

Marsh Green Primary School
BODY FLUIDS RISK ASSESSMENT & CLEAN-UP PROCEDURES
2016



This Risk Assessment aims to control the risk of infection to staff and pupils from body fluids by:

- Identifying potential hazards (see 'Potential Hazard')
- Identifying the people at risk and the level of risk to them (see 'Risk to Whom')
- Evaluating and putting controls in place to prevent, reduce and manage the risk (see 'Preventative Actions')
- Recording Findings and sharing with anyone who may be affected (via this assessment)
- Reviewing this assessment periodically and as changes occur (see 'Further Actions')

When considering each risk it is important to watch for each of the following...

Body Fluids include: Infection from body fluid occurs when fluid/s from one person enter/s another person's body via:

- Blood
- Saliva
- Phlegm
- Vomit
- Urine
- Faeces
- Absorption (via dermal contact)
- Inhalation (through the respiratory tract)
- Ingestion (through the digestive tract)
- Injection (directly into the blood stream)

Potential Hazard	Risk (& Level) To Whom	Preventative Actions	Further Actions (for greater exposure / risk)
Exposure when administering first aid / personal care to an unwell / injured pupil or staff member	High Risk: • First Aiders • EYFS Staff Low Risk: • Staff	• Disposable gloves are provided for the person administering care and must be used • The person administering care must wash their hands before and after • Waterproof plasters are provided for cuts / grazes on the person administering care • Disposable face masks are provided for the person administering care • Disposable aprons are provided to the person administering care • Sterile Wipes are provided to clean small wounds	• Seek an appointed person / first aider • Seek medical attention • Report the incident via the school's incident reporting methods • Review this assessment

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		• Dressings / plasters are provided for the casualty • Sick bags are provided for the casualty • Face shields for rescue breaths are provided • First Aiders have received the appropriate level of training which would include an element of infection control / risk assessment. • All legally required vaccinations are provided to appointed people / first aiders	
Exposure when in close proximity to a pupil / staff member who is currently spilling body fluid or has body fluid on their person	High Risk: • First Aiders Low Risk: • Staff • Pupils	• The casualty is immediately removed to the medical room or... If the casualty cannot be moved, the area is evacuated of other people • All should avoid contact with body fluids and an appointed person will take control of the situation / manage the risk • Dressings / plasters are provided for the casualty • Sick bags are provided for the casualty	
Exposure when in an area which has / has previously had body fluids spilt in it	Low Risk: • First Aiders • Staff • Pupils	• The area will be evacuated / cordoned off and then cleaned (according to the Clean-Up Procedures) by an appointed person / site manager / professional cleaner / other designated person, as a matter of urgency	
Exposure when cleaning spilt body fluid and the surrounding area	High Risk: • First Aiders • Site Manager • Cleaners Low Risk: • Staff	• The procedures below must be followed • PPE is provided • Only appropriately trained staff to clean spilt body fluids	
Exposure when providing maintenance or cleaning of toilets / sinks	High Risk: • Site Manager • Cleaners	• PPE is provided • Only appropriately trained staff to clean toilets	

MGPS Body Fluid Clean-Up Procedures

It is the responsibility of First Aiders to clean-up body fluids and make safe the area after an accident. Usually this would involve only small amounts of body fluid, for which specific single-use kits are provided which contain all the necessary equipment for small spillages. These are located in the main office and are accessible to all. Nappy sacks are used (double bagged) to dispose of these kits after use, as per the LA guidance on refuse disposal.

EYFS Procedures

Some young pupils are not yet toilet trained and self-cleaning upon entering nursery. They may be in the process of training or still wearing nappies. This will inevitably involve routine mishaps and some changing requirement. This is not seen as a first aid accident but will still require personal care from staff, with exposure to body fluids. The regular EYFS staff have their own agreed procedures when cleaning body fluids in under these circumstances.

LBBD Body Fluid Clean-up Procedures

Bodily fluids should NOT be left for an unreasonable amount of time awaiting arrival of staff. The best way to prevent possible infection is to avoid contact with body fluids. However, as this is not always possible, these hygiene guidelines have been written to help employees deal with body fluids safely.

Protect Yourself First

Your first line of defence is your skin - germs cannot get through it unless it is cut or broken. Cover cuts/scrapes with a waterproof plaster after washing with soapy water and drying the area thoroughly. If the plaster begins to come away at the edges, remove it, wash, dry, and replace it with a new plaster. If you develop a skin disease, such as eczema or dermatitis, especially on the hands, immediately consult with your own doctor or your local Medical Centre before accepting an instruction to clean up bodily fluids. Bodily Fluids Disposal Kits are available from the school office medical room. Before dealing with anybody-fluid spillage you must put on a pair of rubber or disposable gloves. If you are clearing a large spillage you must also wear a disposable plastic apron. If your gloves or apron become cut or torn, dispose of them safely and put on new ones at the earliest opportunity. If you are in the middle of clearing up a spillage, STOP, wash and dry your hands before putting on a new pair of gloves.

Spillages On A Flat Surface

Cover the spillage completely with a layer of absorbent material (newspaper, kitchen roll, toilet paper, floor cloth, paper towels). Using a suitable disinfectant (if necessary, diluted with water) and clean the area of the spillage. Remember to add the disinfectant to the water, not the water to the disinfectant (to avoid splashes). If you get disinfectant on your skin, wash it off at once with plenty of fresh running water. If the disinfectant is likely to damage the surface, use hot water with plenty of soap or detergent lather and clean as above. Dispose of cloths/material used as infected waste.

Extensive Spillages

If the spillage is very extensive, as for example in a toilet with a lot of urine on the floor, the entire area should be mopped with plenty of very hot water containing soap or detergent. * Mop up as much of the liquid as possible then clean the area with a suitable disinfectant solution if available.

Surfaces That Are Not Flat

Dip a handful of absorbent material in the disinfectant solution and wipe up the spillage. Dispose of materials used as infected waste.

Dealing with Dried Vomit

Dried vomit should be soaked with hot water and soap/detergent, left to soften, and disposed of as for infected waste. Then the surface should be washed clean as above.

Dealing with Human Faeces

Where possible faeces may be scraped up (e.g. using a dustpan or shovel) and put down a toilet. Diarrhoea should be dealt with as for dried vomit or as a normal spillage.

Splashes of Body Fluid

If you do get splashed with another person's body-fluid on an area of unbroken skin, wash it off immediately. If you can, use hot soapy running water for three to five minutes and rinse and dry well. If you are allergic to soap use plenty of plain water.

Disposing of Infected Waste

Infected waste must be disposed of as 'clinical waste' in a proper clinical waste sack or container provided for the disposal of infected waste. When clinical waste sacks or containers are two thirds full they should be carefully sealed and kept in a safe and secure location until they can be collected. Remember: infected waste must never be put into an ordinary dustbin, or disposed of with other waste.

Disinfecting Equipment, Floors, Furniture, Clothing etc.

Thoroughly wash any equipment you have used to clear up body fluids, such as a dustpan or shovel, with hot soapy water. If you use a cloth or handful of absorbent material to wash and/or dry your equipment, dispose of them as for infected waste.

After you have disinfected and removed the spillage, you must make safe the surfaces that were covered by the spillage. All surfaces should be washed with plenty of hot water and soap/detergent, or approved disinfectant in order to remove any traces of germs which might remain. Any floor areas that become wet during cleaning should be clearly marked to warn people of the slipping hazard. After cleaning, floors and steps must be left dry.

If your clothing becomes soiled with body-fluids, washable items should be washed in a washing machine if available, on as hot a wash and rinse cycle as possible for the fabric. If the item is heavily soiled, as much as possible of the spillage should be removed first by sluicing with soapy water while wearing gloves and a disposable apron.

Disposal of Protective Clothing

If you have been wearing an apron, take it off whilst still wearing your gloves, and dispose of it, as infected waste. Then wash your hands in hot soapy water with your gloves still on, dry with absorbent material available and remove the gloves by peeling them off from inside to out. They should also be disposed of as infected waste.

Dealing with Cuts

If you cut yourself with a sharp object, such as a used needle or a piece of broken glass, which has already cut someone else, encourage the wound to bleed by pinching and kneading the area - under cold running water, if possible. Then wash the wound with hot soapy water. Apply a pad of clean, absorbent material to the wound with firm pressure till bleeding stops. Wash off any blood round the wound without disturbing it, dab dry with clean material and apply a waterproof dressing.