

Standing Operating Procedure for Clinical Hand Wash Basin Cleaning

Document Details		
Title	SOP Clinical Hand Wash Basin Cleaning	
Trust Ref No	2125-51072	
Author	Head of Infection Prevention Control	
Related Trust Policy		
Approval process		
Approved by (Committee/Director)	Infection Prevention and Control Governance Meeting	
Approval Date	26 February 2019	
Review date	26 February 2022	
Amendments History		
No	Date	Amendment
1	February 2019	New document
2		
3		
4		
5		

Infection Prevention and Control Standard Operating Procedure

Objectives: - To safely and effectively clean hand wash basin by removing all deposits, stains, foreign matter and odours and to improve cosmetic appearance

Action	Responsibility of
<p>To ensure that</p> <ul style="list-style-type: none"> • All hand wash basins and fittings should be visibly clean with no blood or body fluids or substances, scum, lime scale deposits and smears. • All splash backs should be free from stains, smudges, mould and body fluids 	All staff
<p>All staff to ensure that they have the correct equipment:-</p> <ul style="list-style-type: none"> • Colour coded cloth • Colour coded bucket • Correct cleaning Products e.g. Tristel fuse, Tristel jet, General purpose detergent, Cream Cleaner, Limescale remover • Blue Paper towels • Non-abrasive pads • Warning sign • Waste bag • Gloves 	All staff
<p>There is a risk of contaminating tap outlets with microorganisms if the same cloth is used to clean the bowl of the hand basin before the tap. These bacteria could contaminate the outlet, become resident in any biofilm and have the potential to be transmitted to other patients.</p>	All Staff
<p>Method to be used</p> <ul style="list-style-type: none"> • Display the warning signs • Wash hands and put on gloves and apron • Empty the sink, if necessary, and clear the surrounding area • Prior to preparation of cleaning solution turn both taps on to provide good water flow without water splashing, if tap is a single lever type it should be turned to a centre position, taps should be run for 2 minutes daily. (Water flow should not run directly into the aperture and should be off set to reduce the risk of aerosol) • Prepare the cleaning solution in the bucket or specific Tristel mixing jug in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer • Use blue paper towel to remove hair from the plug, drain, plug chain and overflow and dispose of in waste bag • Dampen or rinse the cloth in the cleaning solution and wring so that it is fairly dry, • Clean in the following sequence <ul style="list-style-type: none"> ▪ the taps (water outlet first) ▪ inside surface of the sink ▪ overflow and drain ▪ greasy soiling and lime scale deposits will require use of the non-abrasive pad ▪ change cloth 	All Staff

- dispose of original cloth in appropriate waste stream
- Working from the outside to the inside
 - begin cleaning wall tiles
 - ledges
 - pipe work
 - dispensers
 - underside or edges of sink
- change the cleaning solution regularly and when it becomes soiled or contaminated
- Using the tap and a new cloth,
 - Rinse the cleaned area turning on both taps to remove cleaning product residue. Do not touch faucet. Dry thoroughly, either by using a well wrung cloth or paper towels. Insufficient drying will give a dull and unpleasing appearance to the stainless steel or chrome bright work
- On completion, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate
- Wash reusable heavy duty gloves, remove gloves and wash hands
- **COMPLETE ASSOCIATED WATER FLUSHING CHECK SHEET SPECIFIC TO TASK AND LOCATION**

DO NOT use a bottle brush to clean overflows or drains.

Report any faults, including scale build-up which resists normal cleaning, to your supervisor

Health & Safety

- Refer to SCHAT Cleaning and Disinfection Policy or Community Hospital Cleaning Policy for guidance on all cleaning processes, colour-coding, equipment, protective clothing, fluids and methods
- Never mix cleaning agents, as poisonous gases could result (refer to manufacturers' instructions)
- Throughout the cleaning, regularly clean the cloth and rinse in cleaning solution
- Do not scratch with abrasive items as scratches may harbour harmful bacteria
- Report any faults for example, cracked or broken items or any build-up of scale to your supervisor
- Display warning signs and ensure they are clearly visible
- All equipment should be left clean, dry and tidy in storage area after use

Signatures of staff who are using the SOP

