

# Cockton Hill Infants' School

## Spillages Policy



**Headteacher: Tom Cuthbertson**  
**Chair of Governors: Bob Woods**

	<b>Date</b>	<b>Name</b>	<b>Position</b>
<b>Written By</b>		Tom Cuthbertson	Head Teacher
<b>Reviewed</b>	23/6/2026	Tom Cuthbertson	Head Teacher
<b>Equality Reviewed</b>	23/6/2026	Bob Woods	Chair of Governors
<b>Approved</b>	23/6/2026	Bob Woods	Chair of Governors
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## 1. Scope & Purpose

This policy informs and instructs all staff on the immediate actions required upon discovering or involving a spillage of water, beverages, or biologically hazardous material (blood, body fluids, or micro-organisms). All areas within the school and nursery grounds are covered by this policy.

Blood and body fluids (e.g., faeces, vomit, saliva, urine, nasal and eye discharge) contain viruses or bacteria capable of causing disease. To protect staff, pupils, and visitors from cross-infection, strict adherence to these protocols is mandatory. This policy operates in conjunction with the school's *Health and Safety Policy, Biological Risk Assessment, and main Safeguarding procedures*.

## 2. Immediate Allocation of Duties

- *Classroom & Early Years Staff:* Because the school accommodates young children aged 2 to 7, **all teaching and support staff share an immediate duty of care to safely manage localised bodily fluid spillages**. Staff cannot leave a biohazard unattended while waiting for a caretaker. Staff must utilize localized biohazard spill kits kept in their department.
- *Caretaking Staff:* Caretaking staff will be contacted immediately via the main office to manage extensive, large-scale spillages, or to complete deep-cleaning disinfection routines once the initial hazard is contained.
- *Cleaning Staff:* Contracted cleaning staff do not undertake the initial removal of raw bodily fluid spillages. They are responsible for routine, end-of-day disinfection using colour-coded systems.

## 3. Procedure for Blood and Other Body Fluid Spillages

- **Isolate the Area:** The staff member present must immediately remove children from the vicinity of the spill. The area must be cordoned off or closed completely until decontamination is complete.
- **Personal Protective Equipment (PPE):** Staff must put on disposable gloves and a plastic apron before dealing with any spillage. If splashing to the eyes or face is likely (e.g., extensive vomit), protective eyewear must be worn. Any personal open wounds or skin lesions must be covered with a waterproof dressing before commencing.
- **Broken Glass:** If broken glass is present, fragments must never be gathered by hand. Use cardboard, plastic scrapers, or a dedicated scoop to place fragments directly into a designated Sharps Container.
- **Solidification & Removal:**
  - Liberally sprinkle Response Super Absorbent Biohazard Powder over the spill.
  - Once the liquid is completely solidified (approx. 90 seconds), use a disposable scoop and scraper to sweep the material into a biohazard waste bag.
  - Solid matter (such as raw vomit or faeces) must be scooped up using disposable cardboard or dedicated scrapers. Under no circumstances should faeces or vomit be shaken or flushed down a standard toilet facility, as this causes airborne aerosolization of pathogens.
- **Disposal:** All waste, contaminated PPE, and paper towels must be double-bagged in dedicated yellow clinical waste bags (or securely knotted black sacks if local authority waste policy dictates, provided they go directly to the external commercial waste bin). Never use a vacuum cleaner, carpet cleaner, or wet-suction machine on raw biohazards.
- **Disinfection:**
  - **Hard Floors:** Clean the area with neutral detergent and warm water, then disinfect using Duo Max General Purpose cleaner or a chlorine-releasing solution formulated strictly to **1,000ppm** (or **10,000ppm** for blood spills).

- Carpets & Soft Furnishings: Apply Good Sense Breakdown or an equivalent anti-viral fabric sanitizer. Contaminated textiles must be thoroughly cleaned and followed by industrial steam cleaning.
- Outdoor Areas (Playgrounds/Roadways): Do not blast fresh body fluids with a high-pressure hose. Absorbent granules must be applied and scooped first. Once removed, the area may be treated with outdoor disinfectant and rinsed down thoroughly.
- **Decontamination of Tools:** Reusable shovels or dustpans used during the process must be thoroughly washed and disinfected in a freshly mixed hypochlorite solution containing a minimum of 1,000ppm available chlorine. Mop heads used on biohazards must be discarded immediately and never reused.
- **Hand Hygiene:** Wash hands thoroughly with liquid soap and warm running water immediately after removing and disposing of PPE.

#### 4. Colour-Coding System for General Cleaning Equipment

To prevent cross-contamination across different risk zones of the school building, a strict colour-coding framework is maintained for all cloths, mops, buckets, and aprons:

- **Blue:** Classrooms, corridors, offices, and reception areas (low risk of infection).
- **Green:** Strictly isolated to kitchens and food preparation areas. Green equipment must never be introduced to bathrooms or body fluid incidents.
- **Red:** High-risk sanitary fittings, including toilets, washrooms, wet changing areas, and showers.
- **Yellow:** Washroom fixtures and surfaces that do not involve direct toilet bowls (e.g., washbasins, worktops, soap dispensers, taps).
- **Pink / Separately Labelled Biohazard Kits:** Dedicated exclusively for emergency body fluid spillages, kept entirely separate from all daily cleaning stocks.

Operational Rules for Colour-Coding:

- Operatives must change disposable gloves when moving between different coloured zones to prevent moving bacteria.
- Buckets must be washed, rinsed, dried, and stored inverted.
- Reusable mops and cloths must be cleaned, thoroughly rinsed, wrung out, and stored separately by colour. Never leave mops or cloths steeping in stagnant cleaning solutions.

#### 5. Procedure for Water, Soft Drinks, and Beverage Spillages

All staff must take individual responsibility for ensuring that their immediate environment is clear of slip hazards.

- **Minor Spills:** If liquid is spilled or spotted, clean it up immediately using paper towels or blue roll. This localized spot-cleaning prevents spreading the wet surface area unnecessarily. Ensure the surface is rubbed completely dry.
- **Greasy Spills:** If a drink or food spillage contains grease or oils (e.g., milk, soup), a neutral detergent must be used to lift the residue from the floor surface.
- **Major/Extensive Spills:** Cordon off the area with safety cones or wet floor signs. Contact the caretaker or on-duty school cleaner to utilize a mop or mechanical scrubber-drier machine.
- **Drying Times:** Even after mopping or using a scrubber-drier, a thin film of water can cause an immediate slip risk on smooth school flooring. The area must remain fully cordoned off and closed to pedestrian traffic until the floor surface is completely dry.

## 6. Approved Chemical & PPE Inventory

The school maintains a continuous supply of approved decontamination items via our authorized procurement links:

- **Response Super Absorbent Biohazard Powder** (Greenham)
- **Duo Max General Purpose Anti-Bacterial Cleaner** (Greenham)
- **Good Sense Breakdown Fabric Sanitizer** (Greenham)
- **Disposable White Aprons & Vinyl Gloves** (Thomas Owen)
- **Pre-measured Chlorine / Haz-Tab Tablets** (For precise 1,000ppm/10,000ppm solutions)

## 7. Support and Advice Contacts

For further guidance or operational risk asset support, contact your designated Contract Support Officer:

- **Beverley Attle:** 03000 269542 / 07831634281 / [beverley.attle@durham.gov.uk](mailto:beverley.attle@durham.gov.uk)
- **Carole Twedde:** 03000 268001 / 07786027303 / [carole.twedde@durham.gov.uk](mailto:carole.twedde@durham.gov.uk)
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