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## Overview

This unit is about maintaining levels of cleanliness in environments where there is a high risk of infection or contamination; this risk may be two-fold:

1. Risks to yourself and others - there may be a risk to yourself of becoming infected
2. Risks to the environment - you may risk contaminating the environment in which you are working if you do not follow the correct workplace procedures.

Both of these risks are dealt with across the two elements within this unit.

To reduce both of these risks it is important to maintain high levels of personal hygiene and to adhere to procedures. According to the environment in which you are working there might be different procedures: for example, for the use of personal protective equipment and for entering and leaving the high risk area.

High risk in some work contexts can be defined as a controlled environment.

This unit consists of two elements:

1. Conduct cleaning in a high risk area
2. Prevent the spread of infection and contamination in a high risk area

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## Clean high risk areas

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### Performance criteria

*You must be able to:*

#### Conduct cleaning in a high risk area

- P1 follow the workplace instructions, procedures and any guidelines for entering the high risk area
- P2 report to the appropriate person any personal conditions that may cause infection or contamination of the high risk area
- P3 before and during cleaning, consider the potential risks to yourself, others and the environment of exposure to micro-organisms or other contaminants
- P4 before cleaning starts, display the appropriate signage for the work being conducted
- P5 when working alone, arrange communication with your workplace, in line with organisational instructions, procedures or guidelines
- P6 remove all of your personal items, such as jewellery because of the risk to yourself or the equipment, and store in an approved place
- P7 make sure that the appropriate personal cleaning facilities and protective clothing are available for your use and are used when undertaking cleaning
- P8 make sure that the equipment and tools you use for cleaning the high risk area are not damaged or unserviceable and are suitable for the cleaning activity and work area
- P9 follow authorised action to deal with unserviceable cleaning equipment
- P10 carry out the cleaning process in line with instructions and the correct procedures
- P11 check before and after cleaning that the workplace is clear of any equipment, tools and materials that are not required

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#### Prevent the spread of infection and contamination in high risk areas

*You must be able to:*

- P12 continually assess the need to perform hand hygiene to prevent the spread of infection or contamination of the high risk area
- P13 use appropriate methods of maintaining personal hygiene following instructions, procedures and any guidelines
- P14 seek advice from the appropriate person when you are asked to clean environments where there is a specific risk of infection or contamination to which you would not routinely be exposed
- P15 identify damaged items of furniture and/or equipment within the high risk area, report them to the appropriate person and ensure they are clean before removal and/or reinstatement
- P16 before cleaning starts clarify with the appropriate person the nature of the soiling
- P17 make sure that high risk area has been cleared of any waste and that it has been disposed of properly and in accordance with workplace

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- procedures
- P18 report any accidental damage or disruption to high risk areas caused through cleaning processes
  - P19 when you have finished your work, remove signage and return it in a clean condition to the appropriate storage area
  - P20 ensure all cleaning materials, equipment and cleaning agent containers are returned in a clean and safe condition to the appropriate storage area
  - P21 remove personal protective equipment and inspect it for damage, deterioration and contamination and arrange for replacement, cleaning or disposal where necessary
  - P22 store or dispose of all personal protective equipment following workplace instructions, procedures or guidelines
  - P23 ensure all procedures have been fully met before you collect your personal items from storage
  - P24 follow the workplace instructions, procedures and any guidelines for leaving the workplace

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### Knowledge and understanding

*You need to know and understand:*

#### Conduct cleaning in a high risk area

- K1 the workplace procedures for:
  - K1.1 entering and leaving the high risk area
  - K1.2 conducting cleaning in the high risk area
- K2 the risks present in the high risk area and how to identify them for the purposes of a risk assessment
- K3 the signage to display according to the cleaning you are conducting, the area in which you are working and where it can be found
- K4 the different cleaning agents and chemicals required for the area in which you are working and level of dilution
- K5 the facilities available for conducting cleaning (e.g. water and drainage) and where to access these
- K6 the procedures for arranging communication with your immediate supervisor and why it is important to confirm such procedures before starting work
- K7 why it is important to remove your personal items when conducting cleaning in a high risk area
- K8 the personal conditions that may restrict your cleaning duties (e.g. colds, open cuts, head lice), why it is important to report these and to whom
- K9 the appropriate personal protective equipment for the cleaning you are undertaking and for the high risk area in which you are working
- K10 why it is important to have serviceable cleaning equipment and to whom you should report any problems
- K11 the equipment, tools and machinery that should be cleared from the workplace before and after cleaning

#### Prevent the spread of infection and contamination in high risk areas

*You need to know and understand:*

- K12 the location of facilities for maintaining hand hygiene and why effective hand hygiene is important in a high risk area
- K13 the risks that you would encounter in your routine cleaning tasks and areas of the workplace that pose different risks
- K14 why you should seek advice about cleaning environments that may pose a specific risk and who you should ask
- K15 the potential risks that damaged items of furniture or equipment in the high risk area may pose, why you should report them and to whom
- K16 the types of surface and soiling you are required to clean and how to identify them
- K17 workplace procedures for reporting any soiling that you are unable to identify
- K18 who is responsible for checking your work

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- K19 who is responsible for removing waste from the high risk area and how regularly this is carried out
- K20 the workplace instructions, procedures and any guidelines for reporting accidental damage
- K21 when to remove signage from the work area and where it is stored
- K22 how to inspect the personal protective equipment you have used and when equipment should be replaced or cleaned
- K23 the procedures for disposing of waste and disposing of or storing and cleaning personal protective equipment
- K24 the workplace procedures for leaving the high risk area and retrieving your personal items

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