# General Practice

**Cleaning Summary**

Keeping the General Practice facilities clean and preventing the spread of infection is everybody s responsibility from the Practice Manager to the healthcare cleaner. It is important for patients, visitors, the public and staff.

Cleanliness matters, and to ensure consistency throughout the NHS, and to support hospitals and healthcare services, this commitment has been adopted in every organization, including this Practice.

This Charter sets out our commitment to ensure a consistently high standard of cleanliness is delivered across our facilities. It also sets out how we would like you to help us maintain high standards.

**Our Commitment to Cleanliness**

**Category: FR4**

**Treatment rooms where non-invasive procedures take place, Receptions, Waiting areas, Consulting rooms**

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| **CLEANING TASK** | **CLEANING FREQUENCY** | **RESPONSIBILITY** |
| Treatment couch | Full clean between patient use, 1 x check clean weekly | Clinical Staff and Healthcare Cleaner |
| Wheelchairs | Touch point clean after each use 1 x full clean weekly, | Clinical Staff and Healthcare Cleaner |
| Chairs | 1 x full clean weekly | Healthcare Cleaner |
| Medical equipment | Check clean before and clean after each use, 1 x full clean weekly, regardless of use including stored items | Clinical Staff |
| Electrical items in multi-use areas | Regular check/cleans of Patient self- check-in screen during opening hours  1 x full touch points clean weekly, | Healthcare Cleaner, Clinical Staff,  Reception or Admin Team |
| Switches, pulls, sockets, data points, trunking handrails, wall fixtures | 1 x full clean weekly | Healthcare Cleaner |
| Doors, including ventilation grilles | 1 x full clean weekly | Healthcare Cleaner |
| Windows | 1 x full clean every 6 months | External contractor |
| Internal glazing | 1 x full clean fortnightly | Healthcare Cleaner |
| Radiators, including cover | 1 x full external clean fortnightly. Inside  cover full clean as local protocol | Healthcare Cleaner |
| Curtains and blinds | Change/clean whenever visibly soiled and  as local protocol, 2 yearly minimum | Healthcare Cleaner |
| Low, middle, high surfaces | 1 x full clean fortnightly | Healthcare Cleaner |
| Ventilation grilles, extracts and inlets | 1 x check clean daily, 1 x full clean monthly, inside cover as local protocol | Healthcare Cleaner |
| Walls (accessible up to 2 metres) | 1 x check clean daily, 1 x full check  annually | Healthcare Cleaner |
| Lighting, including wall, couch, examination, both  fixed and portable (excludes ceiling lights) | 1 x full clean weekly | Healthcare Cleaner |
| Toilets, urinals, toilet brushes, sinks and taps | 1 x full clean daily | Healthcare Cleaner |
| Mirrors | 1 x full clean daily | Healthcare Cleaner |
| Waste receptacles | 1 x check clean daily, 1 x full clean weekly | Healthcare Cleaner |
| Dispenser cleaning | 1 x full daily clean external (internal clean on replenishment, minimum of weekly) | Healthcare Cleaner |
|  |  |  |
| Replenishment of consumables | 1 x check and replenish daily | Clinical staff and Healthcare Cleaner |
| Floors hard and soft | 1 x full clean daily | Healthcare Cleaner |
| **Cleaning Equipment** | | |
| All cleaning equipment, including trolley | 1 x full clean after each use | Healthcare Cleaner |

## WE WILL:

**National Cleaning Colour Coding Scheme**

All cleaning items, including cloths, mops, buckets, aprons and gloves should be colour coded as follows:

**Red**

Sanitary areas, including sinks in sanitary areas

**Blue**

General areas, e.g. waiting rooms and consulting rooms (including sinks in general areas)

**Green**

Kitchens

**Yellow**

Isolation/Treatment and minor operation rooms

* Treat patients in a clean, safe and pleasant environment
* Provide a well maintained, clean and safe environment, using the most appropriate and up to date cleaning methods and frequencies
* Aim to clean the building when patient appointments have finished for the day
* Maintain fixtures and fittings to an acceptable condition to enable effective and safe cleaning to take place regularly
* Allocate specific roles and responsibilities for cleaning, linked to infection prevention and control
* Constantly review cleanliness and rectify issues with cleaning provider or team
* Take account of your views about the quality and standards of cleanliness by involving patients and visitors in reporting and monitoring how well we are doing
* Provide the public with clear information on any measures which they can take, to raise awareness and educate the public in the prevention and control of healthcare associated infections
* Provide structured and pro-active education and training to ensure all our staff are competent in delivering infection prevention and control practices within the remit of their role
* Provide entrance matting to remove soil from shoes and reduce the dirt from entering the building especially in winter months
* Design any new facilities with ease of cleaning in mind

**CONTAMINATION OR ISOLATION CLEANING**

When cleaning and disinfecting an area following contamination or isolation, to reduce the risk of transmission of infection, materials and equipment used should be the correct colour for that area, as per National Cleaning Colour Coding Scheme, and all cleaning cloths and mop heads be disposed after use

**Name / Signature**

**Practice Manager**

## WE ASK PATIENTS, VISITORS AND THE PUBLIC TO:

* Follow good hygiene practices which are displayed in and around the Practice
* Tell us if you require any further information about cleanliness or prevention of infection
* Work with us to monitor and improve standards of cleanliness and prevention of infection
* Do not smoke or drop debris around the entrance doors to reduce likelihood of soil entering the building
* Inform us if you or a member of your family spill drinks or where vomiting occurs to enable us to contain the spill and rectify the situation as promptly as possible for the comfort of the patient, visitors and staff
* Inform us if you see any breaches in the standards of hygiene

**If you wish to comment about the cleanliness of this facility, contact the named person on the number below:**

Name:

Tel No: