

[REDACTED]
[REDACTED]
Date 13 August 2026
Your Ref FOI-2026-3422
Our Ref FOI-2026-3422

Enquiries to [REDACTED]
[REDACTED]

Dear [REDACTED]

Freedom of Information Reference: FOI-2026-3422

I refer to your Freedom of Information (Scotland) Act 2002 (FOISA) request that we received on the 15 July 2026 requesting the following information:

Accident Date: 20/10/2025

Please note that we have omitted your client's name and address to preserve their anonymity.

We refer to the above and would be grateful if you would provide us with:

- 1. Any risk assessment relating to: a. manual handling activities undertaken by donor carers; and b. the loading, unloading, pushing, pulling and manoeuvring of cages and equipment used at blood donation sessions.**
- 2. Any venue assessment, inspection report or suitability assessment relating to Blyth Hall, Newport-on-Tay for the period 01/01/2025 onwards a. Any review or reassessment of Blyth Hall, Newport-on-Tay as a venue for blood donations that has taken place in the period 01/01/2025 onwards**
- 3. Any safe system of work, method statement, guidance note, standard operating procedure or policy governing: a. manual handling; b. movement of cages and equipment; c. loading and unloading activities; and d. access and egress to donor session venues.**
- 4. Any guidance, policy or procedure in force concerning the assessment, approval and continued use of donor session venues.**
- 5. Any training materials, presentations, manuals or other documents used for manual handling training provided to donor carers in place on 20/10/2025**

Chair Mr Keith Redpath
Chief Executive Professor Karen Reid

6. Any documentation relating to the suitability or accessibility of the route used to transport cages into Blyth Hall, Newport-on-Tay.
7. Any records identifying the dimensions of cages used by donor carers to transport goods to and from blood donation sessions.
8. Any records identifying the dimensions of the relevant doorways for the access route at Blyth Hall, Newport-on-Tay.
9. Any documents identifying the maximum weight of cages used to transport goods to and from donor sessions.
10. The dates of all blood donation sessions at Blyth Hall, Newport-on-Tay for the period 01/01/2024 onwards.

We have now completed the search of our records and can provide you with the following information which is detailed in the Table below:

REQUEST	DCOUMENT TITLE	DOCUMENT DESCRIPTION
1 a & b	NAT H&S RA 158_Redacted	Use of Cages, Kerb Ramp and Threshold Ramp for loading and unloading of session equipment.
	NAT H&S RA 212_Redacted	Moving Session Equipment or Taking Session Equipment to and from a Venue
2	NATF 355 02 2015	Venue Information from when the venue was originally assessed in 2015.
	NATF 226 03 2015_Redacted	Venue Assessment Checklist from when the venue was originally assessed in 2015.
	NATF 1318 02 Newport VA 2023_Redacted	Venue Assessment Review 12 Jun 2023
	NATF 496 04 Newport VA 2023_Redacted	Venue Layout Review 10 Nov 2022
	Newport DUNWP Version 3 – 2023	CAD drawing of the venue layout used in 2023 showing the route of carrying in and session layout. Entry points for equipment marked with an “E” on this drawing.
	NATF 1318 04 Newport VA 2026_Redacted	Venue Assessment Review 29 Jun 2026
	Newport venue photos June 2026	Photos of the venue taken during an inspection carried out in June 2026
3 a, b, c, and d	NATS COL 085	Standard Operating Procedure for the Operation of a Roll Cage.
4	NATS COL 040	Standard Operating Procedure for Venue Assessment
5	Northern Arch Manual Handling Pack	PowerPoint presentation on “Moving and Handling Guidance” given to all staff.
	NATF 2148 03	Manual Handling Record of Practical Assessment which is completed for each member of staff.

	Once for Scotland Manual Handling	eLearning Manual Handling training module.
6	See response to Request 2 above.	
7	NATF 226 03 2015_Redacted	Section C of this Venue Assessment Checklist lists the roll cage dimensions as height 167cm, length 87cm, depth 71cm
8	NATF 355 02 2015 Note of measurements taken June 2026_Redacted	Venue Information from when the venue was originally assessed in 2015 identified two doors as possible entry points for equipment, marked with an "E" on the "Diagram of Suggested Session Layout". Both doors were 2.1m high, 1 door was 1.5m wide and the other 0.8m wide. An inspection carried out by a H&S adviser in June 2026 reported that the doorways at the venue were wide enough for roll cages, roll cage width was 71cm and the width of the inner doorway (marked with an "E" on Newport DUNWP Version 3 – 2023) was 85cm.
9	NATS COL 085	Section 2.6 of this document records that the maximum weight capacity for each cage is 500kg
10	Newport sessions 01012024 to 31032027	dates of donor sessions already held and scheduled to take place at this venue.

Public Services Delivery (PSD) Scotland have applied the [FOISA Section 38\(1\)\(b\) exemption for "Third party data"](#) in order to redact names and signatures of non-senior staff members.

This group of individuals have no expectation that their personal information would be disclosed into the public domain. Disclosure of this personal information would contravene Article 5(1)(a) of the UK General Data Protection Regulation (UK GDPR), where personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject.

I trust you will find the information of assistance and if you require any further information, please do not hesitate to contact me using the email address psd.foi@nhs.scot.

It is important to note that from 1 April 2026, NSS and NHS Education for Scotland (NES) joined to form Public Services Delivery Scotland (PSD Scotland), enabling transformation in health, social care, and the wider public sector. The new direct PSD Scotland FOI email address is now psd.foi@nhs.scot

More information regarding PSD Scotland can be found at the following URL:

[Public Services Delivery Scotland \(PSD Scotland\)](#)

If you are unhappy with any aspect of how we have dealt with your request, you can make representations to us asking us to review the handling of your request. Please write to the Associate Director Corporate Governance using the email address psd.foi@nhs.scot within 40 working days of the date of this correspondence.

If after a review you are still unhappy, you also have the right to apply to the Scottish Information Commissioner, who can be contacted at Kinburn Castle, St Andrews, Fife, KY16 9DS, or via their [online Appeal form](#).

Yours sincerely,

[Redacted Signature]

[Redacted Name]