**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details of: information provided to family on withdrawing consent (and timeframe); procedure to flag if consent is withdrawn* |  |  |  |  |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* |  |  |  |  |  |  |