Health and Safety
Performance Standard HSPS 004

Body Fluid Spillages
Safety, Health and Environment Unit

Title: Body Fluid Spillages

Reference Number: HSPS 004

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1. Aims and Objectives

Aims

- To reduce, so far as reasonable practicable, the risk to staff and students of being exposed to potentially harmful body fluids on University premises.

Objectives

- To comply with the requirement of the Health and Safety at Work Act 1974 section 2, in ensuring employees are not put at risk.
- To comply with the Management of Health and Safety at Work Regulations in regard to management of the risk to employees on University Premises.
- To comply with the Control of Substances Hazardous to Health Regulations (COSHH)

Definition of Body Fluids: Body fluids include; Blood, Urine, Faeces, Vomit, Saliva, and Sputum

2. Management Responsibilities

2.1 University Level

- The University will ensure all Heads of Departments are aware of this Standard in respect of body fluid spillage.
- Monitor that these Standards are being implemented.

2.2 Departmental Level

2.2.1 Response Departments: UKH and Estates

- Undertake risk assessment specifically related to staff handling body fluids.
- Departments are required to have a written procedure for dealing with body fluid spillages and procedures for securing and isolating affected areas.
- Provision of Bio Hazard kits at identified strategic areas throughout the University: Reception areas in Colleges, Security Patrol Van, Estates Department, Library Reception/security point, Laboratories, Sports Centre, Grounds Maintenance vehicles and Campus Security.
- Provision of a safe disposal system to (Yellow) Hazardous Waste bins/bags located at strategic sites throughout the University. Sports Centre, Eliot College, Keynes College and the Medical Centre.
Training:

- Ensure training of all relevant personnel including First Aiders that may be required to handle body fluid spillages.
- All appropriate staff must be trained in department’s procedures.
- Ensure adequately trained staff are available at all times to ensure spillage is dealt with promptly and in accordance with disposal procedure. Where this is not possible a contingency plan must be produced to demonstrate how isolation of the spillage will be dealt with.
- Training must include what actions should be taken to contain the hazard i.e. safety clothing to be worn, personal safety and hygiene standards to be observed, decontamination of soiled items and the safe disposal of contaminated materials.
- Refresher training should be repeated on a regular basis and at least two yearly, and at times considered by the supervisor to be of heightened risk.

For a flow chart of actions for Response Departments to follow when dealing with body spillages please see Appendix 1.

2.2.2 Non-response Departments

Throughout the University, ‘non-response departments’ need to be aware of what procedure to follow in the event of a body fluid spillage. ‘Non-response departments’ include departments that directly contract their own cleaning staff.

Therefore departments must ensure there is a written procedure for responding to a body fluid spillage. This may involve the summoning of a first aider in the event of an injury where blood spillage has occurred.

For a flow chart of actions for Non-response Departments to follow when dealing with body spillages please see Appendix 2.

1. Employees’ Responsibilities

3.1 Response Departments

- Only trained employees should be responsible for dealing with body fluid spillages prior to undertaking the task.
- Should the need arise contaminated areas should be secured and sealed off as soon as possible to prevent the risk of secondary contamination. Under no circumstances should this be undertaken at the risk to the employee’s personal safety.
- Safety Clothing e.g. plastic aprons, plastic or rubber gloves are provided and must be worn. Where cleaning fluids or water are likely to cause splashing the
operative should consider wearing waterproof footwear (Wellingtons), eye goggles and a facemask.

- Employee safety is paramount. Employees in any doubt must seek advice from their line manager. Protective clothing provided must be worn and personal hygiene must be meticulous. During a cleaning task casual breaks for food and drinks should be delayed until the task is complete. Toilet breaks should also be avoided if possible. In the event of this being necessary the employee will need to undertake personal decontamination (removing contaminated protective clothing, washing hands) before leaving the area and re-apply fresh protective clothing on re-entering the area.

N.B. Where staff suspect they may have become infected they must seek immediate medical attention from either the Medical Centre, Sick Bay or their own GP.

- When decontaminating soiled areas if the owner/originator of the contaminant is available they should be asked to clear up the mess, this should greatly reduce the risk of any secondary infections. Where this takes place, cleaning or housekeeping staff will still be required to carry out a second clean to ensure standards are maintained.

- Where possible, faeces, vomit and urine should be collected and flushed down the nearest toilet or a Bio Hazards disposal pack should be used following the instructions on the kit. The area should then be cleaned in line with departments cleaning procedure for dealing with body fluid spillages.

- When disposing of contaminated items care must be taken to ensure safe disposal of cloths, mop heads or absorbent material. These should be bagged up at the location into a ‘yellow hazard bag’ and disposed of in the nearest yellow hazardous waste bin. Bins are sited throughout the campus in Keynes College, Eliot College, the Medical Centre, Campus Security and the Sports Centre.

3.2 Non-response Departments

- Employee safety is paramount. Employees in any doubt about how the situation should be handled must seek advice from their line manager.

- Follow departmental procedure.

- If necessary, secure contaminated areas.

- If there is an injured person and there is a blood spillage, seek medical attention from a first aider or summon the emergency services via Campus Security on 3333. For all other spillages, follow ‘Non-response Departments’ flow chart (Appendix 2).

- Where staff suspect they may have become infected they must seek immediate medical advice from either the Medical Centre, Sick Bay or their own GP.
4. Monitoring

- All Response Departments will undertake regular monitoring and record results to ensure procedures are being adhered to.

5. Training

5.1 Response Department staff and all first aiders

All Response Department staff and first aiders involved in dealing with body fluid spillages should undertake training in:

- Use of Bio-Hazard Kits
- Disposal of contaminated materials
- Cleaning of contaminated areas
- Personal hygiene in relation to hand washing
- Use of protective clothing

5.2 Non-response Department staff

- Heads of Departments will brief all staff on the departmental procedure and the means of summoning first aiders or Response Department staff as detailed in Appendix 1
Appendix 1

Response Departments (UKH and Estates)

Flow chart for dealing with body fluid spillages

Non Residential Buildings (Estates)
Between 8am – 4pm on a normal working day contact the Estates Helpdesk Ext 3029.
At all other times contact Campus Security Ext 3300. who will isolate the spillage and notify Estates Helpdesk.

Discovery of spilled body fluids

Is there a casualty?
Yes

No

Summon first aid assistance via the usual building procedure

Do any sharps hazards exist? Examples:
- Razor blades
- Knives
- Broken bottles
- Scissors
- Needles

No

Yes

Is there a slip hazard to others?

No

Remove any sharp hazards with tongs into a bucket or similar collection device.
Refer to sharps collection procedure

Obtain body fluids kit from any of the following places:
1. Reception area in colleges
2. Security Patrol Van (via Campus Security)
3. Estates Department

Follow instructions on pack not forgetting to first put on the gloves, safety glasses and apron provided

Dispose of yellow bag in the nearest hazardous waste bin situated at one of the following locations:
- Sports Centre - (First Aid room)
- Eliot College - (Sick Bay)
- Keynes College – (Key 17 at Reception Desk)
- Medical Centre - (See Receptionist)
- Campus Security

Wash floor via usual method. Remove protective clothing and dispose of into Yellow Hazard bin/bag.

Residential Buildings (UKH)
During working hours 06.00am–4.30pm contact Domestic/ Housekeeping Assistant for that area.
Between 4.30pm and 06.00am and at weekends contact Campus Security. Ext 3300 who will isolate the spillage and contact the nominated UKH staff member.

Isolate the area:
1. Close any through route
2. Use a hazard cone to highlight the hazard
3. Ask a colleague to alert passers-by to the danger
Appendix 2

Non-response Departments

Flow chart for dealing with body fluid spillages

Discovery of spilled body fluids

Is there a casualty?

Yes

Non Residential Buildings
Contact department’s own cleaner e.g. for Laboratories/Library or Between 8am – 4pm on a normal working day contact the Estates Helpdesk Ext 3029.
At all other times contact Campus Security Ext 3300 who will isolate the spillage and notify Estates Helpdesk.

No

Summon first aid assistance via the usual building’s procedure

Contact appropriate cleaning personnel

Residential Buildings
During working hours 06.00am – 4.30pm contact Domestic/Housekeeping Assistant for that area.
Between 4.30pm and 06.00am and at weekends contact the buildings main Reception desk or Campus Security Ext 3300 who will isolate the spillage and contact the nominated UKH staff member.