



## **Spillages Policy & Protocols (including body fluids spillage policy)**

**Hamsterley Primary School**

### **“Opening Minds, Unlocking Potential, Sharing Success Together”**

The UN Convention on the Rights of the Child states the rights of all children and young people under the age of 18. er the age of 18.

**Article 3:** All organisations concerned with children, for example, schools and the health service, should work towards what is best for each child.

**Signed Lynn Cowans Headteacher:**

**Signed Mark den Hollander Chair of Governors:**

**Reviewed March 2020 adopted May 2020**

#### **SCOPE**

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This policy is to inform and instruct staff of what actions to take on the discovery or involvement with a spillage of biologically hazardous material (blood, body fluids or micro-organisms) or water / soft drinks spillage.

All areas within the School are covered by this policy.

## **BODY FLUIDS SPILLAGE**

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

### **References**

This document is to be used in conjunction with:

- The School's Health and Safety policy.
- The School's Biological Risk Assessment.
- School Health & Safety Procedure – Biological Hazards (including infected sharps) available on the Extranet.
- School Health & Safety Guidance – Biological and Infection Control (including sharps) available on the Extranet.
- Public Health England – [Guidance on Infection Control in Schools and other Childcare Settings](#) and [Reducing the spread of diarrhoea and vomiting in nurseries and pre school settings - North East Resource Pack](#).
- HSE guidance on Blood-borne viruses in the workplace (INDG342). <http://www.hse.gov.uk/pubns/indg342.pdf>
- HSE information sheet – Slips and Trips: The importance of floor cleaning (Slips and trips 2). <http://www.hse.gov.uk/pubns/web/slips02.pdf>

### **Staff Contact**

- School staff do not undertake cleaning and removal of bodily fluid spillages. This duty will only be undertaken by caretaking staff. Administrator/Headteacher can be contacted

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initially so that they can arrange for the caretaking to clean the area appropriately. In the absence of caretaker (split shift) arrangements need to be in place to deal promptly with the cleaning and removal of bodily fluid spillages in order to prevent the possible spread of infection. In the absence of caretaking staff, any designated member(s) of staff must be suitably trained to deal with such spillages safely.

- Other staff, present at the incident, can place absorbent towels / blue roll over the affected area and allow the spill to absorb. CONTACT SHOULD NOT BE MADE WITH ACTUAL SPILLAGE. The area then needs to be cordoned off until cleaning is undertaken by caretaker but must not be left for a caretaker to remove if he/she has left site.
- If the spillage has been quite extensive then the area may need to be closed off until it can be cleaned correctly.
- Ensure that wounds or skin lesions are covered with waterproof dressings.
- Personal protective equipment such as aprons and gloves etc. are advised to be worn for any direct contact with actual or potential blood, body fluids or chemicals.

### Procedure for Blood and Other Body fluid Spillage

- Cleaning and removal of bodily fluid spillages will only be undertaken by caretaker or designated staff.
- Cordon off the affected area by using caution signs/appropriate barrier. Ventilate the area if safe to do so.
- In the absence of the caretaker (split shift) arrangements need to be in place to deal promptly with the cleaning and removal of bodily fluid spillages in order to prevent the possible spread of infection. In the absence of caretaker, any designated member(s) of staff must be suitably trained to deal with such spillages safely.
- Refer to COSHH assessment(s) and safety data sheets.
- Ensure that wounds or skin lesions are covered with waterproof dressings.
- If splashing is likely to occur while cleaning up, other protective clothing should be worn, e.g. to protect the eyes, goggles are in the same area as the protective equipment.
- If the spillage is extensive, disposable plastic overshoes or rubber boots may be necessary.
- **Under no circumstances should contaminated waste be removed by using a vacuum cleaner, wet suction, cleaner or carpet cleaner.**
- If there is broken glass present, it is essential that the fragments are not gathered up by hand either before or after treatment with disinfectant. Bunches of paper towels, pieces of card or a plastic dustpan should be used to remove the fragments to a sharps container without risk of sharps injury.
- **Recommended protective equipment i.e gloves/disposable plastic aprons as well as all the cleaning equipment are available in the caretakers small cupboard opposite the head teacher's office and in Class 1 toilet area cupboard and should be worn and used at all times.**
- **Only use buckets, mop buckets and dust pan and brush that are green and marked Biohazard only. These are located in the small caretakers office opposite Headteachers room.**
- **Yellow biozard bags** must be used to put all waste in including blue roll/towels – these are located in the caretakers small cupboard opposite the head teachers office, the office and in Class 1 toilet area cupboard. Double wrapped and placed in hazard bin.
- Liberally sprinkle on the spillage Response Super Absorbent Biohazard Powder or Dusmo Medico Sawdust.
- After approx. 90 seconds, the spillage will have solidified and can be swept into a yellow

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biozard bag or via double bagging in a black bin bag ensuring each bag is knotted for closure. Remove bag(s) to designated biohazard bin located in the staff toilet area or if this bin is full take up to the external bin at the top of the school gates.

- The area can then be disinfected using the Duo Max General Purpose cleaner.
- Solid matter (vomit and/or faeces) can be removed using a dustpan or shovel that then can be appropriately decontaminated or cardboard that can be disposed of.
- **Caretaker only or suitably trained staff** must carry out the following:
  - ✓ disinfect carpets or upholstered furniture with a product called Good Sense Breakdown OR Lifeguard (3 pumps of solution to 5 litres of water). Item code and quantities are at the end of this report.
  - ✓ Once the contamination is removed, clean the room/area with neutral detergent and warm water and dry. Ensure that the cleaned area does not pose any hazards such as slip or trips etc.
  - ✓ Leave caution signs/appropriate barriers in place until the floor is completely dry. When floor is dry remove signs/barrier and return to cleaning cupboard.
  - ✓ To decontaminate items such as shovels and dust pans etc., the recommended level of hypochlorite solution is 1000ppm (0.1%) chlorine (bleach) solution: 0.1% is 1 part of bleach in 1000 parts water; this is equivalent to 10ml bleach to 10 litres of water. Mop heads should not be reused. Disposable mop heads are available from Greenham.
  - ✓ The area should be washed with water and disinfectant and dry mopped.
  - ✓ A wet suction cleaner (if available) may be necessary if a large area is to be dried.
  - ✓ Area to be reopened for pedestrian traffic when the floor surface is completely dry.
  - ✓ Remove signs/barriers and return to cleaning store.
  - ✓ In open areas such as playgrounds and roadways, the spillage should be hosed down with large amounts of water.
  - ✓ Where carpets and soft furnishings are likely to become contaminated, most chemical disinfectants are not suitable for routine use.
  - ✓ If contamination does occur of carpets or other fixed cover textiles, detergent cleaning should be followed by steam cleaning, so long as the materials will tolerate this.
  - ✓ Hand hygiene should occur after the removal of protective equipment if there has been actual or potential contact with blood, body fluids or chemicals.

(Human hygiene waste such as vomit, sputum and faeces which is generated in schools is generally assumed not to be clinical waste as the risk of infection is no greater than that for domestic waste. However, those carrying out the risk assessment may have local knowledge which means they cannot make this assumption i.e. outbreak.)

Caretakers have a continuous supply of Response Super Absorbent Biohazard Powder or Dusmo Medico Sawdust available from Greeham. Item codes and quantities at the end of this policy.

**PLEASE NOTIFY THE CARETAKER IF YOU HAVE USED ANY EQUIPMENT SO IT CAN BE EITHER BE DISPOSED OF OR**

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# CLEANED CORRECTLY.

## General Information

### Cleaning Equipment

To avoid cross-contamination within the building, the use of colour coding of equipment such as cleaning cloths, dish cloths, disposable cloths, cleaning sponges, mop heads, mop handles, wringer buckets, brooms, hand brushes, protective gloves and dust pans offers a practical solution. Although the use of colour coded cleaning equipment is not a legal requirement it is considered to be a good practice to adopt

**See attached colour coding –please note for our school Green is for bio hazard cleaning**

Cloths used in food preparation areas should be kept separate from those used in toilet areas.

Another important thing to remember is that when different areas are cleaned, the operative should change gloves when changing areas. This will ensure that bacteria is not allowed to contaminate equipment used in other areas during the act of cleaning.

Any buckets used should be thoroughly washed, rinsed and dried and then stored inverted.

All reusable cleaning cloths of different colours should be cleaned at the end of the shift and stored separately.

Like cleaning cloths all reusable mops should be thoroughly cleaned. After each use they should be thoroughly rinsed and wrung out and where possible hung up to dry.

Do not leave mops or cloths steeping in cleaning solutions.

**When cleaning up body spillages it is advisable to use cleaning equipment with a colour code distinct from that used for general cleaning such as GREEN. However, this equipment must not be used for any other purpose than cleaning up body spillages.**

### Procedure for Water / Soft Drinks/ Beverage Spillage

- All staff must take individual responsibility for ensuring that their work environment is clear and free from spillage. If you spill some liquid or see a small spillage, clean it up immediately by placing absorbent towels/blue roll over the affected area and allow the spill to absorb. Ensure that the surface is dry and cordon off if required.
- For larger/extensive spillages, the services of the caretaker and/or cleaner may be required.
- A cleaner may be available in school throughout the entire school day to facilitate any required spot cleaning / mopping.

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- If the spillage has been quite extensive then the area may need to be closed off until it can be cleaned correctly.
- For small areas of spillage, spot cleaning may be employed - using a paper towel or blue roll to remove small areas of water-based contamination from the floor. This avoids spreading the contamination or increasing the slip risk by mopping a large area. Spot cleaning may be used between scheduled whole-floor cleaning to control contamination.
- For greasy spills, detergent will be required.
- For larger areas of spillage, mopping may be employed – though this is usually only effective on smoother floors because it only skims the surface of the floor, regardless of the effort used. Even a well-wrung mop will leave a thin film of water which is enough to create a slip risk on a smooth floor. Subsequent use of a dry mop will reduce the drying time but will not eliminate the slip risk. Where smooth floors are mopped, cleaning staff will take care to make sure the floor is left to dry completely.
- For very large areas of spillage, scrubber-drier machines (if available) will be employed- on greasy floors a detergent will be used to remove and hold the oil or grease in the water. The operator will be trained in the correct use of the machine, for example using the appropriate level of water for the floor surface, to reduce leaking and water trails.

**Approved chemicals to clean the area after decontamination available from Greenham  
Tel 0191 48221188**

**Response Super Absorbent Biohazard Powder 100g : Item no. 255007 £7.33  
500g: item no. 255008 £32.90**

**Dusmo Medico 25 kilo: item no Z06174938 £28.93**

**Duo Max General Purpose anti-bacterial cleaner 750ml : Item no. 508061 £2.04  
5 litre : item no. 508059 £8.76**

**Good Sense Breakdown 5 litres: item no. 870036 £25.42**

**Disposable Protective Clothing available from Thomas Owen Tel 0191 2763000**

**TE000799 Disposable white aprons x 100 £2.25**

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**A900 Disposable Vinyl Gloves x 100 £1.88**

**P251 Disposable Masks x 20 £7.00**

**If you require any further advice or guidance contact your respective Building Cleaning Contract Support Officer:**

Beverley Attle      03000 269542      07831634281 or      [beverley.attle@durham.gov.uk](mailto:beverley.attle@durham.gov.uk)

Carole Twedde      03000 268001      07786027303 or      [carole.twedde@durham.gov.uk](mailto:carole.twedde@durham.gov.uk)

Emma Short      03000 269538      07786027302 or      [emma.short@durham.gov.uk](mailto:emma.short@durham.gov.uk)

## **COLOUR CODING**

Infection control through colour coding of cleaning equipment is intended not only to provide a high degree of control over infection transmission but also to provide assurance to clients, the general public and parents that the risk of transmission of infection is minimised.

All rooms, whatever their function, are categorised as high or medium risk of infection areas. The procedure requires the adoption of a 3 colour coding system of equipment which relates to cleaning practices as detailed in the table below.

<b>HIGH RISK</b>	Toilets & urinals	<b>RED</b>
<b>HIGH RISK</b>	0-2 years Medical Rooms	<b>DISPOSABLE</b>
<b>HIGH RISK</b>	BIOHAZARD  Kitchen Food & milk preparation areas Alternative colour cloth to clean Wash hand basins/vanity areas/mirrors/splash backs/paper towel dispensers and hand dryers	<b>GREEN</b> <b>YELLOW</b>

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<b>MEDIUM RISK</b>	Classrooms Cloakrooms Common Rooms Computer Rooms Consulting Room Corridors Dining Hall Domestic Science Rooms Entrances Gymnasium Hall Laboratories Libraries Lifts Meeting Room Nursery Class Offices Staffrooms Stairs Store Rooms Training Room Workshops	<b>BLUE</b>
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**The following items must be colour coded and not used in other areas either by cleaning staff or any other staff.**

Mopping equipment – buckets & mops  
Cleaning cloths

Cleaning machines may be used across all areas but must be cleaned thoroughly each day and after use in sanitary or food preparation areas.

Cleaning machine attachments and pads **must** be thoroughly cleaned after each use.

**Caretaker see appendix 1 DCC guidance from Beverley Attle**

**Caretaker see appendix 2 DCC guidance from Beverley Attle**

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