

FIVE RIVERS Multi Academy Trust



**Five Rivers Multi Academy Trust
Spillage Policy**

Policy start date: January 2017

Reviewed: January 2020 JC (amendments made)
January 2021 JC (minor amendments)

Next review due: January 2022



1. Introduction

This policy is to inform and instruct staff what actions to take on the discovery or involvement with a spillage of biologically hazardous material (blood and bodily fluids) or a chemical substance. All areas within the Trust are covered by this policy. It is the responsibility of each academy to ensure compliance with this policy.

2. Emergency plans and Procedures

Each academy which stores or handles hazardous chemicals must have in place emergency plans and procedures for dealing with the spillage of chemicals. Risk assessments (which should follow the guidelines for COSHH risk assessments) should be carried out for the chemicals that are stored, used and transported in and emergency plans prepared as required. Each academy is responsible for ensuring that this documentation is up to date and that it is readily available to staff and emergency services. It is also a legal requirement to assess the need for and to provide appropriate Personal Protective Equipment (PPE), along with training in its use. Guidance is available from the Health and Safety Adviser for the Trust (the Trust Facilities Manager) on how to carry out these assessments.

3. Procedures in the event of a spillage

Bodily fluid spillage

The following procedure should take place in the event of small spots of blood or small spills.

1. Gloves and eye protection should be worn.
2. Contamination should be wiped up using paper towels.
3. The area is then to be cleansed using an antibacterial liquid.
4. Towels and gloves should be disposed of in a yellow clinical waste bag and disposed of correctly.
5. Hands must be washed following clearing up.

Larger spills other than urine

The following procedure should take place in the event of a large spillage of bodily fluid.

1. Staff, pupils and visitors must be kept away from the spillage and if possible a warning sign shown while preparation is being made to handle the spill as outlined below.
2. Gloves, eye protection and a disposable apron should also be worn. If the spillage is extensive, disposable plastic overshoes or rubber boots may be necessary.



3. Liquid spills should be covered with absorbent granules and left for at least two minutes before clearing up with paper towels.
4. If broken glass is present, first decontaminate the spillage as above, then carefully remove the pieces of glass with a scoop and dispose using a sharps bin; once this is complete the area can be cleared using paper towels.
5. Paper towels, gloves, disposable overshoes and any contaminated clothing should be placed in a yellow clinical waste bag and hands washed.
6. The area should then be washed with water and antibacterial chemicals and allowed to dry.
7. Hands must be washed following clearing up.

Notes:

- * Spilt blood should not be allowed to dry as potential aerosol production is greater from dried blood
- * A normal mop and bucket should not be used for blood spillages.

Vomit

The following procedure should be used in the event of a vomit spillage:

1. If the area has not already been cleared, request that people clear the area that is to be disinfected and ensure they do not enter the area so that the clean-up can be done immediately and safely.
2. Personal Protective Equipment (PPE) should be put on in the following order: apron and then gloves. This order is important to prevent the gloves from being damaged while donning the equipment. It is easier to put PPE on without gloves. Some may wish to consider the use of double gloves to further protect themselves.
3. Spread the absorbent granules over the spill.
4. Allow the absorbent granules to soak up any liquid and become solidified.
5. Scrape and/or scoop up the absorbent granules and place without agitation or movement into the disposable bag. Keep in mind that if the incident occurs on a carpeted surface, it presents special circumstances as the carpet may absorb some of the spill. For debris clearance on carpet please use a designated vacuum.
6. Apply enzyme digester to the entire area and allow it to stand for the manufacturer's recommended time.
7. Use paper towels to clean up the disinfectant and place into a disposable bag. You may also use additional paper towels with disinfectant to further clean the spill area.



8. Clean any equipment using the appropriate disinfectant.
9. Remove PPE and place it into disposable bag, being careful to remove gloves last so that hands are not contaminated. Using double gloves is also an option so that the initial pair of gloves used in clean-up can be discarded and second gloves can be worn when contacting the disposal bag.
10. Double bag the contaminated waste and immediately transfer to the external waste bins.
11. Finally you should then wash hands and any exposed part of arms using soap and water.

*While the immediate spill is being disinfected, other surfaces in the area may be disinfected as well. In a dining room, this may include tables and chairs and service counters etc. Focus first on areas that are closest to the spill. Because the ill person may have also had incidents in the restroom, cleaning and disinfecting the restrooms should be part of any clean-up procedure.

****If the vomit is presented from an individual expected of having COVID-19, the COVID-19 cleaning safe systems of works must be followed.**

Chemical Spillage

A spillage kit suitable for the types of chemicals being handled, as well as suitable personal protective equipment (PPE) must be on hand in each academy. The premises team is responsible for ensuring the kit is maintained and that all staff members are familiar with its use and location. Information on handling spillages of specific hazardous chemicals should be included in the academy's COSHH risk assessments.

Immediate action to be taken when a spillage occurs:

The member of staff first on the scene must immediately alert other staff, and tell pupils or visitors to keep a safe distance away.

A decision should be made whether to (a) evacuate the area affected, or (b) control the spillage.

- a) **If the Chemical is unknown** or staff are unable to safely deal with the occurrence **the fire alarm should be set off immediately.**



If the nature of the spillage or uncontrolled release is unknown, or if the staff present are not trained in the use of PPE and suitable spillage kits, **the fire alarm must be set off immediately**. The person who raises the alarm should await the arrival of the Fire Brigade and provide details of the spillage.

- b) **If the Chemical is known** and the staff are trained and equipped to deal with the occurrence, **the spillage may be dealt with locally; this must only take place if it is safe to do so.**

A spillage may only be dealt with locally if the nature of the spillage is known and by staff who are trained in the use of the required PPE and chemical spillage kits. If there is any doubt about the hazard involved or ability to deal with the size of the spillage, the fire alarm should be raised and details given of the location and nature of the spillage to the fire team on their arrival.

If the decision has been made to control the spillage - carefully assess the situation.

The first steps should be:

Inform others that you intend to deal with the spill. Two trained members of staff should act as a response team. Someone should watch from a safe distance, if possible using an observation window.

If a flammable liquid is spilt:

- Eliminate all ignition sources such as naked flames.
- If a large spill occurs, arrange to isolate the electrical supply, do not use switches in the immediate area as the spark from the switch may ignite the spill.
- Ventilate the area and close all doors. Open windows (where possible). Do not cross the spill or move further into the room to close doors. If safe, ask others to close doors from adjacent rooms.
- Isolate the spill. Consider sealing off the area and displaying warning signs on the doors. If there is a possibility the chemical could seep to the floor below, the occupants must be warned and evacuated.
- Assemble the equipment required and make preparations to deal with the spill in an adjacent but safe room.



- Personal Protective Equipment (PPE) must be used and is listed below:
 - Respirator (use half mask, suitable for the fumes);
 - Gloves, gloves with wide chemical resistance such as nitrile must be used;
 - Eye protection;
 - Chemical resistant apron or gown.



Appendix

Documentation required from all academies within the Trust:

- 1) Lists of hazardous chemicals and their locations;
- 2) Hazard data sheets for all hazardous chemicals;
- 3) COSHH risk assessments for hazardous substances;
- 4) Emergency plans for dealing with spillages of hazardous micro-organisms, large volumes of chemicals and highly toxic chemicals.