **Existing controls** | **Other actions needed to control risk** | **Action:** **by whom** | **Action:** **by when** | **Action: completed** |
| --- | --- | --- | --- | --- | --- | --- |
| Risks relating to: Consent and authority |
| Failure to follow procedures relating to seek and obtaining consent  | * Removing a sample from the body without appropriate and valid consent (in breach of the HT Act)
 | *For example, describe details of: procedures and policies for seeking consent; checks and audits of correct completion of consent records; staff training and competency assessments* |  |  |  |  |
| Failure to check record of consent or authority before removing the sample from the deceased | * Removing a sample from the body without appropriate consent or authority (in breach of the HT Act)
 | *For example, describe details of: procedures and policies for checking consent or authority before removing the sample; staff training and competency assessments* |  |  |  |  |
| Failure to act on withdrawal of consent | * Removing, storing or using a sample without appropriate and valid consent (in breach of the HT Act)
 | *For example, describe details of: information provided to family on withdrawing consent (and timeframe); procedure to flag if consent is withdrawn* |  |  |  |  |
| *Add rows, as necessary* |  |  |  |  |  |  |
| Risks relating to: Identification of the deceased and samples |
| Inaccurate or incomplete information attached to the deceased  | * Removing a sample from the body wrong body (and therefore, without appropriate consent or authority)
 | *For example, describe details of: procedures to label bodies to ensure a minimum of three identifiers of the deceased can be checked between the body and consent/authority record* |  |  |  |  |
| Failure to follow procedures to check the identification of the deceased | * Removing a sample from the body wrong body (and therefore, without appropriate consent or authority)
 | *For example, describe details of: procedures for checking identification of the body against consent/authority record immediately before removing the sample; two-person check of identification; staff training and competency assessments* |  |  |  |  |
| Insufficient labelling of sample  | * Loss of sample
* Loss of traceability
* Disposal or retention of a sample against the family’s wishes
 | *For example, describe details of procedures to label samples* |  |  |  |  |
| Insufficient record-keeping and storage of samples  | * Loss of sample
* Loss of traceability
* Disposal or retention of a sample against the family’s wishes
 | *For example, describe details of procedures to log samples taken, in storage and sent off-site; staff training and competency assessments* |  |  |  |  |
| Samples lost when being sent off-site for analysis | * Loss of sample
 | *For example, describe details of procedures to package and send samples off-site* |  |  |  |  |
| *Add rows, as necessary* |  |  |  |  |  |  |
| Risks relating to: Removal of a sample from the deceased |
| Lack of training or due care and attention when handling the deceased or removing sample from the deceased | * Damage to the deceased whilst removing the sample
 | *For example, describe details of procedures for handling the deceased, remove samples; staff training and competency assessments*  |  |  |  |  |
| *Add rows, as necessary* |  |  |  |  |  |  |
| Risks relating to: Premises, facilities and equipment |
| Premises not secured or doors that should be locked being left open for ease of access | * The facility being accessed by unauthorised people or visitors
* Risks to dignity of the deceased
* Risk to staff
* Potential breach of confidentiality
 | *For example, describe details of security of premises and procedures for security* |  |  |  |  |
| *Add rows, as necessary* |  |  |  |  |  |  |