

DK9G 04 (HSC246) Maintain a safe and clean environment

Elements of competence

- HSC246.1 Clean rooms, work areas, equipment and surfaces
- HSC246.2 Monitor and maintain the cleanliness of environments

About this Unit

For this Unit you need to maintain safe and clean environments.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this Unit are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this Unit is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Unit.**

Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit. ◆ The following forms of evidence ARE mandatory: ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, discuss with your assessor/expert witness what area needs to be cleaned and what equipment and materials are needed. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, discuss with your assessor/expert witness the correct cleaning materials for different equipment, surfaces and furnishings and fittings and how to use them correctly.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
<ul style="list-style-type: none"> ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. ◆ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge. ◆ The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

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KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 Conflicts that may arise between an individual's wishes regarding cleanliness and the need to provide an environment as safe as possible for others.	
2 Codes of practice and conduct; standards and guidance relevant to your own and the roles, responsibilities, accountability and duties of others when maintaining a safe and clean environment.	
3 Current local, UK and organisational requirements, procedures and practices for: (a) recording, reporting, confidentiality and sharing information, including data protection (b) health, safety, assessing and managing risks when cleaning and using cleaning equipment and materials (c) cleaning and acceptable levels of cleanliness (d) wearing of protective clothing (e) storage and use of cleaning agents, materials and equipment (f) infection control (g) maintaining a safe and clean environment	
4 Methods of ensuring cleanliness and limiting infection.	
5 The potential effects of not reporting hazards or taking the appropriate action to limit them.	
6 The potential risks when using and storing cleaning materials and equipment and the ways in which these risks can be minimised.	
7 The effect different forms of cleanliness and the needs of different individuals will have on how and when the environment will be cleaned.	
8 Why cleaning agents and materials should be correctly diluted and used and the possible effect of not doing this.	
9 The appropriate cleaning materials for particular surfaces, equipment, furnishings and fittings.	
10 Why some areas require specialist cleaning equipment, materials and techniques.	

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Element HSC246.1 Clean rooms, work areas, equipment and surfaces

Performance Criteria		DO	RA	EW	Q	P	WT	PD
		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 hazardous waste safely.							
11	Take appropriate action when problems arise during cleaning.							

DO = Direct Observation
 EW = Expert Witness
 PD = Professional Discussion

RA = Reflective Account
 P = Product (Work)

Q = Questions
 WT = Witness Testimony

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Element HSC246.2 Monitor and maintain the cleanliness of environments

Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Observe and monitor the cleanliness of the environment.					
2	Take action when there is concern over the level of cleanliness.							
3	Follow cleaning schedules to ensure that the environment remains clean.							
4	Take appropriate action and report any: (a) wear and tear on furnishings or fittings that could cause any accidents, falls or injure someone (b) factors which affect the level of cleanliness							
5	Record and report on the cleanliness of environments according to legal and organisational requirements.							

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To be completed by the candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal verifier feedback

To be completed by the internal verifier if applicable

This section only needs to be completed if the Unit is sampled by the internal verifier

Internal verifier's name:

Internal verifier's signature:

Date: