

METHOD STATEMENT - BIOHAZARDOUS WASTE CLEAN-UP



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-032	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	11	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Biohazardous Waste Clean-Up Fluids					
Date Completed:	2 March 2026					
Employee Consultation and Involvement	Dina Oliveira	N/A	N/A	N/A	N/A	N/A
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
✓	N/A	N/A	✓	N/A

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 CRM-031 Bio Hazardous Waste Clean-Up Fluids	Understanding & Awareness of Method Statement CCRM-040 Sewage Loss and Floor Damage	Acknowledge Training Material Sewage Loss & Floor Damage issued (9/21/2017).	Place Warning Signs	Perform Visual Check of Equipment
✓	✓	✓	✓	✓	✓	✓

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











Personal Protective Equipment to be Used on Small to Medium Scale						
 Apron	 Face Visor	 Goggles	 Disposable Gloves	 Safety Wellingtons	 Safety Boots	 Anti-Static Strap
✓	N/A	✓	✓	N/A	N/A	N/A

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Personal Protective Equipment to be Used on Large Scale (Sewage Loss)						
 Rubber Gloves	 Goggles	 Safety Wellingtons	 Overalls	 Hi-Visibility Jacket	 Disposable Overshoes	OTHER (please state):
✓	✓	✓	✓	N/A	N/A	N/A







STEP 5 – POTENTIAL HAZARDS

Slips, Trips & Falls	Low or High Temperatures	Noise	Vehicles	Falling	Biohazard	Falling Objects	Electric Shock	Fire Risk	Manual Handling
			 (if the contaminated area is outside)						
✓	N/A	N/A	✓	N/A	✓	N/A	N/A	N/A	✓

STEP 6 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Mix with other products	Application / Equipment
<i>Lacto Des</i>	<i>Biocide bactericidal be used across all surfaces</i>	Liquid	5 Litre: 120 ml Lacto Des – 2 L Water Lacto Des Spray Ready to use	No	Bucket, mop(x2), mop sticks, paper towel, compostable wipes

STEP 7 – PRODUCT HAZARDS

Explosive	Highly Flammable	Oxidising	Dangerous for the Environment	Harmful/Irritant	Serious Longer Term Health Hazards	Non-Hazardous
						Non-Hazardous
N/A	N/A	N/A	N/A	✓	N/A	N/A

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. – according to the scale of the incident
6. Do not handle contaminated waste (e.g. sharp objects)

METHOD

1. Collect cleaning materials and equipment (**Bucket with 2-2.5 L water, Head mops (X2), Mop Stick, Paper Towels, Compostable Wipes and Lacto Des**) from your cupboard.
 2. Mix 2-2.5 L water and 120 ml Lacto Des into a bucket.
 3. Place warning signs and quarantine (cordon off) the area.
 4. Ventilate the area, if appropriate
 5. Wear double disposable cleaning gloves. Eyewear should be worn where there is a risk of splashing occurring
 6. Put the head mops into the bucket to give enough time (at least 5 minutes) for them to contact with chemical
 7. Check for sharps if these are present remove first with forceps and discard into sharps container.
 8. Put enough paper towels or compostable wipes over to cover the incident area or contamination
 9. Wait for a while for absorption of the body fluid, handle the absorbed waste from outside to inside
 10. If paper towels are wet put more paper towels over the body fluid as not to touch to the contamination. If you mistakenly touch to body fluid, remove first layer of your gloves and put on a second layer again!
 11. Put the waste (paper towels, gloves if they are contaminated) into the waste bag
 12. Take one of the mops which are in the bucket with a mop stick and squeegee it. **DO NOT squeegee too much.**
 13. Mop the surface in a systematic way with one side of the mop. Then turn the other side of the mop and do the cleaning in a systematic way again.
 14. Remove the mop in the waste bag as not to touch the contaminated part of mop.
 15. Take the other mop from the bucket. This time **squeegee it properly** to finalise the cleaning.
 16. Mop the surface in a systematic way with one side of the mop. Then turn the other side of the mop and do the cleaning in a systematic way again.
 17. Remove the mop from the stick in the waste bag as not to touch the contaminated part of mop.
 18. Remove first layer of your gloves and put it to the waste bag.
 19. Tidy up the bag and put it in a safe (designated) place
 20. If the outside of the waste bag becomes soiled then assistance will be needed. Someone will need to hold open a second clean bag while you place the soiled bag into it, followed by your gloves.
 21. Remove the last layer of your gloves and throw it to general waste.
 22. Wash your hands thoroughly with soap and water
 23. Fill the **F062 Biohazard Incident Report Form**, inform your line manager for him/her to arrange collection from Pink Hygiene and to inform building management.
7. Furthermore, detailed information is available in the BIO HAZARD MANAGEMENT FILE

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

AREA	HAZARD	POTENTIAL HARM	Frequency	Severity	Risk Before Controls	Risk After Controls	CONTROL MEASURES
Slips, Trips & Falls	Slips, trips & falls	Broken bones/bruises/cuts	2	3	6	3	Staff training Good housekeeping
Cleaning of the contaminated area	Sharp objects	Bruises / cuts	2	4	8	4	Staff training Tongs provided PPE provided Method Statement in place Competent supervision
Cleaning of the contaminated area	Contaminated ground	Exposure to biological substances through Inhalation/ingestion/absorption	3	5	15	5	Staff training PPE provided Method Statement in place Competent supervision Biohazard management training in place
Manual Handling	Heavy objects/bending/awkward positions	Back injuries	2	3	6	3	Staff training Method Statement in place Competent supervision
OVERALL RISK RATING BEFORE CONTROLS: 8.8			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROLS: 3.8			Very Low	Low	Medium	High	
			✓				

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<u>LIKELIHOOD</u>	<u>SEVERITY</u>	<u>INTERPRETATION</u>
<ol style="list-style-type: none">1. IMPROBABLE OCCURRENCE2. REMOVED OCCURRENCE3. REASONABLY PROBABLE OCCURRENCE4. VERY LIKELY OCCURRENCE5. ALMOST CERTAIN OCCURRENCE	<ol style="list-style-type: none">1. SLIGHT: NO INJURY or Injury requiring first Aid treatment2. MINOR: INJURY requiring medical treatment with absence from 3 days to 3 weeks3. MODERATE: Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks4. SERIOUS: Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage5. MAJOR: Immediate danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)	<p>4 and below very Low risk = No further action, but ensure controls are maintained and review</p> <p>5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of measures with a defined time period</p> <p>9 to 15 Medium Risk = Planned and introduce further control measures to mitigate the risk within a time scale</p> <p>16 and Above = Stop activity and immediate action</p>