METHOD STATEMENT - BIOHAZARDOUS WASTE CLEAN-UP 'SHARPS'

STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-031	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	10	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Biohazardous Waste Clean-Up 'Sharps'					
Date Completed:	5 March 2025	N/A	N/A	N/A	N/A	N/A
Employee consultation and involment	Massiel Esteva					
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number: 020 7624 6330 24hr				

STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
✓			✓	

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Training and Knowledge Company safety Site - induction form: F039	Training and Knowledge Bio-Hazard training form F061	Understanding & Awareness of Method Statement CCRM-032 Bio Hazardous Waste Clean-Up Fluids	Understanding & Awareness of Method Statement CCRM-031 Bio-Hazards waste clean-up Sharps	Acknowledge Training Material Sewage Loss & Floor Damage issued (9/21/2017).	Place Warning Signs	Perform Visual Check of Equipment Expiry Date Of Kit and solutions
✓	✓	✓	✓	✓	✓	✓

STEP 4 – PERSONAL PROTECTIVE EQUIPMENT (PPE) to be used

Personal Protective Equipment to be used							
 Apron	 Face Visor	 Goggles	 Dust Mask	 Safety Wellingtons	 Disposable Overshoes	 Protective Gloves	 Respirator Face Mask FFP2/FFP3or Surgical Mask
✓		✓			✓	✓	

STEP 5 –POTENTIAL HAZARDS

Slips, Trips & Falls	Low or High Temperatures	Noise	Vehicles	Falling	Biohazard	Falling Objects	Electric Shock	Fire Risk	Manual Handling
									
✓					✓				✓

STEP 6 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Mix with other products	Application / Equipment
Jangro - ALCOHOL GEL HAND RUB	For neutralising bio hazardous waste	Clear colourless. Liquid / alcohol based sanitiser.	(150-300)ml in 500ml water	No	Bucket
Lacto Des	Biocide bactericidal be used across all surfaces	Liquid	5 Litre: Ready to use 750ml: Ready to use	No	Ready to use spray bottle , bucket

STEP 7 – PRODUCT HAZARDS

Highly Flammable	Oxidising	Corrosive	Toxic	Dangerous for the Environment	Harmful/Irritant	Serious Longer Term Health Hazards	Non-Hazardous
							Non-Hazardous
					✓		

STEP 8 – METHOD STATEMENT

SAFETY

1. Only authorised operatives, trained in the procedure to carry out this task.
2. Place warning signs / barriers, before you commence the task.
3. Inspect work equipment for any faults prior to use.
4. Follow Manufacturers Instruction when using Chemicals.
5. Use correct Personal Protective Equipment (PPE).
6. Do not put hand in waste bin to remove sharps

METHOD

1. Put on personal protective equipment.
2. Assemble equipment and check for safety.
3. Place warning signs and quarantine (cordon off) the area.
4. Ventilate the area, if appropriate .
5. *Pick up the contaminated sharps (needles, syringes, contaminated broken glass etc) using protective needle proof gloves or litter picking tongs.
6. Place all sharps into the yellow hard hazardous waste containers.
7. Prepare cleaning solution (biocides) according to manufacturer's instructions or use the pre made solution bottles in the BIOHAZARD kit.
8. Prepare wet & dry towel technique (wet towel , dry towel , bucket)
9. Once the area is clear of all hazardous material, disinfectant all contaminated surfaces and wipe with absorbent cloth or paper towel.
10. Once area is disinfected, place all soft disposable materials and single use PPE into a yellow BIOHAZARD bag.
11. All other equipment and non-disposable PPE should be washed, disinfected and dried prior to stowage.
12. Wash your hands thoroughly with soap and water then alcohol hand rub solution.
13. Further more detailed information is available in the BIO HAZARD MANAGEMENT FILE

* Ensure extra care is taken when working in contaminated areas especially if there is a large accumulation of detritus obscuring potentially harmful material beneath. Pick methodically through the waste removing one layer at a time.

STEP 9 – RISK ASSESSMENT (Frequency X Severity = Risk)

AREA	HAZARD	POTENTIAL HARM	Likelihood	Severity	Risk Before Control	Risk After Control	CONTROL MEASURES
Slips, Trips & Falls	Slips, trips & falls	Broken bones/bruises/cuts	3	3	9	3	Staff training good housekeeping
Usage	Contaminated ground/material	Inhalation/ingestion/ absorption/injection	2	2	4	2	Induction training in place COSHH training in place PPE provided
Manual Handling	Heavy objects/bending/awkward positions	Back injuries	3	2	6	2	Staff training Manual handling toolbox in place Operatives no need to carry heavy items during cleaning
Picking up the sharp material	Handling sharp objects	Cuts, Exposure to Possible Pathogens	3	4	12	4	Biohazard Management training provided Sharp Objects toolbox in place PPE provided
OVERALL RISK RATING BEFORE CONTROL: 7.75			Very Low	Low	Medium	High	COMMENTS
				✓			
OVERALL RISK RATING AFTER CONTROL: 2.75			Very Low	Low	Medium	High	
			✓				

LIKELIHOOD
1. IMPROBABLE OCCURRENCE
2. REMOTED OCCURRENCE
3. REASONABLY PROBABLE OCCURRENCE
4. VERY LIKELY OCCURRENCE
5. ALMOST CERTAIN OCCURRENCE

SEVERITY
1. SLIGHT: NO INJURY or Injury requiring first Aid treatment
2. MINOR: INJURY requiring medical treatment with absence from 3 days to 3 weeks
3. MODERATE: Injury illnes resulting in temporary disibility (eg. fractures) and absence over 3 weeks
4. SERIOUS: Severe injury or permanent disibility (e.g loss of limb, sight) property and equipment damage
5. MAJOR: Immidiate danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)

INTERPRETATION
4 and below very Low risk = No further action, but ensure controls are maintained an review
5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of meassures with a define time period
9 to 15 Medium Risk = Planned and introduce further control measures to mitigate the risk within a time scale
16 and Above = Stop activity and immediate action