

Mrs. Caroline Cleary

**NHS Blood and Transplant - Risk Register**For assistance with completing this form, please email [DATIX Manager](#).**Type & Form Required**

Form Required

Manual Handling Risk Assessment

Select the correct form for your requirements.
In the case of risk assessments this should be in accordance with your training.

Next Review due by

Frequency for review must be in line with MPD1090 - H&S Risk Management

Confirm review date (dd/MM/yyyy)

14/01/2016

Risk Title & Reference

Title

Use of Transport Containers

Reference Number

HSD/NAT/MHA/071

E.g. BD/RA/Gen/001 or D-HR-01

Risk Location

Region

National (for Risk Assessment use only)

Centre

National (for Risk Assessment use only)

Directorate

Blood Supply Chain (BSC)

Dept/Area

Hospital Services

On/Off Site

On-site NHSBT Property

Location

Laboratory

BD Team

Identifier

This should summarise what you are assessing e.g. activity, process, workplace.

If there are reference documents such as MPDs and SOPs then include the titles and numbers here.

Identifier

Handling of Transport Containers in Hospital Services.

What might occur?

Transport Containers used are:-
Long journey containers (Va-Q-tec)
Short journey containers (Va-Q-tec and Clinimed)

The containers are used with the appropriate temperature stabilisation materials for the transport of blood and blood products to hospitals and NHSBT centres nationally.

The temperature stabilisation materials are
- Phase Change Materials (PCM's) for use in Va-Q-tec containers.
- Medicoool packs for use in Clinimed containers.
- Bags of dry ice pellets for use in either container.

The handling of these boxes is driven by hospital requests and may occur at various stages in the process.

DAT48 – Capacity and Transportation Time Limits for Transport Boxes
MPD47 – Rules for Stock Movements of Blood and Blood Components between NHSBT Sites.
SOP4147 – Request Management – Component Issue
DAT1550 – Instructions for Maintenance and Cleaning of Blood Transport Boxes
SPN796 – Maintenance of the va-Q-tec Long Journey Transport Container and the Replacement of the Outer Covers
DAT1598 – SSW- Handling of Va-Q-Tec Blood Component Transfer Boxes
SOP526 - Stock Movements of Blood and Blood Components between NHSBT sites
DAT2057 - Guidance for the Container Type to be used for Deliveries
MPD1090 - Health and Safety Risk Management

Documents

No documents.

Who is affected and how?

Who is affected? (Who is affected and how?)

Agency Worker
Employee
New and expectant mother
Young Person

How are they affected? (Who is affected and how?)

Employee/Agency - All HS staff would be expected to handle transport containers.

Best practice is to link with the specific hazards if all are not applicable.

New and expectant mother - see HSD/NAT/PEO/131

Young person - see HSD/NAT/PEO/130

Inherent Risk Grading

Inherent risk is an evaluation of the damage that could occur assuming there are no controls are in place or there is catastrophic failure of the controls. It is completed for the activity / assessment as a whole.

Inherent Risk

Red-Extreme
Orange-High
Yellow-Moderate
Green-Low

	Impact				
Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Likely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Possible	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unlikely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rating (initial):		9		Risk level (initial):	
				High	

Area Please insert a brief description, associated hazards and risk evaluation in the section below	
TASK Include related steps and process	Moving boxes within the Hospital Services department, including selection of appropriate transport container, packing of transport container, storage or immediate despatch of transport container, cleaning and maintenance of transport containers, storage of empty transport containers. The moving of boxes includes picking up and putting down from bench to floor or trolley heights, lifting boxes from bench to bench or trolley, carrying boxes between areas.
Associated Hazards Include any existing control measures which mitigate these hazards.	Multiple handling, WRULD from - loading/unloading boxes from trolleys. - moving/stacking boxes from storage areas/bench areas/trolleys - prevention of boxes overbalancing/falling from storage/trolleys/benches Existing control measures - Trolleys - Adjustable height benches (in some centres) - General Manual Handling Training and Ergonomics Awareness - SSW - User operations manuals - Supervision during normal working hours - PPE available - lab coats/gloves - Accident/near miss reporting procedure - Va-Q-tec boxes are stackable
Consequence	Moderate
Risk Likelihood	Possible
Risk Action Level	Moderate
LOAD Include related steps and process	Long journey Va-Q-Tec boxes:- Box weighs 4.4kgs empty. Box + 4 Phase Change Materials (PCMs)will weigh approximately 8.45kgs when not loaded with blood 12.3kgs when fully loaded with maximum 12 units of blood. Each box measures 300mm x400mm x330mm externally (WxLxD) Each box has 2 ergonomically designed handles on opposite sides which allow a correct handling technique to be used. The handles are quite short to prevent the box from being carried over the shoulder. Lids on this box are snug but will wear in as the box is used. Short journey Va-Q-tec boxes:- Medium box weighs 2.2kgs empty. Small box weighs 1.7kgs empty. Medium Box + 3 Phase Change Materials (PCMs)will weigh approximately 6kgs when not loaded with product Maximum weight of 10kgs when fully loaded with 2 PCM's and a maximum 15 units of blood or 3 PCM's and a maximum of 15 units of platelets. Medium box measures 350mm x420mm x350mm externally (WxLxD) Small box measures 310mm x410mm x270mm externally (WxLxD) Each box has 2 ergonomically designed handles on opposite sides which allow a correct handling technique to be used. The handles are quite short to prevent the box from being carried over the shoulder. Lids on this box are snug but will wear in as the box is used, there is a notch in the base of the box to aid opening of the lids. Clinimed boxes :- UBP110 box weighs 0.8kg empty weighs approximately 4kg when fully loaded with product and medicool packs. UBP110 box measures 320mm x 320mm x 320mm externally(WxLxD) UBP130 box weighs 1kg empty weighs approximately 7.5kg when fully loaded with product and medicool packs. UBP130 box measures 360mm x 360mm x 360mm externally(WxLxD) UBP140 box weighs 1kg empty weighs approximately 4.5kg when fully loaded with product and medicool packs. UBP140 box measures 360mm x 360mm x 360mm externally(WxLxD) UBP150 box weighs 1.3kg empty weighs approximately 6kg when fully loaded with product and medicool packs. UBP150 box measures 410mm x 465mm x 330mm externally(WxLxD) Each box has 2 handles on opposite sides with longer straps than the other containers.
Associated Hazards Include any existing control measures which mitigate these hazards.	Multiple handling, WRULD from - loading/unloading boxes from trolleys. - moving/stacking boxes from storage areas/bench areas/trolleys - prevention of boxes overbalancing/falling from storage/trolleys/benches Existing control measures - Trolleys - Adjustable height benches (in some centres) - General Manual Handling Training and Ergonomics Awareness - SSW - User operations manuals - Supervision during normal working hours - PPE available - lab coats/gloves - Accident/near miss reporting procedure - Va-Q-tec boxes are stackable
Consequence	Moderate
Risk Likelihood	Possible
Risk Action Level	Moderate
WORKING ENVIRONMENT Include related steps and process	This may vary across centres, variations in flooring and lighting for example are considered locally. Temperature controlled laboratory work areas at ambient temperatures. Coldrooms at 4 C. Ambient temperature storage and despatch areas.
Associated Hazards Include any existing control measures which mitigate these hazards.	Space constraints. Manual handling within a cold environment (coldrooms) Existing control measures - Management Inspection Checklists are done regularly. - General Manual Handling Training and Ergonomics Awareness - SSW - Supervision during normal working hours - PPE available - lab coats/gloves

- Accident/near miss reporting procedure

Consequence

Minor

Risk Likelihood

Possible

Risk Action Level

Moderate

INDIVIDUAL CAPABILITY

Load and task are suitable for all staff but where individual risk assessments are required further controls will be considered.
All staff are individuals, some staff may not be able to do all aspects of this task and may need individual risk assessments. Pre-existing conditions may be made worse.

Include related steps and process

Associated Hazards

Multiple handling, WRULD from
- loading/unloading boxes from trolleys.
- moving/stacking boxes from storage areas/bench areas/trolleys
- prevention of boxes overbalancing/falling from storage/trolleys/benches

Existing control measures
- Trolleys
- Adjustable height benches (in some centres)
- General Manual Handling Training and Ergonomics Awareness
- SSW
- User operations manuals
- Supervision during normal working hours
- PPE available - lab coats/gloves
- Accident/near miss reporting procedure
- Va-Q-tec boxes are stackable

Consequence

Moderate

Risk Likelihood

Possible

Risk Action Level

Moderate

OTHER FACTORS

n/a

Include related steps and process

Associated Hazards

Include any existing control measures which mitigate these hazards.

Consequence

Risk Likelihood

Risk Action Level

Have there been any:

Trends in sickness etc? (ask Manager)
(Have there been any:)

Manual handling accidents? (ask H&S Advisor) (Have there been any:)

Claims for injury? (ask H&S Advisor)
(Have there been any:)

Controls in place

Best practice is to directly link the controls to the hazards they are reducing and to list them in order of preference according to the hierarchy of control i.e. eliminate, substitute, engineering controls, information, instruction (such as SOPs and SSW), training, supervision, health surveillance and Personal Protective Equipment (PPE).

Controls in place

Do not forget to comment on whether they are acceptable?
E.G. "Gloves available to wear- YES"
For COSHH assessments please consider other controls e.g. Health Surveillance.

Trends in sickness, manual handling accidents and claims for injury have been considered and are monitored and reviewed locally and nationally at regular intervals, as described in MPD1090 - Health and Safety Risk Management.

Engineering controls -Trolleys provided and used - YES
-Adjustable height benches in some centres - YES
-Va-Q-tec boxes are stackable - YES
-Notch in short journey container (VaQtec) boxes to aid lid opening - YES

Information controls -Accident and near miss reporting tool - YES

Instruction controls -SOP's,User Operations Manual and SSW available and followed. National risk assessments for Use of temperature stabilisation materials (HSD/NAT/MHA/070) and Phase Change Materials (HSD/NAT/CSH/101) - YES

Training controls -General Manual Handling Training and Ergonomics Awareness - YES

Supervision controls -Supervision during normal working hours - YES

PPE controls -PPE available and used(lab coats/gloves)- YES

Final risk Grading

Residual risk is an evaluation of the damage that could occur after taking into account the effectiveness of current controls. It is completed for the activity / assessment as a whole.

Residual Risk

Red-Extreme
Orange-High
Yellow-Moderate
Green-Low

	Impact				
Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Likely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Possible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unlikely	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Rating (current): 6		Risk level (current): Moderate		

Additional control measures to reduce risk

When adding actions they should be targeting the highest risk areas to help reduce the residual risk from the activity.
Please note that you will have to save this record before the Actions section is enabled.

Actions

No actions.

Performed by

Risk Assessor

Jaggard, Mrs Samantha - Issue Specialist

Remember that the Risk Assessor and Manager should not be the same person. Once ready for Manager approval change status to awaiting approval.

Date completed (dd/MM/yyyy)

22/12/2014

Manager

Identify the manager who should be signing off this risk assessment.

Approval status

Current approval status

Final approval

ID

20032

Manager Details

Manager

Teresa Long

All risk assessments and inspections must be finally approved by the appropriate manager to make them effective.

Date agreed (Additional control measures to reduce risk)

13/05/2015

E-mail communication

Use this section to e-mail between the risk assessor, manager and other interested parties regarding the risk assessment. This then provides an audit trail against the assessment.

Message history

Date/Time

Sender

Recipient

Body of Message

No messages

Contacts

No Contacts

Linked Records

No Linked Records.

Notifications

Recipient Name

Recipient E-mail

Date/Time

Contact ID

No notification e-mails sent