



## Safety Note 66

# Phlebotomy facilities

**This Safety Note summarises the minimum standards that should be adopted for any facility used for phlebotomy.**

### Facilities

Blood should be taken only in a quiet area set aside for this purpose. This could include first aid rooms. Taking blood in places where there are microbiological, chemical or radiation hazards is prohibited and therefore laboratories are unsuitable places for taking blood. Blood should not be taken in areas where the preparation or consumption of food/drink is taking place.

#### Facilities required:

- The room should have an easily cleanable floor, worktops and walls.
- There should be sufficient space for a chair, stool, small table and ideally for an examination couch – these should all be easily cleanable.
- There should be a handwash sink with hot and cold running water, liquid soap and paper towels.
- The room should have adequate heating, ventilation and lighting and should be cleaned routinely.
- A telephone should be available as a means of raising the alarm and obtaining assistance if the donor faints or becomes unwell.
- There should be storage for the required consumables, for example needles, containers, wipes, plasters and gloves.
- A first aid box should be provided.
- Material to clear up a spillage and to decontaminate the parts of the room affected should be ready available.
- A clinical waste bin and sharps bin should be present in the room.

### Sampling technique

Donors should be sitting down while taking blood, on a normal height stable chair (i.e. not a laboratory or office swivel chair). If taking blood with the donor seated, there must be sufficient space immediately adjacent to lie the donor down should they faint. Where samples of greater than 20 ml are to be taken the donor should be lying down on a couch.

For samples greater than 50 ml, the sample must be collected in a clinical room, staffed by qualified physician, nurse or first aider and consideration should be given to additional first aid provisions.

Health & Safety Services  
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