



- Torch or headlight (as applicable)
- Protective floor covering (waterproof)
- Sharps box and grippers
- Clinical waste sacks of appropriate size and colour (site specific), ties and labels
- Tweezers
- Litter pickers
- Scraper
- Non-abrasive pads
- Edging tool
- Colour-coded scrubbing brush's (long handle, telescopic or hand-held)
- Colour-coded floor mopping system
- Colour-coded hand buckets
- Colour-coded dustpan and brush





- Waterproof waste trolley for transportation of contaminated waste
- Pressure spray or spray bottle
- Cleaning agents (as appropriate)
- Absorbent granules
- Disposable cloths
- Paper towels
- Steam cleaner (as appropriate)
- Safety steps (as appropriate – only for use by trained operatives)
- Platform (as appropriate – only for use by trained operatives)
- Scrubber dryer or rotary machine and wet pick-up (as appropriate)
- Carpet extraction machine with appropriate accessories (as appropriate)
- Additional equipment may be required depending on the needs of the site

## Procedure – Health and Safety considerations

1. Carry out a dynamic risk assessment on arrival at the work area and place warning signs
  - A dynamic risk assessment ensures the operatives are safe to work in the area as it demonstrates it is free from any immediate risks. Place warning signs to provide adequate warning of work in the area, this could include a sluice room, cleaning cupboard, cleaning store, preparation area as well as the work area.
2. Carry out the POW risk assessment (this is specific to the task taking place and the area of contamination) from outside of the contaminated area to establish potential hazards and risks



- Consideration to be made to the temperature within the area and possible fatigue of the operative(s).

- Sufficient down time must be given and if required additional team members may be needed as per the point of work risk assessment.
3. Check all PPE as per COSHH and risk assessment is available
    - Ensure PPE is a suitable fit, fit for purpose and undamaged.
    - PPE will be worn in 2 stages – stage 1 for preparation of equipment and solutions and stage 2 for the actual decontamination process.
  4. Confirm all necessary colour-coded equipment is available and fit for purpose
    - BICSc recommended colour-coding for this type of clean would be yellow for clinical purposes.
    - Correct colour-coded equipment reduces the potential risk of cross-contamination and ensures demonstratable best working practices.
  5. Demonstrate an understanding of the standard operating procedure or method statement, risk assessment, COSHH assessment
    - The chemical safety data sheets must be easily accessible and up to date as they need to be given to medical professionals should an accident occur. They detail the make-up of the chemical to ensure the patient receives the correct medical treatment.
  6. Ventilate the preparation area, either open a window or a door where possible
    - Ventilation reduces the risk of inhalation when making up chemical solutions and aids drying of equipment and materials.
  7. Wash your hands as per the company policy or according to the BICSc approved method, ensuring that you check for cuts and abrasions and cover with a waterproof dressing if required
    - Cuts or abrasions should be covered with a waterproof dressing to prevent cleaning solutions and bacteria entering the blood stream and potentially causing blood poisoning.
  8. PPE as specified in the COSHH assessment MUST be worn from this point
  9. Check the area where you are working for any signs of pest infestation and report them in line with company policy
    - Signs of pest infestation should be checked in the cleaning cupboard/store and throughout the task in the work area but must not be disturbed as the pest control company will use this evidence to identify the type of infestation.
  10. Check the area where you are working for any signs of damage and report them in line with company policy
    - Damaged assets such as broken tiles, torn/snagged carpet, chipped desks in either the cleaning cupboard/store or work area should be reported as per company policy to prevent any further damage and/or the operative being blamed for the damage.

## **Procedure – Method**

11. Safety check and assemble all equipment following the manufacturer's operating instructions
12. Identify the correct product(s) for the area(s) to be cleaned
  - Check with the World Health Organisation and Public Health England for the appropriate type of products recommended for use.
  - The product should be suitable for the type of surface to be cleaned, the equipment to be used and diluted according to the manufacturer's instructions.
13. Prepare the chosen product
  - Preparation of the product should be according to manufacturer's instructions, always adding chemical to water. This minimises the risk of contact with undiluted chemical and excess foam being created. The correct level of water in the container is key to the dilution being accurate.

- When water is initially added to the container if foam is formed it indicates there are traces of a product present in the container. Therefore, the container should be thoroughly rinsed with water to ensure it is clean before adding any other product to the water.
- It is recommended that a maximum of 2.5L of water is used in the hand bucket, this complies with the HSE recommendations for lifting. It also helps to prevent overuse of chemical as 5L soils as quickly as 2.5L, but it means you are pouring twice as much product down the drain each time you change the solution.
- Wipe any spillage as soon as it occurs with a damp correctly colour-coded cloth.

14. Place waterproof floor protection outside of the contaminated area large enough to hold all machinery and equipment required. Tape down to prevent movement



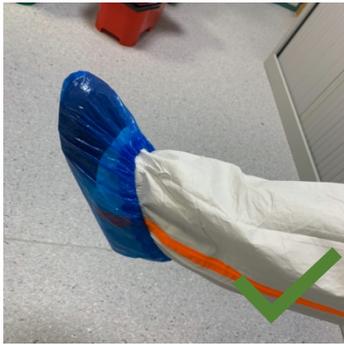
15. Place all required equipment and materials on the protective sheet



16. Additional PPE as specified in the POW risk assessment **MUST** be worn from this point

- Appropriate PPE should be worn according to the role of the operative.
- A minimum of one operative should be designated as a clean operative to observe and check the decontamination operative(s) for any signs of contamination throughout the task.







*The clean operative*

- The clean operative(s) must not enter the contaminated area until decontamination operative(s) have completed their role.
- The decontamination operative(s) will be undertaking the cleaning tasks within the contaminated area.





*Needle stick resistance gloves for sharps removal*



*Chemical resistant gauntlets*



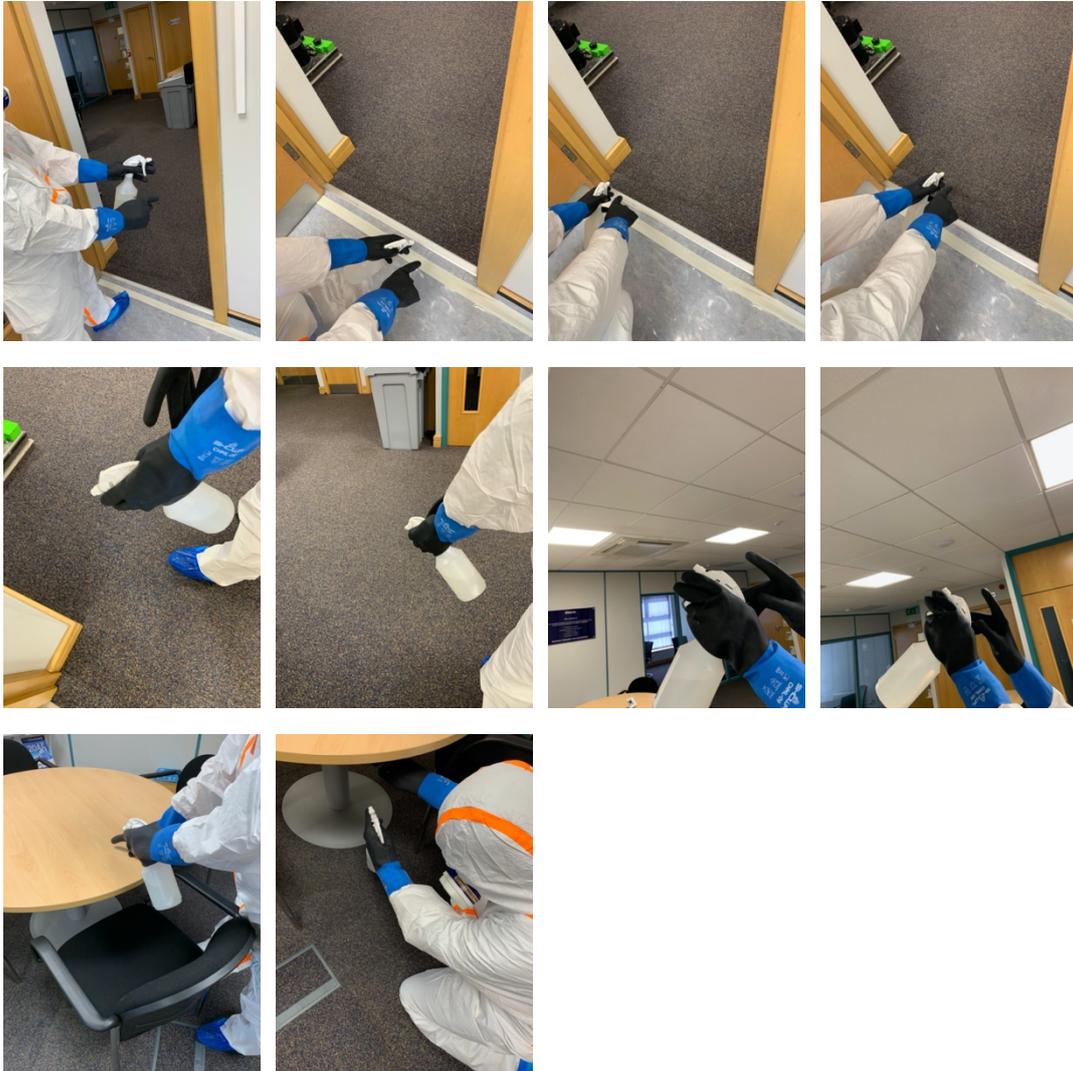


*The decontamination operative*

17. The decontamination operative(s) must check the entry point for any signs of sharp objects prior to spraying the door and frame with disinfectant. Follow the manufacturer's instructions to ensure sufficient contact time.



18. Decontamination operative(s) then sprays the entrance area and allows the correct contact time as per the manufacturer's instructions prior to entering the area. This process should be repeated throughout the area and no progress should be made until the required contact time has elapsed. Whilst progressing through the area check for any damaged objects or sharps. Give the whole area a further visual check to confirm that nothing has been missed that could be a hazard or risk.



19. Commence the task by removing any sharp objects from the area



- Any sharp object(s) should be removed from the area using the grippers/tweezers/litter pickers and be placed in the sharps box and placed in a safe area away from other operatives in the area.
- The sharp object(s) should be picked up from the least dangerous angle to avoid coming into contact with the operative.

20. Safely remove any physical contamination present

- The absorbent agent should be applied to the contamination and given sufficient contact time as per the manufacturer's instructions to absorb the fluid.
- Starting at the outer edge of the closest contamination the absorbent agent and debris must be scooped into the correct colour-coded waste bag. Using the bag to line an appropriately coloured bucket can aid in this process, providing a stable wide opening for disposal.
- Paper towels should be used to collect any surplus contamination and should be placed into the correct colour-coded bag.
- When a bag is full it should be tied and placed near the entry point but within the contaminated area to be removed at the end of the task.

21. Disinfect the surface area where the physical contamination was removed

- Disinfect the total area of the contamination following the manufacturer's instructions to ensure sufficient contact time.

22. The decontamination operative(s) passes the sharps container and bagged waste from the contaminated area to the clean operative(s)



- The sharps container should now be externally disinfected by the clean operative(s) before being placed in the waterproof waste trolley.



- The decontamination operative(s) will place each waste bag into a secondary bag which is held by the clean operative(s).



- The clean operative(s) will tie and tag the secondary bag (double bagging) and place in the waterproof waste trolley.



23. The decontamination operative(s) must clean all horizontal and vertical surfaces in the contaminated area in the relevant manner. For example (but not limited to):

- Washing surfaces
- Carpet extraction
- Damp mopping
- Scrubber drying
- Steam cleaning
- Upholstery extraction

24. On completion of the clean, all materials and equipment should be disinfected and removed from the area

- All materials, disposable items (cloths, mops etc.) are to be bagged inside the work area and the bag passed to the clean operative(s) to be double bagged, tied and tagged and placed in the waterproof waste trolley.



- All other items are to be disinfected before being passed to the clean operative(s) to be placed on the protective floor sheet or the waterproof waste trolley.





25. Decontamination operative(s), once satisfied that the area has been fully cleaned, will exit the area and stand on the plastic sheeting

- The clean operative(s) will remove the goggles and respirator/mask from the decontamination operative(s) and these are then bagged for cleaning and sanitising/decontamination.



- The clean operative(s) will then remove the contaminated outer gloves (leaving one pair of nitrile gloves in place), over suit and over shoes from the decontamination operative(s).



- The remaining nitrile gloves must now be disinfected and removed.



- All disposable items are to be bagged, tied and tagged by the clean operative(s), the outer gloves should be included in this waste disposal process as they may be contaminated and placed in the waterproof waste trolley.



- All decontamination operatives are to shower if the facilities are available. If not, a full strip wash is required as a minimum
- Full change of uniform for all operatives is required before commencing any other task. All used uniforms should be bagged and laundered as per company policy.



26. The clean operative(s) will now re-disinfect the previously contaminated areas focussing on touch points.



- Check with the World Health Organisation and Public Health England for the appropriate type of products recommended for use.
- The product should be suitable for the type of surface to be cleaned, the equipment to be used and diluted according to the manufacturer's instructions.

27. The clean operative(s) is to safely remove all items used within the operation

- All non-disposable items (both electrical and non-electrical) must be decontaminated and cleaned following the manufacturer's instructions
- The protective sheeting should be removed by folding it inwards to contain any spillages. It should then be bagged, tagged and disposed of following company policy.



- Best practice would be that all equipment used for this task should be separated from all other equipment and marked as '*For use of bio-hazard tasks only*'.
- All bagged waste should be disposed of in accordance with company policy.

28. Ensure the correct cleaning and storage method for equipment, materials and PPE used for the operation

- Storage should allow for air circulation when storing equipment to aid drying.
- Where laundry facilities are available candidates should follow the agreed company procedure.
- Relevant parts of the equipment should be disinfected, cleaned and rinsed after use to minimise the risk of cross-contamination and chemical reaction due to them being mixed as a result of chemical residue.

29. The clean operative(s) must now remove all PPE and the items are to be bagged, tied and tagged and disposed of in accordance with company policy.

30. Remove warning signs, clean as required before storing safely

- Best practice is to clean warning signs after each use to reduce the potential risk of cross-contamination.

31. Close any ventilation as applicable

32. The storage area must be left in a clean, tidy and secure condition on exit

33. Good sustainable practice would be to turn off the lights and air conditioning, if applicable, prior to securing the storage area.

34. All clean operatives are to shower if the facilities are available. If not, a full strip wash is required as a minimum

- Full change of uniform for all operatives is required before commencing any other task. All used uniforms should be bagged and laundered as per company policy.

