

Date: 10th July 2025
Ref: CORP 25/26 - 063

Dear xxx

Freedom of Information request: Suitability of Blood Donation Locations (CORP 25/26 – 063)

Thank you for your request for information which the Trust received on 27th June 2025.

Your Request:

- 1) *Risk Assessments*
 - a) *Was a full risk assessment or site review carried out on Aberavon Beach Hotel in/after March 2025?*
 - b) *What actions, if any, were taken based on the findings of the report?*
 - c) *Were any formal communications issued to the hotel as a result?*
- 2) *Venue Suitability*
 - a) *What criteria are used to determine whether a donation venue is safe and appropriate?*
 - b) *What accessibility standards must venues meet to be used or retained?*
 - c) *When was the last formal risk assessment undertaken at the Aberavon Beach Hotel prior to March 2025?*
 - d) *Has the Welsh Blood Service received any feedback about this location's accessibility or safety from other donors or staff?*
- 3) *Decision to Continue Using the Venue*
 - a) *Who made the decision to continue using the Aberavon Beach Hotel?*
 - b) *On what basis was that decision made?*
 - c) *Have any alternative venues been explored in light of issues raised?*

Please find the Trust's response below:

1) Risk Assessments

- a) Was a full risk assessment or site review carried out on Aberavon Beach Hotel in/after March 2025?**

Venue Risk Assessments (VRA) were carried out on 04/03/2025, 16/04/2025, 28/05/2025 and 03/06/2025.

- b) What actions, if any, were taken based on the findings of the report?**

No safety issues were identified and therefore no requirement for action.

Mae Ymddiriedolaeth GIG Prifysgol Felindre yn hapus i dderbyn gohebiaeth yn y Gymraeg neu'r Saesneg.
Velindre University NHS Trust is happy to receive communication in Welsh or English.



c) Were any formal communications issued to the hotel as a result?

No safety issues or breaches were identified. WBS are in regular contact with host venues prior to visits.

2) Venue Suitability

a) What criteria are used to determine whether a donation venue is safe and appropriate?

Please see Appendix 1 below which shows the Master VRA.

b) What accessibility standards must venues meet to be used or retained?

Please see Appendix 1 below which shows the Master VRA and shows accessibility requirements.

c) When was the last formal risk assessment undertaken at the Aberavon Beach Hotel prior to March 2025?

A VRA was conducted on 05/02/2025 on the last visit to the venue.

d) Has the Welsh Blood Service received any feedback about this location's accessibility or safety from other donors or staff?

No concerns have been raised by WBS staff or donors.

3) Decision to Continue Using the Venue

a) Who made the decision to continue using the Aberavon Beach Hotel?

The Blood Donation Operations Managers along with the Planning Department make the decision based on a suitable and sufficient risk assessment and discussions with the host venue managers.

b) On what basis was that decision made?

This is based on the VRA findings along with conversations with venue management providing assurances that there were no safety risks.

c) Have any alternative venues been explored in light of issues raised?

There have been no requirements to explore alternative venues.

I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

You should forward your complaint to:

Mae Ymddiriedolaeth GIG Prifysgol Felindre yn hapus i dderbyn gohebiaeth yn y Gymraeg neu'r Saesneg.
Velindre University NHS Trust is happy to receive communication in Welsh or English.



Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

Information Commissioner's Office - Wales
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH
Telephone: 0330 414 6421
email: wales@ico.org.uk

Yours sincerely

Non Gwilym
Interim Director of Corporate Governance
Velindre University NHS Trust
2 Charnwood Court
Heol Billingsley
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WELSH BLOOD SERVICE

MASTER VENUE RISK ASSESSMENT FORM

DATIX ID:
 (office use only):

TYPE:		DATE:		TEAM:		VENUE:				VERSION:	
Alternative/ New											
Established											
TRANSPORT/ VEHICLES											
ACCESS FOR EQUIPMENT VEHICLE						PARKING FOR OTHER CLINIC VEHICLES					
Barrier Access	Yes		No			Close Proximity to Venue	Yes		No		
Gated Entrance	Yes		No			Disabled Parking Bay	Yes		No		
Height/Weight Restriction	Yes		No			Double Yellow Lines	Yes		No		
Narrow/ Tight Access	Yes		No			Gradient/ Slope	Yes		No		
Obstructed	Yes		No			Inadequate Lighting	Yes		No		
Reversing Manoeuvre	Yes		No			Moved After Setting Down	Yes		No		
PARKING FOR EQUIPMENT VEHICLE						PARKING FOR DONOR VEHICLES					
						Off Road	Yes		No		
Disabled Parking Bay	Yes		No			Public Highway	Yes		No		
Double Yellow Lines	Yes		No			Uneven Surface	Yes		No		
Gradient/ Slope	Yes		No			Venue Car Park	Yes		No		
Inadequate Lighting	Yes		No								
Moved After Unloading	Yes		No			Disabled Parking Bays?	Yes		No		
Off Road	Yes		No			Pay & Display Car Park	Yes		No		
Public Highway	Yes		No			Public Highway	Yes		No		
Uneven Surface	Yes		No								
Venue Car Park	Yes		No			Venue Car Park	Yes		No		
Comments						TRANSPORT ASSESSMENT					
						<u>Impact</u>	<u>Description</u>	<u>Likelihood</u>	<u>Description</u>	<u>Risk Rating</u>	
						1	Insignificant	5	Almost Certain		
						2	Minor	4	Likely		
						3	Moderate	3	Possible		
						4	Major	2	Unlikely		
						5	Catastrophic	1	Rare		
MANUAL HANDLING/ ACCESS FOR CLINIC EQUIPMENT											
DISTANCE FROM EQUIPMENT VEHICLE TO ACCESS DOORS						CLINIC LOCATION					
Please tick approx distance:						Please tick as appropriate:					
Less than 20m	20m - 50m	50m +				Basement	Ground Floor	1st Floor	2nd Floor	3rd Floor	Other
DISTANCE FROM ACCESS DOORS TO CLINIC AREA						If other please state location:					
Please tick approx distance:						ADDITIONAL INFORMATION					
Less than 20m	20m - 50m	50m +				Obstacles (E.g. Fire Doors)	Yes		No		
Less than 20m with lift	20m - 50m with lift	50m + with lift				Furniture to be Moved?	Yes		No		
Less than 20m with steps	20m - 50m with steps	50m + with steps				Trolley / Rollcage Access?	Yes		No		
If with steps please state how many:						Ramps Required?	Yes		No		
Comments						MANUAL HANDLING ASSESSMENT					
						<u>Impact</u>	<u>Description</u>	<u>Likelihood</u>	<u>Description</u>	<u>Risk Rating</u>	
						1	Insignificant	5	Almost Certain		
						2	Minor	4	Likely		
						3	Moderate	3	Possible		
						4	Major	2	Unlikely		
						5	Catastrophic	1	Rare		
STAFF/ DONOR WELFARE/ FACILITIES											
Adequate Tables/ Chairs Available?	Yes		No			Running Hot/Cold Water in Toilets (for Hand Washing)	Yes		No		
Disabled Access Available	Yes		No			Sanitary Bins Available	Yes		No		
Disabled Toilets Available	Yes		No			Staff Rest/Break Area Available	Yes		No		
Running Hot/Cold Water for Domestic Use E.g. Drinking Water	Yes		No			Toilet Facilities Adequate	Yes		No		
Comments						WELFARE ASSESSMENT					
						<u>Impact</u>	<u>Description</u>	<u>Likelihood</u>	<u>Description</u>	<u>Risk Rating</u>	
						1	Insignificant	5	Almost Certain		
						2	Minor	4	Likely		
						3	Moderate	3	Possible		
						4	Major	2	Unlikely		
						5	Catastrophic	1	Rare		

CLINICAL SUITABILITY/SAFETY									
Adequate Heating	Yes		No		Electrical Sockets Adequate	Yes		No	
Adequate Lighting	Yes		No		Electrical Sockets suitably Sited?	Yes		No	
Adequate Space between Bleed Beds?	Yes		No		Extension Cables Required	Yes		No	
Adequate Ventilation	Yes		No		Fire Exits Obstructed	Yes		No	
Carpet in Clinic area	Yes		No		General Décor / Cleanliness Adequate	Yes		No	
					Mobile Phone Signal adequate	Yes		No	
<u>Comments</u>					More than One Room Available for Clinic Use	Yes		No	
					Slippery Floor Signs Required?	Yes		No	
					SAFETY ASSESSMENT				
					Impact	Description	Likelihood	Description	Risk Rating
					1	Insignificant	5	Almost Certain	
2	Minor	4	Likely						
3	Moderate	3	Possible						
4	Major	2	Unlikely						
5	Catastrophic	1	Rare						
OVERALL RISK RATING									
VENUE				Risk Level			Action		
The overall venue risk rating is derived from the above assessments. Take the highest score and write it in the risk rating box. Then please tick the appropriate risk level.				<u>Overall Risk Rating</u>	1-3	Low	This level of risk is considered acceptable. No action is required over and above existing procedures		
					4-6	Moderate	Monitoring of risks with view to effort being made to reduce these within a 6 month period		
					8-12	Significant	Management consideration of risks and reduction of these before the next planned session		
					15-25	Critical	Senior Management attention required with a view to immediate action being taken to reduce risk		
<u>Overall Comments</u>									
Risk Assessment Completed by (Print Name):					Risk Assessment Completed by (Signature):				