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Cleaning Services

N19.030 PROCEDURE FOR USE OF CLEANING TROLLEY IN MENTAL HEALTH CENTRE.**WHO:** All Cleaning Employees**WHY:** To ensure that all equipment and chemicals are kept in a secure manner and only equipment and chemicals that are needed are used for a particular role.**WHEN:** At all times when tasks are being carried out.**ASSOCIATED DOCUMENTS AND FORMS****DOCUMENTS:**

Duress Alarm Register
Duress Alarm Testing
Briefing Prior to Entering Mental Health Ward
Procedure for Entering Mental Health Facility

FORMS: Duress Alarm Register**ACTIONS REQUIRED:**

Prior to completing any entry to Mental Health, a walkthrough / familiarisation by Security Manager must be completed.

1. Proceed to Mental Health Centre. At the reception desk notify the person on the desk that you are there to perform your task of cleaning the facility. Before entering the unit, you must Collect Duress Alarm sign in and record Duress Alarm Number on register situated in the Reception area in front of the computer.
2. Test your duress alarm at ward level point using the computer system in the reception area. Follow the procedure for testing your duress alarm. You cannot enter the Mental Health Facility ward area unless this has been carried out, under any circumstances
3. You may proceed into the Mental Health Centre. There are two floors accessible by a lift.
4. The staff member must go to the nurses' station to sign in for that ward area, gaining access using the staff only access areas, to get a briefing on the ward for that shift. The staff member must sign the register to show they are about to enter the ward. The staff member will receive a briefing about the ward and receive any relevant information regarding that particular area. If you do not receive this

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information you are not to enter the ward. Depending on the briefing information there may be other requirements to be followed for that ward under nursing staff direction

5. Complete your tasks as per your agreed and signed duty statement

4-6. Work in pairs throughout each ward utilising the following role distribution:

| | | |
|---------------|------------------------------------|------------------------------|
| Bedrooms | HA1 ensuite bathroom, | HA2 bedroom |
| Corridors | HA1 touch points and dusting | HA2 floor mopping |
| Seating Areas | HA1 touch points, dusting and bins | HA2 Glass & floor management |

5-7. Do not leave any machinery, equipment or consumables unattended at any time whilst in the Mental Health Facility, especially in the ward areas.

6-8. Once tasks have been completed, exit the mental health centre informing the staff present before exiting and proceed to the mental health centre reception area to return and sign back in the Duress Alarm.

7-9. This procedure must occur for all areas that require direct access to the Mental Health Centre and the ward areas.

8-10. When operating within the Mental Health Centre and or ward area, the cleaning trolley and its contents must be secured and monitored at all times. An inventory of chemical bottles must be taken of all items prior to entering ward and verified upon exit.

9-11. Only carry what you need to carry out the task required and return to cleaner's room for extra stores if needed.

10-12. Do not leave toilet brush unattended. Always keep it on your trolley at all times, and only take into ward area to complete the task of cleaning the toilet bowls.

11-13. Do not leave any equipment or chemicals unattended or leave behind any of the aforementioned at ward level or in the mental health facility.

12-14. All equipment, chemicals, machinery and consumables used must be accounted for and returned to the cleaner's cupboards on Levels 2 and 3.

13-15. Discuss with Ward staff member before using machinery such as vacuum cleaners, or floor washers. This will help keep the staff informed about what you are going to be doing, so that they may aid in the relocation of patients around the ward to facilitate the cleaning.

Failure to carry out any of the above will result in disciplinary action.

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CHANGES MADE

~~2/09/2010 – Procedure title changed: Procedure for Cleaning in Mental Health, and Health and point of duress testing and sign has been amended given current practice.~~

~~11/01/2012 – Footer changed to reflect operations period~~

~~12/12/2016 – Altered revision date, Prior to completing any entry to mental health a walkthrough / familiarisation by security manager must be completed was also added as current practice.~~

~~23/10/2017 – Changed point 1 to: Proceed to Mental Health Centre. At the reception desk notify the person on the desk that you are there to perform your task of cleaning the facility. Before entering the unit, you must Collect Duress Alarm sign in and record Duress Alarm Number on register situated in the Reception area in front of the computer. The duress alarms are picked up at MH reception.~~

~~Changed point 6 to: Once tasks have been completed, exit the mental health centre informing the staff present before exiting and proceed to the mental health centre reception area to return and sign back in the Duress Alarm. Prior to amendment it mentioned Hhelp desk.~~

~~06/08/2018 – Nil Changes Date Change. No other changes have been made to enable the cleaning in the mental health facility.~~

~~02/10/2019 – Change to revision date Nil Changes~~

~~11/11/2020 – Change to revision date Nil Changes~~

~~19/11/2021 – Corrected title of document. Minor revision to formatting & date~~

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