

SCDHSC0246 - SQA Code HC5R 04

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.

SCDHSC0246 - SQA Code HC5R 04

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Performance criteria

Clean rooms, work areas, equipment and surfaces

You must be able to:

- P1 agree what needs to be done and how you should do it with the appropriate people, prior to cleaning
- P2 wear appropriate protective clothing and equipment
- P3 ensure you clean at times when it causes as little disruption as possible
- P4 carry out cleaning activities consistent with any agreed specifications
- P5 use appropriate **cleaning equipment and materials**, following manufacturers' instructions and in a manner that minimises risk
- P6 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**
- P7 display hazard warning signs when the cleaned surfaces are likely to cause risk to people
- P8 return cleaning equipment and cleaning materials in good working order and condition to the appropriate storage area
- P9 ensure that cleaning equipment is safely stored and does not block any entry or exits
- P10 dispose of any hazardous waste safely
- P11 take appropriate action when problems arise during cleaning

Monitor and maintain the cleanliness of environments

You must be able to:

- P12 monitor the cleanliness of the environment by observation
- P13 take action when there is concern over the level of cleanliness
- P14 follow cleaning schedules to ensure that the environment remains clean
- P15 take appropriate action and report any wear and tear on furnishings or fittings that could cause any accidents, falls or injure someone
- P16 take appropriate action and report factors which affect the level of cleanliness
- P17 follow legal and work setting requirements to complete records and reports on the cleanliness of environments

SCDHSC0246 - SQA Code HC5R 04

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Knowledge and understanding

You need to know and understand:

How you carry out your work

- K1 codes of practice, standards, frameworks and guidance relevant to your work and the content of this standard
- K2 the main items of legislation that relate to the content of this standard within your work role
- K3 your own roles and responsibilities with their limits and boundaries
- K4 who you must report to at work
- K5 the roles and responsibilities of other people with whom you work
- K6 how to find out about procedures and agreed ways of working in your work setting
- K7 how to make sure you follow procedures and agreed ways of working
- K8 the prime importance of the interests and well-being of the individual
- K9 the individual's cultural and language context
- K10 how to work in ways that support the active participation of individuals in their own care and support
- K11 how to work in partnership with people
- K12 what you should do when there are conflicts and dilemmas in your work
- K13 how and when you should seek support in situations beyond your experience and expertise

Health and Safety

You need to know and understand:

- K14 your work setting policies and practices for health, safety and security
- K15 practices that help to prevent and control infection in the context of this standard

Safe-guarding

You need to know and understand:

- K16 the duty that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
- K17 signs and symptoms of harm or abuse
- K18 how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
- K19 what to do if you have reported concerns but no action is taken to address them

SCDHSC0246 - SQA Code HC5R 04

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Handling information

You need to know and understand:

- K20 legal requirements, policies and procedures for the security and confidentiality of information
- K21 work setting requirements for recording information and producing reports including the use of electronic communication
- K22 when and how to pass on information

You need to know and understand:

Specific to this NOS

- K23 methods of ensuring cleanliness and limiting infection
- K24 the potential effects of not reporting hazards or taking the appropriate action to limit them
- K25 the potential risks when using and storing cleaning materials and equipment and the ways in which these risks can be minimised
- K26 the effect different forms of cleanliness and the needs of different individuals will have on how and when the environment will be cleaned
- K27 why cleaning agents and materials should be correctly diluted and used and the possible effect of not doing this
- K28 the appropriate cleaning materials for particular surfaces, equipment, furnishings and fittings
- K29 why some areas require specialist cleaning equipment, materials and techniques

SCDHSC0246 - SQA Code HC5R 04

Maintain a safe and clean environment

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 well-being and who enable you to carry out your role

SCDHSC0246 - SQA Code HC5R 04

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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

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

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 as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

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

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	