**CHST 2 – General Risk Assessment Form** 

This is a template risk assessment – it must be updated to reflect hazards and controls relevant to your school setting.

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| **Health and Safety Risk Assessment:- DEALING WITH BODILY FLUID V1.0** | |
| **Site Address/Location**: | **Operations/Work Activities/Environment covered by this assessment**:  Safe management of blood and body fluid spillages  Links to guidance:  [Dealing with an exposure incident - Blood borne viruses (BBV) (hse.gov.uk)](https://www.hse.gov.uk/biosafety/blood-borne-viruses/how-deal-exposure-incident.htm#immediate)  [National Infection Prevention and Control Manual: Chapter 1 - Standard Infection Control Precautions (SICPs) (scot.nhs.uk)](https://www.nipcm.hps.scot.nhs.uk/chapter-1-standard-infection-control-precautions-sicps/) |
| **Directorate/Service/Team**: | **Affected persons:**  **Employees:**  **Contractors:**  **Customer:**  **Children:**  **Visitors:**  **Members of the Public…….**  **Agency:**  **Others (specify):** |
| **Date of Assessment**: |
| **Date of issues**: |
| **Note:**  A person specific assessment must be carried out for young persons, new or expectant mothers, returning to work after injury, returning after illness or accident and those with diagnosed health conditions resulting from work activities | |

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| **Record of who has been consulted** | | |  |  |  |
| **Name** | **Job Title** | **Assessment agreed by all team members (Date)** |  | **Assessors Name** | **Signature** |
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| **Identify the Hazards. A hazard is anything that has the potential to cause harm. (*Step 1)*** | **Who might be harmed and how? *(Step 2)*** | **What are you already doing to control the risks and protect people? *(Step 3.a)*** | **What further action do you need to take to control the risks? *(Step 3.b) Consider hierarchy of controls – Elimination, substitution, Engineering controls, Administrative controls, Personal Protective Equipment (PPE) and clothes last resort*** | **Action to be taken to further control the risks. *(Step 4)*** | | |
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| **Who needs to carry out the action?**  **(Name)** | **When is the action needed by?**  **(Date)** | **Date action completed.**  **(Date and initial)** |
| Exposure to blood and body fluids | Colleagues, pupils, students, visitors who may have contact with blood or blood-stained body fluids, or are exposed to sharps or other exposure risks,  Blood and body fluids, e.g. urine and faeces, may contain a large number of microorganisms, such as bacteria and viruses | Suggested Controls  Contamination or spillages with blood or body fluids should be dealt with immediately, as this may expose colleagues and others to infection.  Blood and body fluid spillages should be managed by colleagues trained in the correct procedure.  Appropriate personal protective equipment (PPE) should be worn, e.g. nonsterile disposable gloves and apron  Best practice is to use an appropriate spillage kit for the type of spillage, following the manufacturer’s guidance and ensuring it is within the expiry date.  Some spillage kits are suitable for all types of body fluids, including blood, e.g. spill wipes, always check the manufacturer’s instructions on suitability and usage.  Caution: Spillage kits may contain solidifying polymer granules. A National Resident Safety Alert issued in 2017, following a number of deaths and incidents related to ingestion of the product, advises a risk assessment and procedures in place to ensure supplies are securely stored away from the general public.  [PS\_Alert\_Polymer\_28\_Nov\_2019\_FINAL.pdf (england.nhs.uk)](https://www.england.nhs.uk/wp-content/uploads/2020/02/PS_Alert_Polymer_28_Nov_2019_FINAL.pdf)  In the absence of spillage kits, chlorine-based solutions can be prepared and used.  The required dilution for dealing with blood or blood stained body fluid spillages is 10,000 ppm (parts per million) available chlorine, or equivalent product as per manufacturer’s instructions   1. Clean hands and put on disposable apron and gloves (wear facial protection if there is a risk of splashing). 2. Ventilate the area, e.g. open windows/doors, as fumes will be released when using chlorine. 3. Place disposable paper towels over the spillage to absorb and contain it, then apply the solution to the towels. Leave for the required contact time as specified by manufacturer. 4. Clear away the spillage and dispose of as infectious waste. 5. With detergent wipes or general purpose neutral detergent and warm water and disposable cloth, clean the area, then leave to air dry or dry with paper towels. 6. Dispose of cloth and paper towels as infectious waste. 7. Remove and dispose of PPE as infectious waste. 8. Wash hands with liquid soap and warm running water, rinse and dry thoroughly to prevent the transmission of infection.   The required dilution for dealing with body fluid spillages that are not blood or blood stained, is 1,000 ppm available chlorine, or equivalent product as per manufacturer’s instructions  Action for body fluid spillages Dilution of 1,000 ppm available chlorine   1. Do not use a solution containing chlorine directly on to urine as toxic fumes will be released. 2. Clean hands and put on disposable apron and gloves (wear facial protection if there is a risk of splashing). 3. Ventilate the area, e.g. open windows/doors, as fumes will be released when using chlorine. 4. Soak up any excess liquid/clean up any solid material using paper towels. If it is a urine spillage, a gelling agent can be used. Place solution directly onto the spillage. Leave for the required contact time as specified by the manufacturer. 5. Clear away the spillage and dispose of as infectious or offensive waste. 6. With detergent wipes or general purpose neutral detergent and warm water and disposable cloth, clean the area, then leave to air dry or dry with paper towels. 7. Dispose of cloth and paper towels as infectious or offensive waste. 8. Remove and dispose of PPE as infectious or offensive waste. 9. Wash hands with liquid soap and warm running water, rinse and dry thoroughly to prevent the transmission of infection   General controls after cleaning up the spills.   * Dispose of waste and PPE as infectious or offensive waste. * Wash hands with liquid soap and warm running water, rinse and dry thoroughly with paper towels * If a mop and bucket are used, they should be in accordance with the national colour coding scheme. After use, the mop head should be disposed of immediately as infectious or offensive waste and the bucket washed with general purpose neutral detergent and warm water and dried with paper towels, and then wiped with a chlorine-based disinfectant at 1,000 ppm available chlorine, or equivalent product as per manufacturer’s instructions, and stored upside down to air dry * All cloths must be single use and disposed of after use   Using chlorine-based disinfectants   * Always use the appropriate PPE, e.g. disposable apron and gloves, and wear facial protection if there is a risk of splashing to the face. * Some disinfectants supplied as tablets must be made up with the specified amount of water using a diluter bottle in order to achieve the correct concentration. * Always use cold water when diluting chlorine-based disinfectants. * If the dilution of the chlorine-based disinfectant is incorrect and a weak solution is used, any blood-borne virus, e.g. hepatitis B, hepatitis C and HIV, will not be killed. If the dilution is too strong, the equipment or surfaces may be damaged. * Diluted chlorine-based disinfectant solutions become less effective after 24 hours. When a solution is made, the date and time should be recorded and the solution disposed of after 24 hours. * To ensure that microorganisms, such as bacteria and viruses are killed, always leave chlorine-based disinfectant solutions for 5-10 minutes contact time or as specified by the manufacturer * Do not use a chlorine-based disinfectant solution directly on urine as toxic fumes will be released. * Chlorine-based disinfectants, such as household bleach, should not be used on soft furnishings, untreated wood and carpets as it will cause ‘whitening/ Action for body fluid spillages Dilution of 1,000 ppm available chlorine * If soft furnishings or other items are heavily contaminated with blood or body fluids that cannot be adequately decontaminated, they should be disposed of. |  |  |  |  |
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| **Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions, these are**: | | | | | |
| **Review** | | | | | |
| **Review Date**  **(Step 5)** | **Reviewed by** |  | | | |
| **Date** | **Yes/No** | **Additional comments** | |
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| **Name of person and job title, authorising, agreeing and confirming the assessment by (Name and Signature, Date):** | | | | | |
| **Date shared with team and records maintained**: | | | | | **Review date (Step 5):** |
| **Date sent to Trade Union Health and Safety Representatives** | | | | | **Date sent to Corporate Health and Safety Team email** [**employee.healthandsafety@derby.gov.uk**](mailto:employee.healthandsafety@derby.gov.uk) **when required**: |

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| **The following sections should be completed by all employees who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, because of a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.** |
| RISK ASSESSMENT |

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| **I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.** |

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| **Print Name** | **Job title** | **Signature** | **Date** | **Print Name** | **Job Title** | **Signature** | **Date** |
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