

HSC246 Maintain a safe and clean environment (level 2)

Elements of Competence

HSC246a Clean rooms, work areas, equipment and surfaces

HSC246b Monitor and maintain the cleanliness of environments

About this unit

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

Scope

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

Cleaning equipment and materials could be: manual; automated.

Problems may include: faulty equipment; damage to fixtures and fittings; inability to access places that need cleaning.

Rooms or work areas can include: rooms; work areas that are used by individuals e.g. living rooms, bedrooms, day rooms, treatment rooms.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice applicable to your job; your work activities; the job you are doing (e.g. residential care, hospital settings) and the individuals you are working with.

Values underpinning the whole of the unit

The values underpinning this unit have been derived from the key purpose statement¹, the statement of expectations from carers and people receiving services, relevant service standards and codes of practice for health and social care in the four UK countries. They can be found in the principles of care unit HSC24. To achieve this unit you must demonstrate that you have applied the principles of care outlined in unit HSC24 in your practice and through your knowledge.

¹ The key purpose identified for those working in health and social care settings is “to provide an integrated, ethical and inclusive service, which meets agreed needs and outcomes of people requiring health and/or social care”

Key Words and Concepts

This section provides explanations and definitions of the key words and concepts used in this unit. 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. **Therefore, we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.**

- Individuals** The actual people requiring health and care services. Where individuals use advocates and interpreters to enable them to express their views, wishes or feelings and to speak on their behalf, the term individual within this standard covers the individual and their advocate or interpreter
- Others** Are other people within and outside your organisation that are necessary for you to fulfil your job role

HSC246a Clean rooms, work areas, equipment and surfaces

Performance Criteria

You need to show that,

1. you reach agreement with the appropriate people, prior to cleaning
2. you wear appropriate protective clothing and equipment
3. you ensure you clean at times when it causes as little disruption as possible
4. you carry out cleaning activities consistent with any agreed specifications
5. you use appropriate cleaning equipment and materials, following manufacturers' instructions and in a manner that minimises risk
6. you 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. you display hazard warning signs when the cleaned surfaces are likely to cause risk to people
8. you return cleaning equipment and cleaning materials in good working order and condition to the appropriate storage area
9. you ensure that cleaning equipment is safely stored and does not block any entry or exits
10. you dispose of hazardous waste safely
11. you take appropriate action when problems arise during cleaning

HSC246b Monitor and maintain the cleanliness of environments

Performance Criteria

You need to show that,

1. you observe and monitor the cleanliness of the environment
2. you take action when there is concern over the level of cleanliness
3. you follow cleaning schedules to ensure that the environment remains clean
4. you take appropriate action and report any:
 - wear and tear on furnishings or fittings that could cause any accidents, falls or injure someone
 - factors which affect the level of cleanliness
5. you record and report on the cleanliness of environments according to legal and organisational requirements

Knowledge Specification for the whole of 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 show that you know, understand and can apply in practice:

Values

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

Legislation and organisational policy and procedures

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 European legislation, and organisational requirements, procedures and practices for:
 - recording, reporting, confidentiality and sharing information, including data protection
 - health, safety, assessing and managing risks when cleaning and using cleaning equipment and materials
 - cleaning and acceptable levels of cleanliness
 - wearing of protective clothing
 - storage and use of cleaning agents, materials and equipment
 - infection control
 - maintaining a safe and clean environment

Theory and practice

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 effects which the different forms of cleanliness and the needs 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