

Manager's checklist following the identification of risks of transmission of blood-borne diseases at work

1	Awareness
a	Have employees received knowledge of risks of blood borne diseases associated with their work activities?
b	Have employees received training in good hygiene practices to reduce risks?
c	Have employees received appropriate information about risks?
d	Have employees received instruction and training specific to their work activities, and is this reinforced as and when necessary?
e	Can first aid procedures be carried out with minimal risk?
2	Inputs from Health Professionals
a	Has the Council's Employee Health and Wellbeing Service been consulted about control measures to reduce the risk?
b	Have you considered whether to approach healthcare professionals to provide training for employees who are required to undertake high-risk activities?
3	Provision of suitable equipment
a	Do employees have a sufficient stock of any equipment needed, including personal protective equipment?
b	Is replacement / additional stock provided without delay?
c	In non-care Service areas, do you ensure that staff have access to 'Body Fluid Spillage Kits'?
d	Has the Employee Health and Wellbeing Service advised on the suitability of equipment provided?
e	Where a procedure is to involve equipment provided by another party e.g. a parent, then has their agreement to provide the equipment been acknowledged as consent?
4	Provision Of Good Working Facilities
a	Do standards of design and construction of premises facilitate high standards of hygiene?
b	Is hygiene and cleanliness at the premises maintained to a high standard?

c	Are cleaning standards monitored and records kept of deficiencies/actions?
d	Are good hand washing facilities easily accessible to employees?
e	Are facilities and equipment provided to ensure spillages are dealt with safely and promptly?
5	Provision of any necessary personal protective clothing and equipment
a	Is any required personal protective equipment identified and provided to employees?
b	Are employee's clothes protected from soiling through the provision of appropriate protective clothing e.g. aprons?
c	Are sufficient stocks of suitable disposable gloves and aprons provided at all times?
d	Is the use of protective clothing and equipment subject to normal supervision?
6	Arrangements for the storage of sharps
a	Are clean sharps stored in a secure place?
b	Are used sharps always disposed of in a "Sharp's Bin"?
c	Do employees have a safe system of work to collect discarded sharps needles?
d	Is a "Sharps Collection Kit" available at any locality known to have a high risk of discarded needles?
e	Do you have a sufficient supply of Sharps Bins?
7	Arrangements for the removal and disposal of contaminated wastes
a	If your establishment generates contaminated waste, is it stored safely in solid-sided bins until collected?
b	Is there a holding area where full Sharps Bins can be kept?
c	Do you have a contract for regular collection of contaminated wastes by a competent, authorised service provider?