



Northumbria Blood Bikes

Risk Assessment Proforma

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Date	10/03/2025	Review Date	30/03/2027
Developed By	P Curran	Approved By	Committee Meeting

Activity/Title	General Operations - Use of Motor Cars
Group at Risk	Northumbria Blood Bikes Drivers
Original Assessor	J Cooper/P Curran

	Category	Tick if at Risk
People at Risk	General Public	✓
	NBB Members (Drivers)	✓
	Others (Specify) – Ambulance & Hospital personnel	✓

IMPORTANT NOTE – Vehicle operations are conducted by qualified and vetted drivers using certified motor vehicles on a volunteer basis on behalf of Northumbria Blood Bikes group.

Volunteers are requested to behave and use equipment in a conducive and appropriate manner to ensure the Goals and objectives of the NBB Charter are met.

Refer to risk table at end of document for guidance

Number	Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Control measures Adequate (Yes/No)	If not, anticipated date
1.	Member safety	Driver	3	3	9	<ul style="list-style-type: none"> Shift Controllers should always be mindful of where they despatch drivers in order to maintain their personal safety No collections or deliveries should be made to home addresses unless there is sufficient supporting evidence to verify such a request e.g. Milk Run collections where the occupier is verified and details support safe operations Drivers have the right to refuse any tasking they feel may put them at risk. The driver should supply the Shift Controller with details that support their decision. Shift Controllers will respect such decisions and pass on the details to the Rota Manager for future considerations 	Yes	
2.	Contact with blood borne pathogens	Driver	3	2	6	<ul style="list-style-type: none"> All drivers have received MHRA online training for the safe transportation of blood products in case of spillage or contamination. Transported fluids are in sealed NHS approved containers and should always be carried in the rear boot of vehicles to avoid coming into contact with drivers during transport. Drivers are not to accept sample packages unless they are contained in approved packaging. 	Yes	
3.	Collision with another vehicle/road user/roadside property etc	All	5	1	5	<p>Drivers</p> <ul style="list-style-type: none"> All have advanced driving test pass qualification as a minimum of prior training (or EU equivalent) providing evidence of some prior competence. Observation drives conducted and verified by appointed NBB qualified assessor. Confirmation of current valid driving licence and status thereof. <p>Motor Vehicles</p> <ul style="list-style-type: none"> Motor vehicles used are owned by NBB and are maintained and serviced to manufactures recommendations by reputable professional garages. 	Yes	

						<ul style="list-style-type: none"> • Drivers conduct a daily pre-use checks and record results on a provided checklist. • Drivers are given authority not to accept a motor vehicle in an unsafe condition. • Drivers have received familiarity training and are required to familiarise themselves with the motor vehicle handling and other characteristics prior to using in service. <p>Miscellaneous</p> <ul style="list-style-type: none"> • Drivers have authority to terminate activity if he/she considers the conditions inappropriate. • Route choice at discretion of driver to match road and weather conditions. • Speed limits and other traffic law WILL BE adhered to. • Mobile phone to be carried in case of emergency. Although not to be used unless fully blue toothed to the vehicle and with caution for relevant calls only. • Hospital route familiarisation drives have been conducted and roads made known to drivers as part of a shadow shift. • Drivers are expected to demonstrate good driving etiquette at all times by setting good standards of performance and road safety. • Drivers are provided with information sheets in the use of on-board Sat Nav fitted to all motor vehicles to assist in safe operation and routing. 		
4.	Collision with pedestrian or another vehicle at start/finish venue	All	5	1	5	<ul style="list-style-type: none"> • Start and finish location chosen to be away from fast-flowing traffic as far as possible, or at discretion of driver who has authority to decline a location. • Drivers are all licensed and authorised, therefore have background awareness of road dangers. • Traffic awareness an integral part of the activity and therefore given particular attention during driving assessment and shadow sessions. • Traffic routes are established at hospital and ambulance stations with appropriate speed limits in place which should be adhered to. 	Yes	

5.	Effects of weather	Driver General public	5	1	5	<ul style="list-style-type: none"> • Driver has total authority to cancel/curtail activity if conditions are unsuitable or extreme cold weather, controlling risk of damage to transported product and also increased risk of collision due to road surface conditions. • Cars will be the preferred mode of operations during anticipated or sudden weather conditions. The Rota Manager will monitor the weather and make appropriate operational decisions on vehicles to be used. 	Yes	
6.	Driver fatigue	Driver	5	1	5	<ul style="list-style-type: none"> • Drivers are required to be rested and without fatigue before accepting any riding duties. • Drivers who feel unwell or are tired are encouraged to speak up and ask the Rota Manager to provide another volunteer to cover their shift. • Northumbria Blood Bikes support and praise instances where riders do speak up due to ill health or feel under the weather or fatigued. 	Yes	
7.	Lone working	Driver	5	1	5	<ul style="list-style-type: none"> • Where no Shift Controller or other Ops Rider/Driver are on duty, Drivers should always carry mobile phones in order to contact emergency services or Comm on Call in case of an emergency/accident. • Drivers to follow instructions contained in the Lone Working Procedure (OPS006) • Drivers should avoid travelling on minor less populated roads where possible. • Drivers should be extra vigilant when delivering to more isolated locations i.e. Care Homes taking into account guidance laid down in Doc RA05. • Drivers should be extra mindful to ensure they remain fit & healthy to ride during night periods, especially during inclement weather. They should decline jobs if they feel unable to proceed or at least delay the job until happy to proceed. 	Yes	

8.	Slip/Trip at starting/finishing venue or during en route stops	All	3	1	3	<ul style="list-style-type: none"> • Refuelling is conducted at approved fuel stations only, use of jerry cans for refuelling is prohibited. • Vehicles are checked daily and any drips/ leaks reported. • Vehicles will be parked away from pedestrianised traffic routes. • Start location chosen to be away from fast-flowing traffic as far as possible, or at discretion of rider who has authority to decline a location. • Location chosen to avoid uneven surfaces where possible. 	Yes	
9.	Cramp etc from prolonged driving	Driver	1	1	1	<ul style="list-style-type: none"> • Current geographic locations mean that anticipated drive times for riders does not exceed 1 hour, at which point drivers can have a change of posture and short break from driving while collecting or delivering samples. 	Yes	

The Risk Assessment process

A risk assessment is carried out to evaluate the likelihood of harm occurring as a result of a hazard and how severe that harm could be. The process should identify the hazards involved, and then assess them. The next step is to consider how to control the risks – what can be done to keep them as low as possible.

There will be times when the risk is so high that it would be considered dangerous to carry on with the activity – e.g. operating a motor cycle on sheet ice. There are also activities where there is a real risk of injury, but which have a very low injury level – e.g. handling sheets of paper runs the risk of “paper cuts” to the fingers.

The end result is that the risks are managed downwards by the control measures considered for that purpose. The control measures then have to be implementedTo calculate the risk the system below is intended to be fairly simple to use.

Likelihood (Probability)	Severity (Impact)
5. Most Likely	5. Fatality
4. Probable	4. Major Injury, resulting in disability
3. Possible	3. Injury Requires, Doctor’s or Hospital attendance
2. Unlikely	2. Minor Injury, 1st Aid required
1. Not Heard of	1. Minor Injury, 1st Aid not required

		Likelihood (Probability)				
		1 Very Unlikely to occur	2 Unlikely	3 Possible	4 Likely	5 Very Likely
Severity (Impact)	1 Minor injury (No first aid required)	1	2	3	4	5
	2 Moderate (First Aid likely required)	2	4	6	8	10
	3 Serious (Hospital or GP Treatment)	3	5	9	12	15
	4 Major (Significant Injury/Disability)	4	8	12	16	20
	5 Fatality	5	10	15	20	25

Overall Risk Rating = Severity x Likelihood		
Evaluated Risk Level	Guidance	Matrix Score
Intolerable	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited e.g. Operating bikes on icy road conditions	15-25
Substantial	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. For NBB purposes, Substantial & Intolerable risk are much the same and action must be taken immediately to reduce the risk.	9-12
Moderate	Efforts should be made to reduce the risk but the costs of prevention should be carefully measured and evaluated. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood or harm and determining the need for improved control measures.	4-8
Tolerable	No additional controls are required. Consideration may be given to a more cost-effective solution or improvements that impose no additional cost burden. Monitoring is required to ensure that the controls are maintained.	2-3
Trivial	No action is required, however documentary records need to be kept.	1

**Northumbria Blood Bikes Definition:
General Operations - Use of Motor Cars**

Version Control and History

Date	Version	Author:	Reason For Change
April 2024	1.0	Jason Cooper/P Curran	First Version
September 2025	1.1	Paul Curran	Added Lone Working Proc into section 7