

H5PG 04 (SCDHSC0246) — Maintain a Safe and Clean Environment

Overview

This standard outlines the requirement when maintaining safe and clean environments in health and social care settings. This includes ensuring rooms, work areas, equipment and surfaces are clean and then monitoring and maintaining the cleanliness of environments.

Additional Information

Scope/range related to Performance Criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

NOTE: Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

Cleaning equipment and materials could be manual or automated.

The **individual** is the person you support or care for in your work.

Others are your colleagues and other professionals whose work contributes to the individual's wellbeing and who enable you to carry out your role.

Scope/range related to Knowledge and Understanding

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

All knowledge statements must be applied in the context of this standard.

Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

- ◆ to be treated as an individual
- ◆ to be treated equally and not be discriminated against
- ◆ to be respected
- ◆ to have privacy
- ◆ to be treated in a dignified way
- ◆ to be protected from danger and harm
- ◆ to be supported and cared for in a way that meets their needs, takes account of their choices and also protects them
- ◆ to communicate using their preferred methods of communication and language
- ◆ to access information about themselves

Performance Criteria — What you do in your job

You must provide evidence to meet all the 17 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

Clean rooms, work areas, equipment and surfaces

	Performance Criteria	Evidence Number where this criteria has been met
1	Agree what needs to be done and how you should do it with the appropriate people, prior to cleaning.	
2	Wear appropriate protective clothing and equipment.	
3	Ensure you clean at times when it causes as little disruption as possible.	
4	Carry out cleaning activities consistent with any agreed specifications.	
5	Use appropriate cleaning equipment and materials , following manufacturers' instructions and in a manner that minimises risk.	
6	Ensure rooms or work areas are visibly free of dust, dirt and debris and are not likely to endanger the health and safety of individuals and others .	
7	Display hazard warning signs when the cleaned surfaces are likely to cause risk to people.	
8	Return cleaning equipment and cleaning materials in good working order and condition to the appropriate storage area.	
9	Ensure that cleaning equipment is safely stored and does not block any entry or exits.	
10	Dispose of any hazardous waste safely.	
11	Take appropriate action when problems arise during cleaning.	

Monitor and maintain the cleanliness of environments

	Performance Criteria	Evidence Number where this criteria has been met
12	Monitor the cleanliness of the environment by observation.	
13	Take action when there is concern over the level of cleanliness.	
14	Follow cleaning schedules to ensure that the environment remains clean.	
15	Take appropriate action and report any wear and tear on furnishings or fittings that could cause any accidents, falls or injure someone.	
16	Take appropriate action and report factors which affect the level of cleanliness.	
17	Follow legal and work setting requirements to complete records and reports on the cleanliness of environments.	

Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 29 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

How you carry out your work

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
1	Codes of practice, standards, frameworks and guidance relevant to your work and the content of this standard.	
2	The main items of legislation that relate to the content of this standard within your work role.	
3	Your own roles and responsibilities with their limits and boundaries.	
4	Who you must report to at work.	
5	The roles and responsibilities of other people with whom you work.	
6	How to find out about procedures and agreed ways of working in your work setting.	
7	How to make sure you follow procedures and agreed ways of working.	
8	The prime importance of the interests and wellbeing of the individual.	
9	The individual's cultural and language context.	
10	How to work in ways that support the active participation of individuals in their own care and support.	
11	How to work in partnership with people.	

How you carry out your work (cont)

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
12	What you should do when there are conflicts and dilemmas in your work.	
13	How and when you should seek support in situations beyond your experience and expertise.	

Health and Safety

14	Your work setting policies and practices for health, safety and security.	
15	Practices that help to prevent and control infection in the context of this standard.	

Safe-guarding

16	The duty that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices.	
17	Signs and symptoms of harm or abuse.	
18	How and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties.	
19	What to do if you have reported concerns but no action is taken to address them.	

Handling information

20	Legal requirements, policies and procedures for the security and confidentiality of information.	
21	Work setting requirements for recording information and producing reports including the use of electronic communication.	
22	When and how to pass on information.	

Knowledge that is Specific to this NOS

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
23	Methods of ensuring cleanliness and limiting infection.	
24	The potential effects of not reporting hazards or taking the appropriate action to limit them.	
25	The potential risks when using and storing cleaning materials and equipment and the ways in which these risks can be minimised.	
26	The effect different forms of cleanliness and the needs of different individuals will have on how and when the environment will be cleaned.	
27	Why cleaning agents and materials should be correctly diluted and used and the possible effect of not doing this.	
28	The appropriate cleaning materials for particular surfaces, equipment, furnishings and fittings.	
29	Why some areas require specialist cleaning equipment, materials and techniques.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

Unit assessed as being complete

Candidate's name	
Candidate's signature	
Date submitted to Assessor as complete	

Assessor's name	
Assessor's signature	
Date assessed complete	

Internal Verification

To be completed in accordance with centre's internal verifier (IV) strategy.

Evidence for this Unit was sampled on the following date/s	Internal verifier's signature	Internal verifier's name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	Internal verifier's signature	Internal verifier's name

Unit completion confirmed

Internal verifier's name	
Internal verifier's signature	
Date completed	