CLEANING PLAN

1. Introduction

The cleanliness of any health care environment is important to support infection prevention and control and ensure patient confidence. Cleaning staff play an important role in improving the quality of the care environment.

Cleanliness standards have been in place since publication of the *National standards for cleanliness in the NHS*, in 2001. This guidance was developed following consultation with experts and professionals in the fields of cleanliness and infection control in order to raise standards of cleanliness to an acceptable level throughout the NHS.

In 2010 the National Patient Safety Agency (NPSA) published *The national specifications for cleanliness in the NHS: A framework for setting and measuring performance outcomes in primary medical and dental care premises*. This guidance can be used in primary medical care (GP) and dental surgeries, clinics, walk-in centres and health centres. In 2009 the NPSA also published *The Revised Healthcare Cleaning Manual* which sets out technical information about the delivery of cleaning services. High Road Surgery has adopted this guidance where it is applicable to the services provided. Further detail is set out in this document.

2. The aims of this cleaning plan

* to assist primary medical and dental care providers in promoting confidence amongst

patients, service users and staff that their facilities are clean and fit for purpose;

* to support good infection prevention and control practices;
* to provide assurance to their commissioners and regulators that the environments

from which this provider delivers healthcare services are clean and fit for purpose.

3. The objectives of this cleaning plan

* to identify the cleaning requirements of the facilities as identified in *The national*

*specifications for cleanliness*;

* to set out and implement a plan that meets the cleaning requirements of the facilities;
* to identify and allocate resources efficiently and effectively;
* to set out and implement a quality assurance process by which this organisation

can monitor progress;

* to ensure that the standards of cleanliness achieved meet the expectations of

the public.

4. Cleanliness working group

In order to focus on the delivery of the national cleaning standards, a cleanliness group was established within the organisation. This group has the specific objective of implementing *The national specifications for cleanliness* within the organisations.

**Membership:**

* Practice Administrator
* Dr Larh

**Terms of reference:**

* to take ownership of the standards of cleanliness within the organisation;
* to develop and maintain the cleaning plan;
* to oversee the implementation of the national cleaning specifications;
* to be responsible for maintaining acceptable standards of cleanliness and to

produce reports on performance against standards;

* to ensure failures in the provision of cleaning services are swiftly rectified;
* to ensure cleaning staff receive training in the appropriate cleaning processes and

equipment and in the importance of infection control, and that training needs are

regularly reviewed and additional/remedial training provided.

5. Cleaning resources

The following cleaning resources have been allocated:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| AM |  |  |  |  |  |  |  |
| PM | Anyclean | Anyclean | Anyclean | Anyclean | Anyclean |  |  |
| Evening |  |  |  |  |  |  |  |

6. Principles

The key principles which underpin this cleaning plan are:-

**Clarity for all staff undertaking cleaning activities**

The clarity of cleanliness standards is of paramount importance. It is essential that all staff undertaking cleaning activities have a clear understanding of the specifications and task requirements to ensure they are working towards and assessing the same cleanliness outcomes. The standards are to be realistic and achievable and staff must be able to carry out their jobs safely and in a controlled environment.

**Infection control**

Setting out clear arrangements, following advice from infection control professionals, for ensuring the premises are clean and safe.

**Monitoring and performance**

To make sure standards of cleanliness stay high, and that any variation is recognised and corrected.

**Resources**

To ensure that the appropriate levels of resource, which are essential in delivering and maintaining the standards, are provided. This includes ensuring sufficient trained staff are always available, and that effective and efficient methods and adequate and modern equipment is used.1

**Documentation**

Comprehensive documentation should be available to ensure that operational and strategic needs are met in terms of the standards and will be achieved through:

* an up-to-date cleaning manual that gives written guidance on how to complete

each task;

* comprehensive risk assessments undertaken to ensure working methods and staff are

as safe as possible. In many cases the standard workplace risk assessment may suffice,

but where specific cleaning materials or equipment are used, there should be

procedures in place to ensure that any specific risk which may arise from their use

is considered;

* where the number of staff involved in delivering cleaning warrants it, a staff rota system

to ensure appropriately trained staff are available and deployed as necessary.

**Identifying risk**

Ensuring that the infection risks have been assessed and built in to the provision of cleaning services.

7. Supporting documentation

This cleaning plan is supported by further documentation which:

* details the risk assessment process undertaken (see also appendix 3);
* details the areas and elements (items) which require cleaning;
* sets out the required standard of cleanliness for each element;
* sets out the frequency with which cleaning will be undertaken;
* sets out the member of staff responsible for cleaning each item or area;
* details the audit process to be followed
* provides advice on cleaning methods (it is recommended that the *Revised Healthcare leaning Manual* is used for this purpose, available from www.nrls.npsa.nhs.uk/resources/?EntryId45=61830).