

# Policy document: spillages

Staff and students should inform reception as soon as possible if any spillages occur in school. The reception staff should then inform one of the following people, who are responsible for clearing up spillages:

## Either site

Pete Gibson, DOS and person responsible for health and safety  
Mark Titterton, Social Programme Co-ordinator  
Joe O'Hagan, ADOS

## Queen's Avenue

Sally German, Senior Teacher  
Liz Bowden, Head of Teacher Training

When staff have cleaned up spillages, if further action is necessary, they should contact the Operations Manager, who can then instruct cleaning staff as appropriate.

Outside normal working hours, spillages will be dealt with by the most senior member of staff present. If no senior member of staff is present, staff must use their initiative, remembering that health and safety is top priority.

The equipment detailed below is kept in the cleaning cupboards of both sites.

## Spillages of tea, coffee etc

Soak up as much as possible with the paper towels provided. Apply appropriately diluted <5% oxygen-based bleaching agent using hand spray (Vanish provided). Dry with paper towel. If spillage is on a carpeted area, vacuum thoroughly. Wash hands with soap and water.

## Spillages of toner, potting compost etc

Clear up as much as possible with hand brush and dustpan. Remove the remainder with vacuum cleaner. Dispose of residue in sealed plastic bag. Wash hands with soap and water.

## Spillages of ink, paint etc

Soak up as much as possible with paper towels. For ink, apply solvent (Sanford Expo provided). For emulsion paint apply warm water and soap; for other paints apply paint remover (Turps Substitute provided). Dry with paper towels. Wash hands with soap and water.

## Spillages of body fluids

These present a clear health risk, so staff must clear and cordon off the area promptly.

Put on protective gloves (provided). Mop up as much as possible with the paper towels provided. Remove the remainder with a mop and bucket using appropriately diluted <5% sodium-based bleaching agent (Domestos provided). Leave for at least 2 minutes. Dry with the paper towels provided. Clean & rinse the mop. Dispose of paper towels and gloves in sealed plastic bag. Wash hands with soap and water. If any body parts have been in contact with body fluid spills, cleanse with cetrimide-based antiseptic disinfectant wipes (Boots wipes provided).