

Annex Y To Loughborough University Facilities Management Health and Safety Policy

Dealing with Body Fluids, Hypodermic Needles and other contaminants Safe System of Work

General

1. This guidance should be read in conjunction with other relevant policy and guidance notes contained within University and FM Health and Safety policy.
2. Additional information and guidance can be found via the Loughborough University Health, Safety and Environmental Office website through their [Occupational Health link](#). For those without computer access, copies of relevant policies and guidance can be obtained through their line managers.

Scope

3. This guide covers all members of staff who undertake work both internal and external where their work could bring them into contact with body fluids, hypodermic needles and other contaminants.
4. Compliance with this guide will enable you to remove small amounts of body fluids and hypodermic needles in a manner that will prevent possible illness through inadvertent contact with the items or substances being handled, including vomit.
5. Vomit is not usually a risk for blood borne viruses and it is usually linked to alcohol excess. However, another reason for vomiting could be an infectious disorder (such as salmonella, gastroenteritis etc), which could spread easily if not handled correctly (much more easily than the blood borne viruses). For the reason, vomit needs to be handled properly as with other body wastes. Using a gellifier will make it easier to handle.
6. This guide has been adapted to reflect the type of kit utilised, this being the one supplied via 'Arco' and replacements should be of a similar type. Instructions for use are also included in each separate pack.

Equipment Required – Sharps Kit (in Arco Body Fluid First Aid/Sharps kit)

Disposable protective gloves x 1 pair
Sharps disposal box x 1
Bio hazard bag
Plastic forceps
Disinfectant wipe

Equipment Required – Body Fluid Kit (In Arco Body Fluid First Aid kit)

Disposable polythene over-sleeves x 1 pair
Disposable protective gloves x 1 pair
Disposable polythene apron x 1
Bonded wipes x 1

Disinfectant wipe x 1
Scoop & scraper x 1
Yellow hazard bag
Body spill granules x 1 sachet
Virucidal Disinfectant Cleaner spray x 1

Method of handling

7. In addition to wearing your normal work clothing, follow the additional instructions for either sharps disposal or body fluid disposal as appropriate.

Sharps removal. (instructions also included in pack)

8. Open the pack and pull on the gloves provided.
9. Read the instructions on the yellow card in the pack and on the sharps container.
10. Open the sharps container ready for use and place it on a hard surface near to hand in readiness
11. Using the plastic forceps, pick up the object and insert into the Sharps box...**SHARP END FIRST**
12. Close and lock the sharps box by ensuring that all four retaining catches on the lid snap securely over the container and temporarily place the container out of harm's way.
13. Place the forceps, the sharps container and finally the disposable gloves in the Bio hazard (yellow) disposal bag and seal the bag.
14. Dispose of the 'yellow bags' through the Chemistry biological waste system.
15. Use the disinfectant wipes immediately and dispose of the wipe in a waste bin, then thoroughly wash your hands as soon as possible.

Body fluids removal (instructions also included in pack).

16. If the fluid is external on footpaths or roads, the residue should be carefully flushed into the nearest drain, leaving the area as clean as possible. Take care not to splash the residue onto clothing.
17. If the residue is at or near the exit and entry points or within buildings, the following procedure should be adopted:-
 - a. Open the body fluid pack and pull on the gloves provided
 - b. Apply disinfectant powder over the spill area and wait for the spill to solidify. Avoid breathing the powder dust.

- c. Remove the subsequent gel using the scoop and scraper. Place scooper, scraper and gel into yellow bag.
- d. Spray area once all gel has been removed and wait for two minutes. Clean area with dry wipes and repeat until all residue has been removed. Place soiled wipes and empty disinfectant bottle into yellow bag.
- e. Remove disposable protective clothing and place in yellow bag. Dispose of the 'yellow bags' through the Chemistry biological waste system.
- f. Wipe hands with disinfectant wipe and dispose of wipes in a waste bin then thoroughly wash your hands .

THE CONTENTS OF THE YELLOW BAG MUST NOT BE PUT IN A STANDARD WASTE BIN

NB. Additional specialist equipment will be required where significant sewage drainage blockages or spills are to be dealt with. A specific risk assessment must be carried out for any work that can not be undertaken using this guide.

Follow up action following disposal.

- 18. Complete an Accident/Dangerous Incident form and pass it to your line manager.
- 19. Arrange replacement of the appropriate kit and disposal of the sharps kit and yellow disposal bags with your line manager.
- 20. If in doubt as to do, please contact your line manager.