















Cloth	N/A
PPE	• Disposable gloves • Disposable apron • Face mask   
Chemicals	• Cleaner and degreaser • Sanitiser • Spill powder • Washing up liquid
Reference	• Safety policies • COSHH Manual • Risk Assessment Manual • A4 Handwash poster • SOP - B0080 - Use of the Henry carpet and upholstery cleaning machine
Equipment	• Yellow hazard warning sign (Wet Floor or Cleaning in Progress) • Green mop and bucket for toilets • Blue mop and bucket for all other areas • Blue roll • Dust pan and brush • Bin liners • Stiff bristled broom
VideoSOP	To be used together with this written SOP: ‘Dealing with a spillage’ video. Tap here to play  ‘Preventing slips, trips and falls’ video. Tap here to play 

Step 1		<ul style="list-style-type: none"> • As soon as a spillage is reported, place a hazard warning sign immediately at the scene of the spillage. • Seek assistance from a colleague to supervise the area where the spillage has occurred until the area has been made safe. • High risk, high traffic areas such as dance floors must be checked for spillages frequently during peak times. • Arrange an alternative bypass route for customers/employees. • If the spillage involves any bodily fluid e.g. blood, vomit, faeces, then spill powder must be used. Go to Step 5.
Step 2	 	<p>For spillages on hard surfaces:</p> <ul style="list-style-type: none"> • Using a clean colour coded mop and bucket (with chemical if required), mop up the spillage. • Dispose of all dirty water from the bucket as soon as mopping is completed. • Store the mop bucket in a safe location. <p>For spillages on carpets:</p> <ul style="list-style-type: none"> • Use the carpet upholstery cleaning machine to remove excess liquid from the carpet. Take care to ensure that trailing cables do not present a trip hazard. Refer to SOP - B0080 - Use of the Henry carpet and upholstery cleaning machine. • Pay particular attention to any hard surfaces such as tiles or wooden flooring around the edge of the carpet, and ensure that these are dried. • If a breakage has occurred e.g. glass/crockery - use a dust pan and brush to remove the debris and dispose of in the appropriate bin.
Step 3		<ul style="list-style-type: none"> • Wearing disposable gloves, wipe the area with blue roll to dry the floor. • Dispose of the blue roll immediately.

Step 4		<ul style="list-style-type: none"> • Leave the hazard warning sign in place until the floor is completely dry.
Step 5		<ul style="list-style-type: none"> • If the spillage involves any bodily fluid e.g. blood, vomit, faeces, then spill powder must be used. • Wearing disposable gloves, face mask and a disposable apron, pour the powder in front of the spill, not directly onto it, partially surrounding it. • The amount used will depend on the amount of liquid spillage.
Step 6		<ul style="list-style-type: none"> • Using a stiff bristled broom, push the powder onto the surface of the spill and mix until all the liquid is absorbed.
Step 7		<ul style="list-style-type: none"> • When the spill is fully absorbed, sweep up using a dustpan and stiff bristled broom. • Empty the contents of the dustpan into a bin liner and tie this. • Place this inside another bin liner which must also be tied. • Dispose in a general refuse wheelie bin.
Step 8		<ul style="list-style-type: none"> • Disposable gloves, face mask and a disposable apron must be worn when spill powder is in use. • Ensure all equipment used with spill powder, including broom, dust pan and brush are thoroughly cleaned in hot soapy water, sprayed with sanitiser and allowed to air dry after use. • Once the task is completed, dispose of gloves, apron and face mask immediately in a general waste bin and wash hands. • Yellow hazard warning sign (Wet Floor or Cleaning in Progress) must be cleaned regularly using hot soapy water and a clean blue cloth.
Step 9		<ul style="list-style-type: none"> • All accidents, incidents and near misses must be reported to the Duty Manager immediately.