



## CLEANING OF CLINIC POLICY (Version 1.0)

**This policy combines and supersedes previous policies;**

**Cleaning clinic room policy version 1.0**

**Patient and staff communal areas policy version 1.0**

**Cleaning of patient & staff toilet policy version 1.0**

**Cleaning of scan room policy version 1.0**

**Cleaning of scanner & probes policy version 1.0 (*does not replace cleaning of TV probe policy*)**

<b>Location(s): 5 Conqueror Court</b>	<b>Version: 1.0</b>
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**1. AIM:**

To ensure both clinical areas, public and staff areas including toilets are cleaned on a regular basis and maintain compliance with infection control policy and enabling a safe environment for our service users and staff

To ensure that the policy complies with the need to adhere to the standards outlined in the Health & Social care act 2008 which states:

*“Good infection prevention (including cleanliness) is essential to ensure that people who use health and social care services receive safe and effective care. Effective prevention and control of infection must be part of everyday practice and be applied consistently by everyone. Good management and organisational processes are crucial to make sure that high standards of infection prevention (including cleanliness) are developed and maintained”*

**2. INTRODUCTION**

It is important for the safety of patients and staff that the clinic is kept clean, free from contamination and fresh at all times.

**3. ROLES & RESPONSIBILITY**

It is the responsibility of the senior managers and directors to ensure that policies are in place to enable staff to undertake their cleaning duties with no risk to themselves to ensure the highest standard of hygiene. It is then the responsibility of staff members asked to undertake the cleaning to ensure they follow guidance from the company policies provided.

**4. EQUIPMENT**

Cleaning products and personal protective equipment available to facilitate the cleaning of the scan rooms is as follows:

- Latex & Powder free Gloves
- Plastic Aprons
- Yellow Rubber Gloves (For domestic cleaning)
- Clinical Waste Bins
- Clinell Universal Wipes
- Clinell Sporidical wipes
- Clinell Universal Spray
- Alcohol Wipes
- Clinell Spill packs
- Tissue/Couch Roll
- Hand Soap
- Antibacterial spray, for kitchen
- Colour coded mops/buckets for different areas of clinic
- Vacuum Cleaner

*N.B. when ‘Clinell wipes’ are documented this refers to the green universal wipes and not sporidical wipes*

**5. HAZARDS and SAFETY**

Appropriate risk assessments have been carried out for all aspects of COSHH when utilising cleaning products and PPE.

**6. PROCEDURE / SYSYEMS IN PLACE**

Include checklists for all areas cleaned, all to be signed of each day once cleaning completed Staff must be read and understand the product guidelines and risk assessments for all cleaning materials used within the clinic and be aware of what PPE (personal protective equipment) to wear when carrying out cleaning duties for the company

**Procedure for cleaning scan rooms**

At the end of each day, clinic room/s must be thoroughly cleaned and the daily cleaning checklist completed (As set out below)

<b>DATE:</b>	
Items to be cleaned as per company protocol	<b>MONDAY</b>
General Probes ( <i>Please remember cables</i> )	
TV probe cleaned with Clinell sporicidal wipe ( <i>Please remember cables</i> )	
Scanner screen and keys	
Docks & Gel warmer	
Bed and Frame	
Wedge if utilised	
Computer keyboard and desk	
Door handles.	
Sinks and taps	
Floors Hoovered and mopped	
Consumable trolley	
SIGNED *Staff members signature*	

- Prior to cleaning ensure you are wearing the correct PPE.
- Mopping of flooring ensuring all furniture, scanners and bins are moved to enable the floor to be me mopped down thoroughly. Mopped with the yellow mop and yellow bucket.
- The desk and computer monitor must be wiped down using Clinell wipes
  - The computer keyboard must be cleaned by a dry wipe over key board, if required use a slightly damp paper towel dampened by an anti-bacterial spray to clean key board, never use a wet cloth as this will damage the keyboard, phone to be wiped down including the hand set
- The scanner is to be cleaned by;
  - First ensuring scanner is turned off before cleaning

- Dry wipe over key board, if required use a slightly damp paper towel dampened by an antibacterial spray to clean key board, never use a wet cloth as this will damage the scanner keyboard, ensure the whole scanner is wiped down with Clinell wipes including back of scanner and base, ensuring cables linked to power supply and monitor are free of scanner wheels and hung over the cable hooks.
- Display surface and monitor of the scanner to be cleaned using anti-bacterial spray and wiped dry with a paper towel.
- Probes and cables;
- Use Clinell wipes to clean the probes, wiping upwards from the bottom of the cable to the probe. Never wipe from the probe down as this would be an contamination risk.
- Always unravel any coiled cables and replace on hooks on scanner to ensure all cables are off the floor after cleaning. This is good practice to ensure cables are not damaged during use.
- The couch must be cleaned using Clinell wipes and then left to air dry
- All chairs must be cleaned using Clinell wipes
- The monitor must be cleaned using partially dry paper towel moistened with antibacterial spray
- Cables coming out of the monitor and those running along the floor should always be cleaned using Clinell wipes and left to air dry
- Consumable containers and storage must be cleaned, and stock replenished ready for next day
- Waste bins emptied throughout day if they become full
- Clinical waste bin emptied when it becomes full during scan sessions, at end of day clinical waste bin must be emptied and the bin sprayed and wiped down using antibacterial spray, the bin should be left to dry overnight, at the start of each clinic session or when the bin is replaced a new clinical waste bag should be put into the bin, all clinical waste is to be deposited in the clinical waste bin each time it is emptied and never left to be put out later with other bins

**Procedure for cleaning waiting/reception area**

***Reception/Waiting room twice weekly schedule as follows:***

AREA TO CLEAN : Reception/Care Waiting Room	TUESDAY	FRIDAY
Chair arms		
Door handles		
Shelves		
Reception desk		
Phone and hand set		
Picture frames		
Door frames		

Hoover		
Computer keyboard, Mouse		
Computer monitor		
Toybox		
Water cooler		
<b>AREA TO CLEAN: Entrance Hall</b>		
Picture frames		
Door frames		
Hoover		
Door handles		
Stairs vacuumed		
Stair rails wiped down		
<b>AREA TO CLEAN: Kitchen</b>		
Picture frames		
Door frames		
Hoover		
Door handles		
Sink cleaned		
Fridge cleaned		
Fridge temperature checked		
<b>SIGNED</b>		

- Chair arms wiped with Clinell universal wipes.
- Door handles Wiped with Clinell universal wipes.
- Shelves cleaned with Clinell wipes
- Reception desk - Cleaned with Clinell wipes
- Phone and hand set cleaned with Clinell wipes
- Picture frames – Cleaned with Clinell wipes
- Door frames cleaned with Clinell wipes.
- Carpets hoovered daily
- Computer keyboard, Mouse (unplugged from power source and cleaned with Clinell wipes and immediately wiped dry)
- Computer monitor cleaned with Clinell wipes and dry wiped after with dry paper towel

- Toybox, wipeable toys must be wiped down with Clinell wipes and box also wiped and left to dry before toys being replaced
- Water cooler- Wiped over with tissue and Spray

***Entrance/Hallway:***

- Picture frames – Cleaned with Clinell Universal wipes
- Door frames & windows – Cleaned with Clinell wipes.
- Carpets hovered daily
- Door handles – Wiped with Clinell wipes

***Staff kitchen:***

- Picture frames – cleaned with Clinell wipes
- Door frames - cleaned with Clinell wipes
- Carpets hovered daily.
- Door handles – wiped with Clinell wipes
- Sink cleaned – with antibacterial spray and wiped down with dry paper towel, once a week sink must be cleaned with diluted bleach
- Fridge cleaned monthly, freezer compartment defrosted every 3 months, temperature of fridges also monitored continually for food hygiene, weekly temperature monitor sheets to be completed for both fridges, safe temperature range for fridges is **0.00 and 4.44 degrees C**

***Staff stairs***

- Vacuumed weekly
- Stair rails cleaned with anti-bacterial spray

***Outer office communal space/staff food prep area/CPD area/storage area***

***Weekly (use of area less than public areas in clinic):***

- Flooring vacuumed every week
- Seating wiped down with antibacterial spray and dry wiped with paper towels
- Microwave, Fridge & cupboard surfaces – Every week with soap and Jay cloth
- Toaster – unplugged and crumb tray emptied outer surface wiped with a damp cloth & Antibacterial spray.
- Sideboard – Cleaned with Antibacterial spray paper towel and air dried once a day
- Fridge cleaned monthly, freezer compartment defrosted every 3 months, temperature of fridges also monitored continually for food hygiene, weekly temperature monitor sheets to be completed for both fridges, safe temperature range for fridges is **0.00 and 4.44 degrees C**
- CPD area cleaned, Computer, key board wiped down daily as per process above for computer cleaning

***Main administration office cleaning:***

- Desks and computers/keyboards cleaned by admin staff daily – once computers turned off at end of each day, desks and computers monitors to be wiped down using detol spray and tissue – sign sheet for each work station to be signed daily
- Flooring vacuumed weekly

- All phones including the handset should be wiped down daily with Dettol spray and this documented on sign sheet
- All bins must be emptied daily or when they are full.

### **Staff and public toilets**

All toilets are to be checked hourly and the check sheet located on the door of all toilets signed to state this has been done, this includes ensuring that there is available;

- Toilet rolls
- Hand wash
- Hand towels

That the;

- Floors and toilets are clean
- Bins are not full, if they are then empty the bin and replace with clean bin liner

### **Daily toilet cleaning:**

- All floors in all toilets are mopped down with Red Bucket and Blue/white headed mop.
- Cleaning agent paced in all toilet basins - bleach
- Sinks and taps are cleaned using clinell wipes
- Bins are emptied and bin liners replaced

## **7. QUALITY CONTROL and AUDIT**

This policy is subject to review every year by the Registered Manager and Service . The completed cleaning checklists will be filed and reviewed to ensure consistency of cleaning.

Should any unexpected incidents occur that are flagged by staff or patients the policy will be reviewed on that date by the and amended. The new policy must then be read and signed by clinicians and support workers to ensure it is carried out.

## **8. REFERENCES**

- The Health and Social Care Act 2008
- Company infection control policy 2019
- <http://www.hse.gov.uk/pubns/infection.pdf>

**END OF DOCUMENT**