Cleaning Procedures Manual
(including COSHH Assessments)

June 2018

YOU SHOULD ENSURE THAT:-

- You read, understand and, where appropriate, act on this information
- All people in your workplace who need to know see this procedure
- This document is properly filed in a place to which all staff members in your workplace have access
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Introduction

Residents, visitors and staff place a very high level of importance on the cleanliness of health care environments. It is one of the top five things that people wish to see in a modern environment. Cleaning premises thoroughly and efficiently is an essential element of maintaining infection control in our services. It also prolongs the useful life of carpets and upholstery and other furnishings and fittings. The whole ambiance is improved by removing the daily build-up of dirt and dust, controlling odours and giving the premises a fresh welcoming appearance.


In order to carry out cleaning operations safely and economically it is equally important that only approved cleaning products and cleaning machines are used. All the products and equipment listed here have been selected carefully for their effectiveness, value for money and environmental credentials. It is not desirable for other products to be used on our premises without permission.

By utilising preferred provider expertise we can be sure that any substance or cleaning machine will have been scrutinised and the safety aspects taken fully into account before the decision to purchase is made. Any subsequent questions we have about a product can, in the main, be answered by the preferred provider. Checks will also have been made with manufacturers to determine the maintenance arrangements required for any machines purchased.

Despite all of this, it is still vital for managers to ensure that COSHH assessments have been carried out locally on the selection and use of cleaning substances before they are utilised by staff.

Any managers wishing to enquire about new products or equipment or the effectiveness of those already in use should contact the preferred provider who are responsible for testing and recommending new products. Contact in the first instance should be via HCC Care Senior Management Team

This cleaning manual is designed to inform managers about the cleaning regimes required and the methodology to be adopted. It is anticipated that they will then cascade this information to their employees and ensure that the hygiene standards required by HCC Care are maintained.

The contents of this manual describe the methodology to be adopted for a full clean but there will be occasions where a check clean is appropriate. In that case the operatives will clean only those elements that they find are not up to the required standard. Remember, the required outcome of good cleaning is that things not only look clean afterwards but that they are clean and infection hazards are adequately controlled.
Health and Safety

Management Responsibilities

1. **Cleaning Chemicals**

It is a management responsibility to ensure only authorized cleaning chemicals are used for cleaning of premises. All chemicals must have a COSHH Material Safety Data Sheet (MSDS) as well as a documented risk assessment for safe usage. Managers must also ensure that cleaning staff use cleaning chemicals according to the manufacturer's instructions and to monitor and respond to any adverse reaction by staff or others to any chemical being used.

Contact with many chemicals, whether marked as hazardous or not, can lead to soreness, itching and rashes (e.g. dermatitis) some can also damage eyes. Ensure workers are aware of the risks in using the products.

Chemicals should be stored in a locked cupboard and the store should be well ventilated and kept cool. The store should also be kept clean and well organised so that “use by” dates can be followed and older products used first.

In storage, keep apart solids & liquids and acids & alkalis. Any highly flammable liquids should be kept to a minimum and stored separately in a fireproof cabinet. Keep a spill kit nearby and make sure everyone knows how to clean up spills promptly and safely.

Cleaning is the physical removal of organic matter and chemicals are used as part of a decontamination process that removes or destroys contamination and thereby prevents microorganisms or other contaminants reaching a susceptible site in sufficient numbers to initiate infection or any other harmful response. It includes the processes of:

- Cleaning
- Disinfection
- Sterilisation

Cleaning is a process that physically removes extraneous matter from devices, but does not destroy all micro-organisms. The ‘Golden Rule’ for cleaning is work from the cleanest area toward the dirtiest area – this greatly reduces the risk of cross contamination.

**Manual Cleaning.** This can be achieved manually with detergent and hot water; prepared in clean container and with the use of a disposable cloth. Drying is essential to prevent any remaining bacteria from multiplying.

**Mechanical cleaning.** There are two main types of mechanical cleaning used within HCC:-

- An Instrument Washing Machine will wash and dry devices. This machine should be used strictly to manufacturer’s instructions.
- The preferred method of mechanical cleaning is by steam cleaning apparatus. This dislodges organic and other matter from surfaces.

Disinfection is the removal or destruction of micro-organisms but not necessarily bacterial spores and/or some viruses.

- Disinfection does not sterilise.
- Disinfection of medical devices must be carried out by properly trained and competent staff.
- Disinfection should be carried out to a written procedure, based on a risk assessment and in accordance with manufacturer’s instructions.
- Disinfection can be achieved by heat or by chemical means and must always be preceded by cleaning.

NB Incorrect concentrations may render a disinfectant ineffective.
Sterilisation is a process used to render objects free from viable micro-organisms including bacterial spores and viruses.

2. **Risk Assessment**

It is a management responsibility to ensure that risk assessments are undertaken for all cleaning tasks. The agreed safe method of working must be effectively communicated to cleaning staff. All risk assessments to be filed in the office for safekeeping and reviewed whenever significant changes occur, post incident, or at least every 2 years.

3. **Working at Height**

It is a management responsibility to ensure that all staff comply with the Work at Height (Amendment) Regulations 2007. The following tasks are regularly undertaken at height using the safe method detailed in the staff responsibilities section under cleaning air vents/extract fans, cleaning electric light diffusers and cleaning high level pipe work.

4. **Manual Handling**

It is a management responsibility to ensure that all staff are trained in manual handling techniques as part of the domestic core skill training which all staff are required to do every year. The agreed safe method of working must also be effectively communicated to cleaning staff.

5. **Electrical Safety (Portable Appliance Testing)**

It is a management responsibility to ensure that all electrical equipment is appropriately safety checked prior to use and regularly checked to ensure it is safe to use.

6. **Work Equipment**

It is a management responsibility to ensure that staff are trained during induction to check any equipment is safe for use before they use it. Any cleaning equipment that used should be fit for purpose, easy to use, clean and well maintained.

7. **Personal Protective Equipment (PPE)**

Personal Protective Equipment may be defined as:

> Any device or appliance worn, or held, by an individual for protection against one, or more health and safety hazard, and any accessory, or addition designed to meet this objective” (Health and Safety Executive 1992).

PPE should not be used as a substitute for other control methods. Hazards must be dealt with by eliminating the risk through safer work methods.

PPE in relation to cleaning and decontamination may include aprons gloves, eye protection and respirators.

Working clothes and uniforms are not classed as PPE.

PPE should be selected on the basis of an assessment of the risk of transmission of micro-organisms to the service user, and the risk of contamination of care staff clothing and skin by service users’ blood, body fluids, secretions, excretions and any airborne respirable contaminants.

Plastic aprons and gloves should be worn as single use items for one procedure of service user care and then disposed of correctly.

Further information on glove selection guidelines are below. It is a management responsibility to supply and monitor the use of PPE by staff. This will include checking that suitable PPE is available, correctly stored and being used as directed, e.g. plastic aprons, gloves, face masks, safety glasses, etc.

Care workers are finding themselves exposed to many very serious infections, the need to wear gloves for longer periods of time, as well as operating a good hand sanitising programme has become necessary.
Care workers are wearing gloves for longer periods, more problems with inflammation of the skin are occurring. The symptoms and the seriousness of the condition vary widely. The conditions can be classed under the general heading of dermatitis. **Synthetic Gloves** are a popular choice for users who find themselves sensitive to Latex proteins or allergic compounds. The material itself is soft and snug and is a comfortable fit. Synthetic gloves provide a reasonable resistance but are not as strong or as resistant to tearing as Latex or Nitrile gloves. For this reason, they are often used for lower risk non-invasive procedures. **Nitrile Gloves** are manufactured from a synthetic polymer and are superior strength and resistance to tears and punctures. Nitrile gloves also provide excellent resistance to tears and puncture and also provide excellent resistance to oil, grease and a number of aqueous chemicals. The gloves offer a comparable feel to Latex gloves but contain none of the proteins known to aggravate sensitivity to Natural Rubber Latex (NRL). Nitrile gloves are more expensive than Synthetic and Latex Gloves but have a superior resilience. **Vitrile Gloves** are manufactured from a unique blend of Nitrile and Vinyl compounds and are a perfect alternative to Latex. The Vitrile glove provides a superior fit and greater strength than Vinyl and is softer and more flexible than many Nitrile Gloves. **Latex Gloves** are constructed from Natural Rubber Latex (NRL). Users may find themselves allergic to the proteins within the Natural Rubber they are constructed from. They are not approved for use within HCC Care. Contact with many chemicals whether marked as hazardous or not and prolonged use of disposable gloves can reduce the amount of natural body oils this can lead to soreness, itching and rashes (dermatitis). Some can also damage eyes. Always wash your hands thoroughly and use skin creams. Hands should be decontaminated after each procedure using TECcare Protect Hand Sanitizer. Never clean your hands with the concentrated cleaning products. If you have any problems tell your manager and do not carry on working.

8. **Hand Hygiene**

Effective hand washing is the single most efficient action that can be undertaken to prevent the spread of infection. It should be carried out at the commencement of duty, before any contact with service users has occurred, as well as between service user contacts, following tasks where contact with bodily fluid or contaminated or potentially contaminated equipment has taken place and after the removal of gloves. Hands must also be washed before handling food or leaving an area, whether for breaks or home. Wrist watches and rings with stones should not be worn for clinical procedures as this reduces the likelihood of effective hand cleansing, and microorganisms carrying infection may remain. Such jewellery may also cause scratches and so could be a source of sepsis, a toxic condition resulting from the spread of bacteria or their products from a focus of infection. An effective hand wash using TECcare Protect Hand Wash and water, followed by drying with paper towels is normally effective in removing 90 – 95% of transient microorganisms. These are microorganisms that are not normally resident on the surface of the skin, and are easily transferred through contact. TECcare Protect Hand Sanitizer can also be used as an alternative to soap and water hand wash but only where hands appear to be visibly clean. TECcare Protect Hand Sanitizer is effective against MRSA & viruses that cause Aids & Hepatitis B. It also helps prevent cross infection – ideal for the non-surgical medical environment. This product evaporates in hands without leaving residue or odour and contains glycerine for skin protection. We also use several TECcare Protect Hand Wash’s, including an Odourless Anti-Bacterial Hand Wash and Hand Soaps with Moisturiser, which is suitable for all environments.
**Hand Washing Technique**

Gloves are not a substitute for hand washing. Hands should be thoroughly washed with TECcare Protect Hand Wash and warm water when dirty and washed and thoroughly dried after gloves have been removed.

When cleaning the hands, all the surfaces of each hand must be washed according to the techniques described below. Care must be taken to ensure that the most commonly missed areas – the thumbs, backs of hands, the areas between fingers and the fingertips are also thoroughly disinfected.

Each step of the hand washes should consist of five strokes backwards and forwards, if they are to be completely effective. After washing the hands must be carefully and thoroughly dried using disposable paper towels.

Never clean your hands with the concentrated cleaning products. TECcare Protect Hand Sanitizer can also be used as an alternative to soap and water hand wash but only where hands appear to be visibly clean.
Health and Safety

Staff Responsibilities

1. **Warning Signs**

Cleaning activities can lead to an increased risk of slips, trips and falls. Therefore cleaning staff have a responsibility to use the warning signs provided when, wet mopping, suction cleaning and when cleaning with any electrical equipment with leads or using water on floor surfaces.

2. **Cleaning Chemicals**

Cleaning staff have a responsibility to ensure that only authorized chemicals are used, under no circumstances should any cleaning chemical be brought in from outside the home. Cleaning chemicals must be used as directed by management / suppliers. Ensure you read product information supplied and if necessary the Material Safety Data Sheet (MSDS) If you have any doubts ask your manager/supervisor. Ensure you know where all the MSDS for authorised products are stored.

Ensure cleaning chemicals are kept secure at all times and stored in a cool and well-ventilated area. Never decant concentrated fluids into an unlabelled container. Keep a spill kit nearby and clean up spills immediately. Absorb liquids with granules. Scoop solids or absorbed liquids into a marked secure container.

Check that you have the correct amount and correctly coloured items for the tasks you are going to undertake e.g. Buckets, mops and cloths, either in RED, GREEN, BLUE or YELLOW.


Dirty cleaning cloths can act as a bacterial superhighway and transport bacteria around as you clean. Therefore cloths should be disinfected at least daily unless disposable cloths, paper towels or wipes are used. Disposable cloths are single use items and should be disposed of accordingly. The cleaner’s trolley must always be parked near to the area where staff are working and should not obstruct corridors. Whenever possible it must not be left unattended and should always be returned to the cleaner’s store if not in use, e.g. during breaks.

Store heavier items on the lower shelves and always store containers with label forward. Keep the storage area clean and well organised. Dispose of empty containers and any waste safely. Contact with many chemicals whether marked as hazardous or not can lead to soreness, itching and rashes (dermatitis) Some can also damage eyes. Always wash your hands thoroughly and use skin creams. Hands should be decontaminated after each procedure. Never clean your hands with the concentrated cleaning products. If you have any problems tell your manager and do not carry on working.

3. **Manual Handling**

Cleaning staff have a responsibility to ensure that they use safe methods of work with regard to manual handling. These should include the following:

- Store heavy items at waist height for easy access and if possible on lower levels but not on the floor e.g. middle/lower shelves
- Break heavy loads down into smaller units e.g. boxes of cleaning chemicals
- Use correct lifting techniques, straight back, bend legs, avoid twisting, hold load close to the body
- Use manual handling equipment such as trolleys to move heavy items
- When pushing trolleys take only one at a time, take care on carpeted areas, avoid slopes, and use the correct lifts
- Use the mop inside the bucket to move the wheeled bucket around, do not bend down and push the bucket
- Never attempt to lift a heavy load on your own. Always ask for assistance from a colleague.
- Attend manual handling refresher training when required.

4. **PAT Testing and Equipment Checking**

Cleaning staff have a responsibility to ensure, by visual inspection, that cleaning equipment is in good condition and has a PAT test sticker, which is within the approved timescale, before they use it. Ask for help from your manager if you have any doubts.

5. **Personal Protective Equipment (PPE)**

Cleaning staff have a responsibility to ensure that the correct PPE is worn as directed. It must be stored correctly and any defects or damage or missing pieces of equipment must be reported to the management. Remember that gloves can move germs around just as well as hands so the wearing of gloves does not remove the need for hand hygiene. Remember that hands should be decontaminated after each procedure to prevent cross infection.

6. **Working at Height**

Cleaning staff have a responsibility to ensure they can work safely at height by following their training. If you have any doubts about working safely you must inform your manager. During some deep cleaning procedures you may be required to undertake the following:
- Cleaning air vents/extract fans
- Cleaning electric light diffusers
- Cleaning high level pipe work

To ensure these tasks are undertaken safely the following 3 steps must be followed:
1. Where possible isolate area or put out a hazard sign
2. Two members of staff need to undertake this task, one to undertake the cleaning task and the other to ensure the step ladder or platform is prevented from slipping and to provide support if necessary to prevent a fall
3. Step ladders and platforms must be checked prior to use to ensure that they are safe to use and must only be used on a level floor surface.
Types of Cleaning

Full Clean
A full clean is where all aspects of the element, e.g. room, toilet, etc., are fully cleaned on each occasion.

Check Clean
A check clean is where the cleaner makes an observational check of all aspects of the element. Where they observe aspects of the element that are not up to the required standard they clean those aspects only. The outcome is the same as a full clean, i.e. the whole element is cleaned to the standard of this manual.

Deep Clean
A deep clean is where decontamination is required following a known outbreak using the VorTEC Misting Machine. This to be used before Full Clean procedure implemented. Please see Appendix 1.

1. Damp Dusting
Damp dusting is used to make sure that dust is not allowed to escape into the air when it is removed from a surface. The damp paper/cloth traps the dust and the paper/cloth is then disposed of with the dust attached into a waste bag.

1. Assemble equipment:
   a. TECcare Control Concentrate diluted in damp dusting bucket or in a 750ml RFU Trigger Spray, plus
   b. apron, gloves, paper roll, disposable cloth and black or orange waste bag.
2. Fill bucket or 750ml RFU Trigger Spray with cold water and TECcare Control Concentrate diluted at correct dilution rate
3. Put on disposable gloves and apron when you get to the area you are going to clean
4. Use disposable cloth or a section of paper off the roll and fold it into a square damp the paper in the water and squeeze out any excess
5. Start at the highest point working highest to lowest point or dirtiest to cleanest area
6. Wipe in a horizontal line turning your paper or cloth as it becomes dirty, do not put paper or cloth back into the clean water
7. Change paper when there are no more clean areas left on the paper square
8. If a surface looks wet, then dry it with a dry piece of paper
9. Remove gloves and apron and wash hands
10. Return equipment to the cleaning cupboard, ensuring it’s clean and safely stored.

11. Suction or Vacuum Cleaning
Suction or vacuum cleaning is used on carpeted areas to remove dust and dirt from the carpet fibres by the use of vacuum suction. This method can trap and remove more dirt/dust than brushing alone.

1. Check electrical cable by running it through your hands to check for cuts, damage or knots, also check the equipment has been PAT tested
2. Make sure equipment is clean and dry before use
3. Check bag is less than three quarters full, change if necessary
4. Remove any light furniture from the area
5. Ensure the cable is behind you and is not a trip hazard before you start to use the equipment
6. Start suction cleaning from the furthest point in the room working backwards towards the door
7. Return equipment to the cleaning cupboard and store it with the cable safely secured.
12. High Level Dusting

High level dusting is done in the same way as damp dusting, but an extension pole is required to reach the areas. Do not stand on chairs to carry out dusting, use only approved step ladders or platforms.

1. Assemble equipment:
   a. extension pole, paper roll or disposable cloth,
   b. disposable gloves and appropriate coloured bag.
2. Use disposable cloth or a section of paper roll and dampen under a tap
3. Wrap the paper or cloth around the extension pole head
4. Start cleaning from the highest point down
5. Replace paper towel or cloth when ripped or dirty
6. Wear disposable gloves when removing dirty paper
7. Dispose of in an appropriate bag
8. Remove disposable gloves and apron and wash hands thoroughly
9. Return equipment to the cleaning cupboard and ensure it’s clean, dry and safely stored.

10. Wet Mopping

Wet mopping is used on hard floors where they need to be decontaminated or there may be dirty material on the floor that needs to be removed.

1. Assemble equipment:
   a. TECCARE CONTROL CONCENTRATE DILUTED,
   b. BLUE bucket, blue mop handle, clean mop head,
   c. detergent, hazard sign, clear bag and disposable gloves.
2. Fill bucket with hand hot warm water and add correct amount of TECCARE CONTROL CONCENTRATE DILUTED
3. Put clean mop head onto mop handle
4. Immerse mop head into water
5. Using the mop handle to steer, push your bucket to the area to be cleaned
6. Put out required number of hazard signs, one for each entrance to the area
7. When removing the mop from the bucket, squeeze as much water out of the mop head as possible
8. If moping a walkway or area where people may be walking wet mop half the area at a time ensuring that there is a dry walkway for pedestrians to use
9. Start at the furthest corner from the door and pull out any light furniture or equipment/furniture on wheels
10. Run the mop along the edges of the floor and then using a figure of eight bring the mop across the floor, ensuring that all areas of the floor are covered
11. If water becomes cloudy, wash bucket out and replace with fresh water and detergent
12. The water and the mop head must be changed between each area
13. When mopping is finished or mop head is being changed, put disposable gloves on
14. Remove mop head from handle and dispose of in clear bag which is then taken out for laundry
15. Remove gloves and wash hands
16. When floor is dry remove hazard signs and return equipment to the cleaning cupboard, ensuring it’s clean, dry and safely stored away.

For an Infected area - use the method above but use a YELLOW bucket and YELLOW handled mop. Cold water and TECcare Control Concentrate diluted must be used. Certain contaminated hard surfaces such as linoleum can be cleaned with the same product, TECCARE CONTROL CONCENTRATE DILUTED.

Sanitary and Sluice areas - use the method above but with RED buckets and RED handled mop. Cold water and TECcare Control Concentrate diluted must be used and for small areas use a 750ml RFU trigger spray and a clean damp mop.
5. Floors Scrubbing / Stripping

Non slip floor surfaces need a special scrubbing machine to clean them as they may have ridges or areas that will not be cleaned completely with wet mopping. This task can only be done by approved staff.

1. Assemble equipment:
   a. Scrubbing machine, appropriate floor pad,
   b. hand held scouring pad, hazard signs,
   c. appropriate coloured bucket, mop handle and mop head,
   d. water extraction machine, disposable gloves and appropriate waste bag.

2. Put out required number of hazard signs, one for each entrance to the area

3. Check electrical cable by running it through your hands to check for cuts, damage or knots, and that equipment has been PAT tested and is fitted with an RCD plug

4. Make sure equipment is clean and dry before use

5. Put pad on machine base

6. Plug machine in so cable is behind you

7. Start scrubbing from the furthest point and work backwards

8. For corridors, scrub one side of the corridor first and ensure that there is a dry section for people to walk on

9. Suck excess water into water extraction machine

10. Mop floor with mop and bucket to remove any puddles not cleared by the water extraction machine

11. After the main section has been completed, scrub off edges/seals with the hand held green scouring pad

12. Using clean mop head and water wash floor thoroughly and allow drying

13. Wearing disposable gloves dispose of dirty mop heads in clear plastic bag and put out for laundry

14. Remove disposable gloves and apron and wash hands thoroughly

15. Return equipment to the cleaning cupboard and ensure it’s clean, dry and safely stored.

6. Floor Sealing

Certain hard floors need to be sealed to ensure that they can be hygienically cleaned and remain hardwearing. This task can only be done by approved staff.

1. Assemble equipment needed:
   a. BLUE bucket and blue mop handle, clean mop heads,
   b. hazard signs, sealant and clear plastic bags.

2. Before starting to seal a floor, ensure it has been correctly scrubbed as in section 5 above.

3. Remove all furniture from a room before starting process

4. Clean floor to remove any debris

5. Clean floor 3 times with clean water and allow drying thoroughly, ensuring a walk way is left for people to walk on

6. Staring at the furthest point, pour a small amount of sealant onto floor

7. Use a dampened mop head to apply sealant

8. First coat is applied left to right to the floor

9. Allow to dry thoroughly

10. Whilst floor is drying rinse out mop head in bucket

11. Second coat is applied front to back to the floor

12. Continue in this way until the required number of coats has been applied

13. Ensure the floor is completely dry and remove hazard signs

14. Wash out bucket and dry thoroughly

15. Put on disposable gloves and remove mop head

16. Dispose of mop head in clear bag and place out for laundry

17. Remove gloves and wash hands thoroughly

18. Return equipment to the cleaning cupboard and ensure it’s clean, dry and safely stored.
7. Floor Polishing

Certain types of hard floors require polishing to keep their appearance at its best and to ensure that they can be safely and hygienically cleaned. Some polishes can be applied by mop but for larger areas a buffing machine should be used. This task can only be done by approved staff

1. Assemble equipment:
   a. Buffing machine polish appropriate coloured pad,
   b. hazard signs, disposable gloves, dustpan and brush and correct coloured waste bag.
2. Remove loose debris from floor
3. Put out required number of hazard signs, one for each entrance to the area
4. Check electrical cable by running it through your hands to check for cuts, damage or knots, also check the equipment has been PAT tested
5. Make sure equipment is clean and dry before use
6. Put pad on machine base and plug machine in so cable is behind you
7. Starting from the furthest point spray a small amount of polish onto the floor
8. Buff this into the floor and repeat until task has been completed
9. Put on disposable gloves
10. Dispose of waste in appropriate bag
11. Remove gloves and wash hands thoroughly
12. Return equipment to the cleaning cupboard and ensure it’s clean, dry and safely stored.

8. Cleaning of Glass

Glass needs to be cleaned with TECcare Control Concentrate diluted to ensure that the glass doesn’t become smeared or streaky.

1. Assemble equipment:
   a. White paper roll,
   b. TECcare Control Concentrate diluted trigger spray
   c. appropriate coloured bag, disposable apron and gloves.
2. Put on appropriately coloured apron and gloves
3. Standing to the side of the glass, spray sparingly onto the top of the glass for small areas
   spray onto paper towel then wipe and buff area
4. Rub chemical into glass ensuring all corners and edges are cleaned and the centre
5. Buff glass ensuring no smears remain
6. Dispose of paper into appropriately coloured bag
7. Remove gloves and aprons and wash hands thoroughly
8. Return equipment to the cleaning cupboard and ensure it’s clean, dry and safely stored.

9. Steam Cleaning

Some pieces of equipment such as radiators have small spaces which cannot be cleaned easily by hand; steam cleaning is a way to remove dirt from these inaccessible areas in a safe and hygienic way.

1. Assemble equipment:
   a. Steam Cleaner, hazard signs,
   b. paper roll, and correct coloured bag.
2. Check electrical cable by running it through your hands to check for cuts, damage or knots, and that equipment has been PAT tested and is fitted with an RCD plug
3. Prepare steam cleaner for use, fill with water and bring up to correct temperature
4. Put out hazard signs
5. Put correct tool onto steam cleaner depending on type of job being done
6. Steam area thoroughly
7. Wipe dry with paper roll
8. Dispose of paper in appropriate coloured bag
9. Wash hands thoroughly
10. Return equipment to the cleaning cupboard and ensure it’s clean, dry and safely stored.

NB Before starting steam cleaning the fire detection system may have to be adjusted to stop any false alarms. At the end of the cleaning ensure the fire detection system is reinstated.

10. Deep Cleaning of Areas

Deep cleaning is not routine environmental cleaning that should be undertaken daily within the care environmental but is the additional cleaning that should be undertaken:

Post outbreaks of gastro-intestinal illness (diarrhoea &/or vomiting) – whole environment
Post discharge, transfer or death of individual residents – individual resident room
Post source isolation nursing of a resident – individual resident room

Clarity of cleanliness standards is extremely important therefore all staff undertaking cleaning activities must have a clear understanding of the specifications and task requirements

A planned rolling programme of deep cleaning, carried out by a dedicated team of cleaners, is necessary to maintain standards. The aim is to deep clean all areas at least annually or whenever a need has been established.

An annual deep clean programme should be compiled by members of a Cleaning Working Group taking into consideration resident activity levels and any area refurbishments.

All areas will then undergo an annual programmed deep clean including walls, ventilation covers and storage/work areas so this may require temporary short term closures whilst the clean is taking place.

All deep cleans must be signed off by a Manager using a deep clean check list to ensure all components of the deep clean are completed satisfactorily.

Nurses and domestic staff have allocated responsibilities prior to and during a deep clean. The VorTEC Misting Machine MUST be used to decontaminate the area before the Full Clean protocol is implemented for the following:

When a deep clean is undertaken all of the following areas must be deep cleaned:

- Residents Rooms
- Residents sitting areas / rooms
- Bathrooms / Washrooms
- Showers
- Sluice
- Toilets
- Treatment room
- Clean utility room
- Dirty utility room
- Corridors
- Kitchenettes
- Staff rooms
- Day rooms
- Offices
- Storage areas.

All deep cleaning will be completed using TECcare Control Concentrate diluted used at the correct dilution rate
Paper Towels or Disposable Cloths will be used. Each Disposable Cloth must only be used for one cleaning task prior to disposal.

Note - When a deep clean of an area is undertaken it must follow this method:
1. Deep clean staff must wear appropriate P.P.E. i.e. gloves and appropriately colour coded apron
2. Ensure all the moveable equipment has been removed from the area, this must be deep cleaned by nursing staff.
3. Remove existing curtains and place carefully in a white laundry bag or if from an infected area placed in a red laundry bag. Put curtain hooks into soak.
4. Remove radiator covers, radiators to be initially suction cleaned followed by steam cleaning then allow to air dry and replace covers.
5. Clean air vents and light fittings.
6. Clean all walls working from the highest point to the lowest point.
7. Clean all curtain tracks, clean bed frames, cot sides, soft foam mattress, bedside locker, bedside table, chairs, equipment and any bed head appliances.
8. Clean hand wash basins, hand towel holder, alcohol gel and soap dispenser.
9. Clean door handles, lights and flooring.
10. Dry sweep, wet mop and scrub floors.
11. On completion of the deep clean remove protective clothing and place in a Clinical Waste bag, and wash and dry hands thoroughly.
12. Hang clean curtains provided from the linen room.
13. Deep cleaning of an individual resident’s room should only commence after the resident has vacated the room.
14. Discard any single patient / disposable equipment or items found within the environment.
15. Seal any yellow clinical waste bags before leaving the room & dispose of appropriately.
16. Place all linen into the appropriate colour linen bags and seal before removing from the room.
17. Take the opportunity to check mattresses & other furnishings for breaks &/or cracks which could pose an infection control risk.
CLEANING PROCEDURES MANUAL (PART 2)

Method Statements for Staff
### Cleaning Procedures for Specific Areas

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PRODUCT:
TECcare Control Concentrate Diluted

PREPARATION
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle
1 Pump to every litre - half full bucket is 4 litres or full bucket is 8 litres

EQUIPMENT:
Correctly labelled 750ml RFU trigger spray bottle,
Blue mop bucket and handle,
Clean mop head,
Paper roll,
disposable gloves,
BLUE disposable apron.

CLEANING FREQUENCY:
As required but at least DAILY

CLEANING METHOD:
- Put out hazard signs at all entrances
- Fill Blue mop bucket and 750ml RFU trigger Spray correctly labelled with warm water and TECcare control concentrate diluted at approved dilution rate.
- Put on disposable gloves and apron.
- Put clean mop head onto Blue handle
- Starting at highest point clean walls with damp paper roll turning paper until all clean sides are used, clean all ledges behind bed lamps and any resident's equipment
- Wipe around curtain rails with dampened paper, re-hanging any curtains that are looped or soiled using method detailed in curtain changing procedure
- Pull out residents bed, put up rails and pump up
- Clean all parts of the bed base and frame including the rails and control box with TECCARE CONTROL CONCENTRATE DILUTED from trigger spray.
- Mop under bed and push back to wall ensuring brake has been put back on
- Clean base of bed table with paper roll and spray TECCARE CONTROL CONCENTRATE DILUTED from trigger spray.
- Clean table top ensuring that it is leave to dry.
- Turn the bed table over once a week to ensure that the table is thoroughly clean underneath
- Clean residents chair with dampened paper cleaning out edges and sides thoroughly cleaning arms and backs of chairs, leave chairs dry
- Clean outside of residents locker including top with dampened paper roll or disposable cloth
- Remove bags from bin, clean and reline
- Check hand towels wiping out the inside of the dispenser before refilling.
- Clean sink using TECCARE CONTROL CONCENTRATE DILUTED, undiluted from labelled 750ml RFU trigger spray.
- Suction clean or Mop floor.
- Clean out buckets and leave clean and dry.
- Remove mop head and place into clear bag put into yellow bin or laundry collection area.
- Remove gloves and aprons and wash hands thoroughly
- Put hazard signs into cleaning cupboard.

REMEMBER –
- Clean any En-Suite Toilet / Washrooms / Bathrooms following described procedure.
- Change cleaning solution as soon as water becomes soiled.
- Always check plug holes fro any debris and remove with tweezers
- At least weekly or as required place TECCARE RENOVATOR cleaner down plug hole and leave for as long as possible
PRODUCT:
TECcare Renovator
TECcare Control Concentrate Dilute Washroom cleaner

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle
1 Pump to every litre - half full bucket is 4 litres or full bucket is 8 litres

EQUIPMENT:
RED mop bucket
RED mop handle
Clean mop head
White Paper roll
Toilet bowl brush
Safety glasses, disposable gloves & aprons
Correctly Labelled 750ml RFU Trigger Sprays
Black Bags
Hazard signs
Disposable gloves and apron

CLEANING FREQUENCY:
As required but at least DAILY

CLEANING METHOD:
- Fill buckets with cold water and TECARE CONTROL CONCENTRATE DILUTED washroom cleaner at correct dilution rate and fill a correctly labelled 750ml RFU trigger spray with undiluted TECCARE CONTROL CONCENTRATE DILUTED.
- Put mop head onto mop handle
- Put out hazard signs at entrances
- Put on disposable gloves and apron
- With the toilet seat & lid down, flush the toilet to ensure clean water in base.
- Lift toilet seat & lid and using the toilet brush, push water around the ‘U’ bend to reduce the amount of water in pan
- Spray around the rim and bowl of the toilet with TECARE RENOVATOR, active with toilet brush and leave for a few minutes.
- Use “TECCARE CONTROL CONCENTRATE DILUTED” to damp dust walls/tiles starting from the highest point to the lowest point using Red damp dusting bucket and paper roll or red disposable cloth (alternatively use direct from 750ml RFU Trigger Spray)
- Damp dust all surfaces, fixtures and fittings, including doors and door handles
- Spray “TECCARE CONTROL CONCENTRATE DILUTED” inside of sink and leave to activate for a few minutes and wipe clean
- Clean under sink with “TECCARE CONTROL CONCENTRATE DILUTED” and wipe with white paper roll / disposable cloth
- Spray mirror with “TECCARE CONTROL CONCENTRATE DILUTED” window / glass cleaner use clean piece of paper roll and rub chemical into glass. Buff to remove any smears
- Clean flush handle, toilet seat base and rim with “TECCARE CONTROL CONCENTRATE DILUTED”
- Pull flush, cleaning toilet brush and clean holder with “TECCARE CONTROL CONCENTRATE DILUTED”
- Empty bin and clean frame with “TECCARE CONTROL CONCENTRATE DILUTED”
- Mop floor with solution of “TECCARE CONTROL CONCENTRATE DILUTED” (for small areas use direct from 750ml RFU Trigger Spray)
- Clean out all buckets and dry thoroughly
- Remove mop head and place in bag and put out for laundry
- Remove dirty roll or disposable cloth and place in black bag
- Remove disposable gloves and apron and wash hands thoroughly
- When the floor is dry return the hazard sign to the cleaning cupboard

Remember -
- Ensure toilet bowl brush is only used in the one toilet area to avoid cross contamination
- If toilet bowl brush becomes worn or heavily stained replace immediately

NB Always check the plug holes in sink and shower for debris remove with tweezers and dispose of. In all sinks and shower drain always and at least weekly apply “TECCARE RENOVATOR” and leave as long as possible.
PRODUCT:
TECcare Control Concentrate Diluted washroom cleaner
TECcare Renovator cleaner

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle
1 Pump to every litre - half full bucket is 4 litres or full bucket is 8 litres

EQUIPMENT:
RED mop bucket
RED damp dusting bucket
RED mop handle
Clean mop head
White Paper roll
RED disposable cloth,
Disposable Gloves & Aprons

CLEANING FREQUENCY:
As required and at least daily
Renovator – use weekly or as required.

CLEANING METHOD:
- Before starting to clean, run all taps and showers for at least 5 minutes
- Fill buckets with cold water and “TECCARE CONTROL CONCENTRATE DILUTED” washroom cleaner at correct dilution rate and fill a correctly labelled 750ml RFU trigger spray with undiluted “TECCARE CONTROL CONCENTRATE DILUTED”
- Put mop head onto mop handle
- Put out hazard signs at entrances
- Put on disposable gloves and apron
- Damp dust walls/tiles starting from the highest point to the lowest point using ‘TECCARE CONTROL CONCENTRATE DILUTED’ from 750ml RFU Trigger Spray and wipe with paper roll / red disposable cloth
- Damp dust all surfaces, fixtures and fittings, including doors and door handles
- Spray inside of sink and shower with TECcare Concentrate from 750ml trigger spray and leave to activate
- Clean under sink and wipe with “TECCARE CONTROL CONCENTRATE DILUTED” and wipe dry with red disposable cloth / white paper roll
- Spray sides of any shower screen and shower with “TECCARE CONTROL CONCENTRATE DILUTED” and wipe with white paper roll / red disposable cloth replace shower curtain if soiled
- Spray mirror with “TECCARE CONTROL CONCENTRATE DILUTED” pull off clean piece of paper roll and rub chemical into glass
- Buff with a dry piece of white paper roll to remove any smears
- Empty bin and clean frame
- Check and re-stock soap, toilet paper and paper towel dispensers
- Mop floor with Red bucket and mop handle(for small areas use direct from 750ml RFU Trigger Spray) and mop floor
- Remove disposable gloves and apron and wash hands thoroughly
- Clean out all buckets and dry thoroughly
- Put on clean gloves remove mop head and place in clear bag
- Remove dirty paper roll / disposable cloth and place in black bag
- Remove disposable gloves and apron and wash hands thoroughly
- When the floor is dry return the hazard sign to the cleaning cupboard

NB Always check plug holes for any debris and remove with tweezers. As required at least weekly place “TECCARE RENOVATOR” cleaner down plug hole and leave for as long as possible.
DESCALING SHOWER HEADS

PRODUCT:
TECcare Control Concentrate Diluted Washroom Cleaner

PREPARATION:
1 Pump to every litre = half bucket is 4 litres or full bucket is 8 litres

EQUIPMENT:
Red mop bucket
Nylon brush
Disposable Gloves and Apron

CLEANING FREQUENCY:
As Required but at least every 3 MONTHS

CLEANING METHOD:
- Before starting to clean, run shower for at least 5 minutes
- Fill buckets with warm water and “TECCARE CONTROL CONCENTRATE DILUTED” washroom cleaner at approved dilution rate
- Put on disposable gloves and apron
- Remove shower head and place in solution of “TECCARE CONTROL CONCENTRATE DILUTED”, leave for 30 minutes agitate surface of shower head with Nylon Brush and remove from bucket
- Wipe shower head and inspect for any remaining scale. If necessary repeat process
- Replace shower head and leave to air dry
- Remove disposable gloves and apron and wash hands thoroughly
- Clean out all buckets and dry thoroughly.

NB This action is part of the legionella control system outlined in policy which can be found [here](#) and should be recorded in the yellow Water Quality Records Book
DISINFECTING SHOWER HEADS

PRODUCT:
TECcare Control Concentrate Diluted

PREPARATION:
1 Pump to every litre = half bucket is 4 litres or full bucket is 8 litres

EQUIPMENT:
RED mop bucket
RED disposable cloth
Disposabe Gloves and apron

CLEANING FREQUENCY:
As required but at least WEEKLY

CLEANING METHOD:
- Before starting to clean, run shower for a few minutes
- Put on disposable gloves and apron
- Fill bucket with warm water and TECcare Control Concentrate diluted at approved dilution rate
- Remove shower head and place in solution of TEC CARE CONTROL CONCENTRATE DILUTED, leave for 5 minutes and then remove from bucket
- Replace shower head and leave to air dry
- Remove disposable gloves and apron and wash hands thoroughly
- Clean out bucket, dry thoroughly and return to store.

NB This action is part of the legionella control system outlined in policy which can be found [here](#) and should be recorded in the yellow Water Quality Records Book.
PRODUCT:
TECcare Control Concentrate  Diluted

PREPARATION
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle
1 Pump to every litre - half full bucket is 4 litres or full bucket is 8 litres

EQUIPMENT:
BLUE bucket
White Paper Roll
BLUE disposable cloth
750ml RFU Trigger Spray
Disposable Gloves
BLUE Apron

CLEANING FREQUENCY:
As required but at least DAILY

CLEANING METHOD:
- Fill bucket and correctly labelled 750ml RFU Trigger Spray with cold water and “TECCARE CONTROL CONCENTRATE DILUTED” at correct dilution rate
- Put on disposable gloves and apron
- Damp dust walls with TECcare Control Concentrate diluted starting from the highest point to the lowest point using blue disposable cloth or paper roll
- Damp dust all surfaces, fixtures, fittings and ledges including doors and door handles
- Damp dust chairs with TECCARE CONTROL CONCENTRATE DILUTED
- Empty bin and clean frame with TECCARE CONTROL CONCENTRATE DILUTED
- Remove disposable gloves and apron and wash hands thoroughly
- Suction clean the floor
CLEANING OF INTERNAL WINDOWS AND MIRRORS

PRODUCT:
TECcare Control Concentrate Diluted

PREPARATION:
Use undiluted in correctly labelled 750ml RFU Trigger Spray

EQUIPMENT:
WHITE paper roll
Cloth

CLEANING FREQUENCY:
Daily

METHOD:

- Glass needs to be cleaned with TECcare Control Concentrate diluted to ensure that the glass doesn't become smeared or streaky.
- Assemble equipment: White paper roll, TECcare Control Concentrate diluted in a 750ml RFU trigger spray appropriate coloured bag, disposable apron and gloves.
- Put on appropriately coloured apron and gloves.
- Standing to the side of the glass, spray sparingly onto the top of the glass. For small areas spray direct onto paper towel then wipe and buff area.
- Pull off a piece of paper roll and rub chemical into glass ensuring all corners and edges are cleaned as well as the centre.
- Pull off clean paper and buff glass ensuring no smears remain.
- Dispose of paper into appropriately coloured bag.
- Remove gloves and aprons and wash hands thoroughly
- Return equipment to the cleaning cupboard and ensure it’s clean, dry and safely stored.
PRODUCT:
TECcare Control Concentrate Diluted

EQUIPMENT:
BLUE bucket
BLUE mop and handle
750ml RFU Trigger spray
WHITE Paper Roll
Disposable Cloth
Disposable Gloves
BLUE apron.
Extension Pole

CLEANING FREQUENCY:
Daily

METHOD:
- Use disposable cloth or a section of paper roll and dampen with TECCARE CONTROL CONCENTRATE DILUTED.
- Wrap the paper or cloth around the extension pole head.
- Start cleaning from the highest point down.
- Replace paper towel or cloth when ripped or dirty.
- Wear disposable gloves when removing dirty paper.
- Dispose of in an appropriate bag.
- Remove disposable gloves and apron and wash hands thoroughly.
- Return equipment to the cleaning cupboard and ensure it’s clean, dry and safely stored.

NB: Do not stand on chairs to carry out dusting. Only use step ladders or other suitable platforms to reach high levels and only if trained and authorised.
Suction cleaning is used on carpeted areas to remove dust and dirt from the carpet fibres by the use of vacuum suction. This method can trap and remove more dirt/dust than brushing alone.

**PREPARATION**

Check electrical cable by running it through your hands to check for cuts, damage or knots, also check the equipment has been PAT tested.

**EQUIPMENT:**
Vacuum Cleaner

**CLEANING FREQUENCY:**
At least DAILY

**CLEANING METHOD:**
- Put out Hazard Signs
- Make sure equipment is clean and dry before us.
- Check bag is less than three quarters full. Change if necessary
- Remove any light furniture from the area.
- Ensure the cable is behind you and is not a trip hazard before you start
- Vacuum floor, including the underneath of equipment, starting from the furthest point working backwards towards the door
- Return equipment to the cleaning cupboard and store it with the cable safely secured.
PRODUCT:
TECcare Control Concentrate Diluted

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
Correctly labelled 750ml RFU Trigger Spray
BLUE mop bucket and handle
Clean mop head
Paper Roll
Disposable Cloth
Disposable Gloves and Apron

CLEANING FREQUENCY:
At least DAILY

CLEANING METHOD:
• Put out Hazard Signs
• Vacuum / Sweep floor, including the underneath of equipment before applying solution
• Fill Blue mop bucket with warm water and detergent and 750ml RFU Trigger Spray with cold water and TECcare Control Concentrate diluted at correct dilution rate.
• Put clean mop onto Blue handle.
• Put on disposable gloves.
• Damp dust all walls fixtures, fitting and ledges with TECcare Control Concentrate diluted starting from the highest point
• Damp dust tops of fixtures and fittings including reception desk with “TECCARE CONTROL CONCENTRATE DILUTED”
• Empty bin if necessary
• Wet mop half the corridor at a time ensuring that there is a dry walkway for pedestrians to use.
• Clean out buckets and leave clean and dry
• Remove mop head and place into bag for laundry
• Remove dirty paper / disposable cloth and place in black bag
• Remove gloves and wash hands thoroughly
• Put hazard signs into cleaning cupboard.
PRODUCT:
TECcare Control Concentrate Diluted

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
Vacuum cleaner,
Extraction carpet cleaner,
Standard rotary machine,
Carpet bonnet/pad,
750ml RFU Hand Spray,
Disposable gloves.

CLEANING FREQUENCY:
As required e.g. after a spillage or MONTHLY

CLEANING METHOD:
- Remove loose debris and vacuum carpet to remove grit and dirt
- Put on disposable gloves.
- For Heavily soiled area use pre-spray treatment using “TECCARE CONTROL CONCENTRATE DILUTED” at correct dilution rate (see below)
- Check electrical cable on Extraction machine by running it through your hands to check for cuts, damage or knots, also check the equipment has been PAT tested.
- Fill extraction tank with Cold water and correct amount of “TECCARE CONTROL CONCENTRATE DILUTED”
- Put out hazard signs at entrances
- Start at area furthest from the door.
- Spray solution from Extraction machine onto carpet using overlapping strokes followed by 2 or 3 dry passes
- Do not over-wet, leave carpet as dry as possible
- When incontinence has to be considered add “TECCARE CONTROL CONCENTRATE DILUTED” to tank before cleaning
- Clean out machine and leave clean and dry
- Allow carpet to dry then vacuum to raise pile
- Remove gloves and wash hands thoroughly
- Put hazard signs into cleaning cupboard
- Clean out machine and leave clean and dry
- Remove spots and stains by using “TECCARE CONTROL CONCENTRATE DILUTED”.

Heavy Traffic Areas
As above, plus:
- Check electrical cable on standard rotary machine by running it through your hands to check for cuts, damage or knots, also check the equipment has been PAT tested.
- Pre-spray heavily soiled area using diluted “TECCARE CONTROL CONCENTRATE DILUTED” from Hand Spray with warm water, do not over-wet the carpet. Affix carpet pad to drive plate on machine and gently scrub carpet. As pad becomes soiled rinse in clean water.
  Or
- Soak a carpet bonnet in “TECCARE CONTROL CONCENTRATE DILUTED” in warm water, wring out, affix to drive plate or brush on floor machine and lightly skim carpet. As Bonnet becomes soiled wash in “TECCARE CONTROL CONCENTRATE DILUTED” solution.
- Allow carpet to dry then vacuum to raise pile.
CLEANING OF KITCHENETTE AREAS

PRODUCT:
“EVANS Q’SOL” Detergent,
“TECCARE CONTROL CONCENTRATE DILUTED”

PREPARATION:
1 Pump x TECCare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
GREEN mop bucket and handle,
Correctly labelled 750ml RFU Trigger Spray,
Clean mop head,
Paper roll,
Disposable cloth,
Disposable gloves,
GREEN disposable apron,

CLEANING FREQUENCY:
At least daily or as required e.g. after a spillage

CLEANING METHOD:
- Fill green mop bucket and 750ml RFU Trigger Spray with warm water and add “TECCARE CONTROL CONCENTRATE DILUTED” at approved dilution rate
- Put out hazard signs at each entrance
- Put on disposable gloves and apron
- Using damp dusting as detailed use “TECCARE CONTROL CONCENTRATE DILUTED”, wash walls starting at the highest point, turning paper or disposable cloth until all clean sides are used
- Damp dust all ledges, work surfaces, fixtures and fittings and surfaces, including door handles.
- Use 750ml RFU Trigger Spray to dampen inside of microwave with “TECCARE CONTROL CONCENTRATE DILUTED” and wipe dry ensuring that the upper lining is also thoroughly cleaned
- Wipe outside of microwave with “TECCARE CONTROL CONCENTRATE DILUTED”.
- Remove tray from toaster, empty debris into bin and wash in solution of “EVANS Q’SOL” washing up liquid and wipe outside of toaster
- The fridge including all the rubber seals around the door should be cleaned weekly with “TECCARE CONTROL CONCENTRATE DILUTED” removing any spillages from inside over the outside surface
- Dishwashers should be emptied and cleaned daily with “TECCARE CONTROL CONCENTRATE DILUTED”
- Daily trolley must be cleaned with “TECCARE CONTROL CONCENTRATE DILUTED” and then wiped dry.
- Once a week remove items from cupboards and clean inside and outside of cupboard.
- Clean sink with “TECCARE CONTROL CONCENTRATE”
- Remove debris from clean bin inside and out replace bag.
- On a daily basis wipe out as much of the inside of the hand towel dispenser as possible and refill as necessary, on a weekly basis remove all hand towels and wipe entire dispenser, refill with towels.
- Wet mop floor with solution of “TECCARE CONTROL CONCENTRATE DILUTED”.
- Clean out buckets and leave clean and dry.
- Remove mop head and place into bag for laundry.
- Remove dirty paper / disposable cloth and place in black bag.
- Remove gloves and aprons and wash hands thoroughly
- Put hazard signs into cleaning cupboard.

NB Always disconnect electrical equipment from the mains before cleaning. Always check plug holes for any debris and remove with tweezers. As required at least weekly place “TECCARE RENOVATOR” cleaner down plug hole and leave for as long as possible.
PRODUCT:
“TECCARE CONTROL CONCENTRATE DILUTED
TECCARE RENOVATOR

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
GREEN mop bucket and handle,
Correctly labelled 750ml RFU Trigger Spray,
Clean mop head,
Paper roll,
Disposable cloth,
Disposable gloves,
GREEN disposable apron

CLEANING FREQUENCY:
AS REQUIRED AT LEAST DAILY

METHOD:
- Fill buckets with cold water and TECcare Control Concentrate diluted at correct dilution rate
- Put mop head onto mop handle
- Put out hazard signs at entrances
- Put on disposable gloves and apron
- Pull flush of sluice pan to ensure clean water in base
- Use 750ml RFU Trigger Spray with TECcare Control Concentrate diluted to spray the rim and bowl of sluice pan, leave to activate
- Damp dust walls/tiles using TECcare Control Concentrate diluted starting from the highest point to the lowest point using 750ml RFU Trigger Spray / Red damp dusting bucket and paper roll
- Damp dust all surfaces, fixtures and fittings, including doors and door handles with TECCARE CONTROL CONCENTRATE DILUTED
- Clean inside of sink with TECcare Heavy Duty Degreaser leave to activate, wipe clean removing all body fats
- Spray sink with TECCARE CONTROL CONCENTRATE DILUTED and wipe down
- Clean under sink, side of sluice pan and sides of macerator with “TECCARE CONTROL CONCENTRATE DILUTED” and white paper roll
- Apply “TECCARE RENOVATOR” and clean inside sluice pan with toilet brush
- Use TECCare Control Concentrate diluted to wipe the flush handle, base and rim
- Pull flush again
- Empty bin and clean frame
- Mop floor with TECCARE CONTROL CONCENTRATE DILUTED, Red bucket and mop handle
- Remove mop head and place in clear bag
- Remove disposable gloves and apron and wash hands thoroughly
- Clean out all buckets and dry thoroughly
- When the floor is dry return the hazard sign to the cleaning cupboard

NB
- All cleaning to be completed outside the pan using TECCARE CONTROL CONCENTRATE DILUTED.
- Disposable Cloths or paper towels to be used and each Cloth must only be used for one cleaning task prior to disposal.
- As required at least weekly place “TECCARE RENOVATOR” cleaner down plug hole and leave for as long as possible
CLEANING OF CLEAN UTILITIES & ACTIVITY ROOMS

PRODUCT:
TECCARE CONTROL CONCENTRATE DILUTED,

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
BLUE mop bucket,
Paper roll,
Disposable gloves
BLUE apron,
WHITE paper roll,
BLUE disposable cloth,
750ml RFU Trigger Spray,
signs,
Disposable gloves,
Disposable apron.

CLEANING FREQUENCY:
AS REQUIRED AT LEAST DAILY

METHOD:
- Fill bucket with cold water and TECcare Control Concentrate diluted at correct dilution rate
- Put on disposable gloves and apron
- Damp dust walls starting from the highest point to the lowest point using blue damp dusting bucket and paper roll
- Damp dust all surfaces, fixtures, fittings and ledges including doors and door handles
- Spray sink with TECCARE CONTROL CONCENTRATE DILUTED and wipe down
- Clean under sink with white paper roll
- Empty bin and clean frame
- Mop floor with TECCARE CONTROL CONCENTRATE DILUTED
- Remove mop head and place in clear bag
- Remove disposable gloves and apron and wash hands thoroughly
- Clean out all buckets and dry thoroughly
- When the floor is dry return the hazard sign to the cleaning cupboard

NB At least weekly place “TECCARE RENOVATOR” cleaner down plug hole and leave as long as possible.
PRODUCT
“EVANS Q SOL WASHING UP LIQUID”
TECCARE CONTROL CONCENTRATE DILUTED

PREPARATION
Evans Q Sol
1:20
1:10 (Heavy Soiling)
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT
Trolley,
Double black bags,
Food waste bucket,
Soaking bowl,
Small black bag,
Green scouring pad,
Disposable gloves,
Rubber gloves,

CLEANING FREQUENCY
Daily

CLEANING METHOD
• Put warm water with “EVANS Q’SOL” into soaking bowl
• Tie black bag onto trolley
• Wearing disposable gloves collect cutlery and crockery
• Scrape food into double black bag in food waste bucket (if food recycling applies follow current local arrangements)
• Put knives and forks into water and detergent soaking container and pile cups neatly onto trolley
• Any paper waste from an infectious patient must go into appropriate bag in the residents room
• Put any paper waste into black bag
• Bring trolley back to kitchen or kitchenette
• Fill sink with warm water and “EVANS Q’SOL” then immerse plates, wear rubber gloves if required
• Remove any food on plates with the green scouring pad
• Scouring pad must be disposed of at the end of the shift
• In kitchen, stack plates into blue dishwasher tray
• When tray is full close door on dishwasher and press the main button.
• Continue washing plate’s cups and saucers in the same way renewing water and detergent when it becomes dirty
• When dishwasher cycle, is complete pull out tray and allow crockery to steam dry.
• When all the plates and cups are clean remove cutlery from the soaking bowl and place into sink in hot soapy water
• Clean all cutlery containing “EVANS Q’SOL” and place into cutlery tray and put into dishwasher and start cycle
• When cycle complete open machine and pull out tray leave to steam dry
• Remove gloves and wash hands thoroughly
• Put plates and utensils into cupboard
• Clean off trolley with dampened paper roll, using “TECCARE CONTROL CONCENTRATE DILUTED” and lay up cups and saucers ready for hot drinks.
• NB At least weekly place “TECCARE RENOVATOR” cleaner down plug hole and leave for as long as possible.
CLEANING OF FOOD TROLLEYS

PRODUCT
“EVANS Q’SOL”, “TECCARE CONTROL CONCENTRATE DILUTED”.

PREPARATION
EVANS Q SOL
1:20
1:10 (Heavy Soiling)
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT
750ml RFU Trigger Spray,
Paper towel,
Disposable cloth,
Warm water

CLEANING FREQUENCY
Daily/After Use

CLEANING METHOD
• Clean gastronome trays if not too badly contaminated with food using the green scouring pad if necessary with hot soapy water containing “EVANS Q’SOL”
• Ensure trolley is unplugged and cool before cleaning
• Wipe surface of the trolley with “TECCARE CONTROL CONCENTRATE DILUTED”
• Put any clean aluminium foil trays into the trolley and also put oven gloves onto trolley surface
• Return trolley to the appropriate area

NB As required at least weekly wash wheels using “TECCARE CONTROL CONCENTRATE DILUTED”.

Remember
For heated trolleys ensure power supply is disconnected before commencing cleaning.
Avoid using excess water, particularly around electric plug connections.
It is the responsibility of the cleaning staff to make sure that waste bags are changed before they are overfilled and placed in the waste areas for collection by the waste porters.

**PRODUCT:**
TECCARE CONTROL CONCENTRATE DILUTED

**PREPARATION:**
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

**EQUIPMENT:**
Appropriate colour/size bag, 
Disposable gloves and colour coded apron.

**CLEANING METHOD**
- All bags must be changed when they get to 2/3 full
- Wearing disposable gloves and apron, unclip used bag from bin frame
- Black bags should be tied securely by knotting the twisted neck of bag
- Clinical waste bags must swan necked using a zip tie
- Twist neck of bag, loop neck over and holding securely, use a zip tie to fasten the neck tightly
- Replace the appropriate coloured bag into bin frame, this should be the same colour as the bag removed and close lid
- If bin is soiled clean with TECCARE CONTROL CONCENTRATE DILUTED
- Dispose of bags in waste disposal room in appropriate bins
- Remove gloves and apron and wash hands thoroughly.
DEALING WITH INCONTINENCE / BLOOD/ VOMIT

PRODUCT:
TECCARE CONTROL CONCENTRATE DILUTED
TECcare CONTROL 250ml Aerosol Single Use Antimicrobial Misting System

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
Cloth, Paper towel & 750ml trigger spray

CLEANING FREQUENCY:
As required

CLEANING METHOD
- If area recently contaminated spray offending material with “TECcare CONTROL 250ml Aerosol Single Use Antimicrobial Misting System” to neutralize immediate odour
- Spray area with TECCARE CONTROL CONCENTRATE DILUTED
- Remove any solids and blot urine with paper towel and place in appropriate bag for disposal
- Put mop head onto mop handle
- Put out hazard signs at entrances
- Put on disposable gloves and apron
- Spray the surface liberally with “TECCARE CONTROL CONCENTRATE DILUTED” to allow product to overcome both the malodour and cause
- Leave to air dry
- Fill mop bucket with warm water and “TECCARE CONTROL CONCENTRATE DILUTED” to solution tank
- Mop floor / wipe down any wall starting at highest point
- Clean carpet with hot water extraction machine then add “TECCARE CONTROL CONCENTRATE DILUTED” to solution tank
- Remove gloves and apron and wash and decontaminate hands thoroughly.

All blood / body fluids should be regarded as potentially hazardous and should be treated according to the extent of the spillage.

Minor Blood / Body Fluid Spillages

Splashes of blood on inanimate (hard) surfaces should be sprayed with TECcare Control Concentrate diluted then wiped up using a paper towel. Disposable gloves and a disposable plastic apron must be worn, and the gloves and towels discarded into appropriate waste bag for incineration.

Major Blood / Body Fluid Spillages

Extensive spillages of blood (volume may be as little as 5ml) may be able to absorbed with a paper towel but good practise is to treat with absorbent, chlorine releasing granules (i.e. Spillage Clean-Up granules) as they offer the most economical and effective method of treating blood spillages. The granules have the advantage of containing the spill rather than adding to it.
When cleaning up a major spillage:

Wear disposable gloves and a disposable plastic apron
Ensure adequate ventilation when granules are being used, as free chlorine gas is released during the inactivation process

Dealing with Incontinence / Blood / Vomit (cont)

- Spray with TECCARE CONTROL CONCENTRATE DILUTED
- Sprinkle the granules liberally over the spillage and leave for 2 minutes
- Add more granules if any areas of liquid blood remain and leave for a further 2 minutes
- Scoop up the granule mass once all the liquid blood has been absorbed and place together with the paper towels into clinical waste bag
- Wipe the area over with a damp paper towel soaked with TECCARE CONTROL CONCENTRATE DILUTED
- Place apron, gloves and used towels in appropriate clinical waste bag
- Wash and decontaminate hands thoroughly

Blood or Body Fluid Spillages on Absorbent Surfaces (carpets/soft furnishings)

Carpets / soft furnishings cannot be treated with TECcare Control Concentrate diluted or Clean-Up granules as appropriate cleaning methods cannot be tolerated by these materials. In these cases, the spillage should be removed using TECcare Control Concentrate diluted as a detergent and hot water and in case of carpets cleaned with Extraction Machine as previously described.

Disposable gloves and a disposable plastic apron must be worn. Eye protection should be worn if there is a risk of splashes when cleaning the carpet. If the carpeted area or article is heavily blood stained rendering cleaning impracticable, it may have to be removed.

Cleaning of Contaminated articles and areas

Physical washing at high temperatures will remove or reduce contamination to low levels at which infection is unlikely. Processes include laundering, dishwashing and use of bedpan washers. Chemical disinfectants - those approved are TECCARE CONTROL CONCENTRATE DILUTED

Always follow manufacturer’s recommendations on dilution and use.
PRODUCT:
TECCARE CONTROL CONCENTRATE DILUTED

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
750ml RFU Trigger Spray labelled for TECCARE CONTROL CONCENTRATE DILUTED,
Paper roll,
Disposable cloth,
Disposable gloves
BLUE apron,
White paper roll.

CLEANING FREQUENCY:
As required at least daily

CLEANING METHOD:
- Make up a solution, TECcare Control Concentrate diluted at correct dilution rate using hand hot water in 750ml RFU trigger spray or bucket
- Remove all loose items such as covers and cushions
- Spray all washable surfaces but do not over wet
- Wipe with clean damp cloth or paper towel starting at the top and work down
- Pay particular attention to arm rest, legs and corners
- Wipe with a clean dry cloth or paper towel
- Allow to air dry.
- Dispose of Paper Towel / disposable cloth, gloves and apron
PRODUCT:
TECCARE CONTROL CONCENTRATE DILUTED

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
750ml RFU Trigger Spray labelled for TECcare Control Concentrate Diluted
Paper roll,
Disposable cloth, disposable gloves and blue apron,
WHITE paper roll.

CLEANING FREQUENCY:
As required. Stains should be treated as soon as possible

CLEANING METHOD:

- Remove all loose items such as covers and cushions
- Remove any solid residue. Dried substances should be loosened with a blunt scraper
  taking care not to damage any fabric / carpet pile
- Brush / vacuum to remove dirt or grit mop up liquid with paper towel
- Check for colourfastness by rubbing an inconspicuous area with a white cloth, wet with TECcare Control
  Concentrate diluted and the cloth should remain unstained
- Spray sparingly onto the stain & leave for one minute. Do not over wet. Blot the affected area using a
  disposable paper towel.
- Once stain is removed, rinse well with clean water and blot the area completely dry
- Dispose of Paper Towel / Disposable Cloth, Gloves & Apron
CLEANING OF LAUNDRY ROOM

PRODUCT: TECCARE CONTROL CONCENTRATE DILUTED

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
750ml RFU Trigger Spray labelled for TECCARE CONTROL CONCENTRATE DILUTED, GREEN Bucket, and Green Mop & Handle, GREEN disposable cloth, Scourer, Disposable gloves, apron and eye protection, WHITE paper roll.

CLEANING FREQUENCY:
As required at least daily

CLEANING METHOD:
- Make up solution of TECcare Control Concentrate diluted at correct dilution rate using hand hot water in 750ml RFU Trigger Spray or Bucket.
- Put out Hazard Sign
- Vacuum or Sweep floor to remove debris.
- Mop floor with TECcare Control Concentrate diluted using Green bucket, mop and handle.
- Wipe or Spray total surface of machine with solution of TECcare Control Concentrate Diluted. Wipe along edge of surface paying attention to under edges
- Wipe down all sinks, draining boards, shelves, baskets with TECCARE CONTROL CONCENTRATE DILUTED
- Clean all surfaces start at top and work downwards if Sink area becomes heavily soiled wipe with “TECCARE CONTROL CONCENTRATE DILUTED”
- Wipe laundry trolleys / skips total surface of with solution of TECcare Control Concentrate Diluted. Wipe along edge of surface paying attention to under edges
- Thoroughly clean area including bins with scouring pad / disposable cloth with TECCARE CONTROL CONCENTRATE DILUTED. Wipe along edge of surface paying attention to under edges
- Allow surface to air dry
- Remove disposable gloves and apron and wash hands thoroughly.
- Clean out all buckets and dry thoroughly.
- When the floor is dry return the hazard sign to the cleaning cupboard.
- Dispose of cloth / scourers and dispose of all PPE immediately after use
- Wash your hands after each procedure with soap & running water

Disposable gloves and a disposable plastic apron must be worn, and the gloves and towels discarded into appropriate waste bag for incineration.

At least weekly vacuum behind machinery and vacuum vents and place “TECCARE RENOVATOR” cleaner down sinks and drains and leave for as long as possible.
CLEANING OF TREATMENT ROOM

PRODUCT:
TECCARE CONTROL CONCENTRATE DILUTED

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
BLUE bucket,
BLUE mop and handle,
Clean mop head,
750ml RFU Trigger Spray,
Paper roll,
Disposable cloth, disposable gloves
BLUE apron,
WHITE paper roll,

CLEANING FREQUENCY:
As required at least daily

CLEANING METHOD:
- Fill bucket and 750ml RFU Trigger Spray with cold water and TECCARE CONTROL CONCENTRATE DILUTED
- Put on disposable gloves and apron
- Damp dust walls starting from the highest point to the lowest point using blue damp dusting bucket and paper roll
- Damp dust all surfaces, fixtures, fittings and ledges including doors and door handles.
- Wipe around curtain rails with dampened paper, re-hanging any curtains that are looped or soiled using method detailed above.
- Pull out patient bed put up rails and pump up.
- Clean all parts of the bed frame including the rails with TECCARE CONTROL CONCENTRATE DILUTED.
- Mop under bed and push back to wall ensuring brake has been put back on.
- Spray sink with TECcare Control Concentrate diluted and wipe down
- Clean under sink with TECcare Control Concentrate diluted using disposable cloth or white paper roll.
- Empty bin and clean frame with TECCARE CONTROL CONCENTRATE DILUTED.
- Mop floor with TECcare Control Concentrate diluted using blue bucket and mop handle.
- Remove mop head and place in clear bag and put out for laundry.
- Remove dirty papers / disposable cloth and place in black bag.
- Dispose of cloth / scourers and dispose of all PPE immediately after use.
- Wash your hands after each procedure with soap & running water.

Disposable gloves and a disposable plastic apron must be worn, and the gloves and towels discarded into appropriate waste bag for incineration.
CURTAIN CHANGING

PRODUCT:
TECCARE CONTROL CONCENTRATE DILUTED

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle

EQUIPMENT:
RED laundry bags or white bag if not contaminated,
Disposable gloves,
Soaking bowl,
Colour coded apron
Clean curtains.

CLEANING FREQUENCY:
As required

CLEANING METHOD:
- Put on appropriate colour coded apron and put on disposable gloves if curtains are contaminated
- Remove curtains including hooks from curtain track
- Remove hooks from curtains and place in soaking bowl (with “TECCARE CONTROL CONCENTRATE DILUTED” if contaminated)
- Place curtain into appropriate coloured bag until 2/3rd full and tie bag off
- Remove apron and disposable gloves and wash hands thoroughly
- For an infected room the room should now be deep cleaned with TECCARE CONTROL CONCENTRATE DILUTED.
- Place cleaned hooks onto paper and pat dry. Fetch clean curtains, put clean hooks into curtains and re-hang
- Wash hands thoroughly.

NB Curtains should be changed when visibly soiled or when a patient with a diarrhoea or multi-resistant organism, such as MRSA, has been cared for.

TECcare Control Concentrate MUST always be diluted at 12ml for every 750ml RFU using the Pelican Pump dispenser. This, if fully depressed, will dispense 12ml. One pump for each 750ml RFU trigger spray bottle.
Four pumps for every 3 litres if using a bucket
PRODUCT: 
TECCARE CONTROL CONCENTRATE DILUTED 

PREPARATION: 
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle 

EQUIPMENT: 
750ml RFU Trigger Spray labelled for TECCARE CONTROL CONCENTRATE DILUTED, 
Paper roll, 
RED disposable cloth, 
Scourer, 
Disposable gloves 
Apron and eye protection, White paper roll. 

CLEANING FREQUENCY: 
As Required 

CLEANING METHOD: 
- Make up solution of TECcare Control Concentrate diluted at correct dilution rate using hand hot water in 750ml RFU Trigger Spray or bucket. 
- Dispose of any waste 
- Rinse off any gross soiling with warm water 
- Wipe or Spray total surface with solution of TECcare Control Concentrate Diluted. Wipe along edge of surface paying attention to under edges 
- Heavily stained items can be cleaned & sanitised using “TECCARE CONTROL CONCENTRATE DILUTED”. Use damp cloth or scourer & wipe surface until clean. Rinse with clean water & allow to air dry 
- Start at top and work downwards 
- Thoroughly clean area with scouring pad / disposable cloth 
- Allow surface to air dry 
- Dispose of cloth / scourers and dispose of all PPE immediately after use 
- Wash your hands after each procedure with soap & running water 

NB It is good practice that after cleaning complete and attach a sticker/tape to indicate when and by whom it was last cleaned.
CLEANING PROCEDURES MANUAL FOR KITCHEN USE

Method Statements for Staff

(Temporary document
May 2018)
Teccare

Teccare products are developed and made by TecCare. They are very efficient at killing bacteria with short contact times. They are chlorine and alcohol free. They are non toxic, non irritant and food safe and is residue free.

The products to be used in the kitchen are:

Teccare control – all round general use
Teccare heavy duty degreaser – for use on the floor and cleaning more stubborn areas such as ovens and hobs
Renovator – use occasionally for extra stubborn jobs and bringing up stainless steel surfaces
   It is also used as a toilet cleaner
   It can be used to remove surface scale around taps etc.
Teccare wipes – used for probe cleaning and wiping surfaces
Teccare hand soap – antibacterial for all hand washing

For the dishwasher continue to use your current preferred products (Evans/Proton etc)

Notes
Only use Teccare products in the correct solution
Always use the PPE advised on the packaging when using
Never mix chemicals – this is counter productive and may be dangerous
The table below is a summary of basic jobs, current product, Teccare product to be used

<table>
<thead>
<tr>
<th>Task</th>
<th>Current product</th>
<th>Teccare product</th>
<th>How to use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Floor mopping/cleaning</strong></td>
<td>Evans Lift</td>
<td><strong>Heavy duty degreaser</strong></td>
<td>Diluted – 1 pump dose to a litre of water – approx. 5 pumps per half bucket of hot water</td>
</tr>
<tr>
<td><strong>Stubborn cleaning tasks and Ovens (not MKN ovens)</strong></td>
<td>Evans Lift</td>
<td><strong>Heavy duty degreaser</strong></td>
<td>Use diluted – as above, once the cleaning is under control revert to using Teccare control</td>
</tr>
<tr>
<td><strong>General surface cleaning – all surfaces</strong></td>
<td>Evans Esteem</td>
<td><strong>Teccare control</strong> – as you use it more the more efficient it will be at controlling microbes Contact time -</td>
<td>Diluted – fill 750ml trigger bottle to water line then add one pump dose of Teccare control – spray and wipe as required</td>
</tr>
<tr>
<td><strong>Probe cleaning</strong></td>
<td>Probe wipes</td>
<td><strong>Surface wipes</strong></td>
<td>Wipe probe – or other small objects with wipes before use</td>
</tr>
<tr>
<td><strong>Hand washing</strong></td>
<td>Evans -</td>
<td><strong>Teccare antibacterial hand soap</strong></td>
<td>Used via dispenser</td>
</tr>
<tr>
<td><strong>Hand washing up</strong></td>
<td>Evans – Qsol/washing up liquid</td>
<td>Currently no change</td>
<td>In dilution as required</td>
</tr>
<tr>
<td><strong>Descaling around taps etc</strong></td>
<td>Descale</td>
<td><strong>Renovator</strong></td>
<td>Use neat – use PPE</td>
</tr>
<tr>
<td><strong>Cleaning stubborn areas – e.g. hobs, fryers, pans</strong></td>
<td><strong>Renovator</strong></td>
<td></td>
<td>Use neat, with scouring pad – use PPE</td>
</tr>
<tr>
<td><strong>Drains</strong></td>
<td>Lift</td>
<td><strong>Renovator</strong></td>
<td>Pour a little (egg cup size) down the sink at the end of the day to keep drains clear – weekly or more often if required</td>
</tr>
<tr>
<td><strong>Toilet rims and toilets</strong></td>
<td>Evans – Hi phos</td>
<td><strong>Renovator</strong></td>
<td>Use as a traditional toilet cleaner – use neat to coat toilet bowl around rim and wipe over seat etc.</td>
</tr>
<tr>
<td><strong>MKN ovens</strong></td>
<td>Own brand cleaner</td>
<td><strong>MKN own brand cleaner</strong></td>
<td>As per manufacturers instructions – on clean cycle</td>
</tr>
</tbody>
</table>
PRODUCT:
TECcare Control Concentrate - Diluted Solution
TECcare Hard Surface Wipes
Renovator
Heavy Duty Degreaser
Hand soap

PREPARATION:
1 Pump x TECcare Control Concentrate plus water in 750ml trigger spray bottle
1 Pump to every litre - half full bucket is 4 litres or full bucket is 8 litres
Cleaning probes and small items/surfaces – Hard Surface Wipes
Renovator 1 litre container. – use neat (separate bottle for kitchen and toilet use)

EQUIPMENT:
Paper Towel or Disposable Cloth, Green Mop & Bucket,
Disposable Gloves & Aprons

CLEANING FREQUENCY:
As required and at least daily
Renovator – use weekly or as required.

CLEANING METHOD:
- Visually check area remove any debris, sweep floor.
- Check and empty any litter bins
- Check and re-stock soap, toilet paper and paper towel dispensers
- Spray diluted TECcare Concentrate from 750ml trigger spray or Hard Surface Wipes on all hard surface areas to be cleaned (walls, tiles, sinks, fridges, partitions, bins, dispensers, shelves etc.)
- Pay particular attention to door handles, light switches (spray onto a cloth – do not spray directly onto switches or use wipes) Always start at the top and work your way down.
- Wipe areas and allow to air dry
- Make up solution of TECcare Heavy Duty Degreaser in bucket at required dilution and Wet Mop Floor areas.
- Use Renovator (neat) or Heavy Duty Degreaser for stubborn areas such as ovens and fryers
- Use renovator for areas around taps which may scale up and on stainless surfaces for an extra clean/ bring back surface shine

Remember -
- Ensure Mops, Cloths/Wipes, Buckets etc used in the kitchen are not used in staff toilets – keep separate cloths to avoid cross contamination.
- Change cleaning solution as soon as water becomes soiled.
  Make sure all drains are clear and draining properly and free of malodour pour a little Renovator down the plug hole at the end of shift (weekly or more often as required)
- Check mirrors for smears and use “Diluted TECcare Control Trigger Spray”.
- Check that all cleaning equipment is clean and mops air dried daily – do not store head down in the bucket
CLEANING OF FOOD TROLLEYS

PRODUCT
Teccare control – diluted in trigger spray
Heavy Duty Degreaser for stubborn areas – diluted 1 pump dose per litre of water

CONCENTRATION
1 pump dose per 750ml bottle

EQUIPMENT
Cloths, scourers

CLEANING FREQUENCY
Daily/After Use

CLEANING METHOD
- Remove heavy food residues.
- Use Teccare control to spray over and wipe clean
- For areas with stubborn dirt use the Heavy Duty Degreaser (diluted) with a green scourer
- Pay particular attention to sliding door channels, door handles, shelving and interior surfaces.
- Allow to dry.

Remember
- Switch off power supply before commencing cleaning.
- Dry all surfaces with a clean paper towel.
- For heated trolleys ensure power supply is disconnected before commencing cleaning.
- Avoid using excess water, particularly around electric plug connections.
- Occasionally clean with Renovator to bring up surface shine
EMPTY CLEAN AND RELINE WASTE BINS & CONTAINERS

PRODUCT:
Teccare control

PREPARATION:
(1 x pelican pumps plus water in 750ml trigger spray bottle)

EQUIPMENT:
Cloth, 750ml trigger spray bottle

CLEANING FREQUENCY:
DAILY

CLEANING METHOD:
- Empty waste bin / container
- Brush surrounding floor and remove debris
- Make up solution using water in 750ml trigger spray
- Spray and wipe interior and exterior surfaces.
- Allow to air dry
- Replace liner

Remember –
- For small areas spray onto cloth and wipe
- Hands should be decontaminated after each procedure to prevent cross infection
PRODUCT:
TECcare Renovator

PREPARATION:
Undiluted from 1 litre angle necked bottle

EQUIPMENT:
Toilet bowl brush
Safety glasses, disposable gloves & aprons

CLEANING FREQUENCY:
As required but at least DAILY

CLEANING METHOD:
- With the toilet seat & lid down, flush the toilet
- Lift toilet seat & lid and using the toilet brush, push water around the ‘S’ bend to lower the water level
- Apply ‘Renovator’ squirting a solid stream along the top of the inside flushing edge and allowing the cleaner to run down the inside of the bowl
- Agitate water in bowl with brush and thoroughly scrub all surfaces
- Leave for as long as possible, at least 1 minute
- Flush with clean water, rinsing toilet brush in the clean water
- Replace toilet bowl brush in holder

Remember -
- Ensure toilet bowl brush is only used in the one toilet area to avoid cross contamination
- Clean toilet seat & lid with diluted "TECcare Diluted Concentrate Spray" from trigger spray
- If toilet bowl brush becomes worn or heavily stained replace immediately
- The toilet brush holder should be cleaned with "TECcare Diluted Concentrate"
- Dispose of PPE after each clean and decontaminate hands

"Renovator" can be used to remove scale deposits from a variety of hard surfaces including porcelain, stainless steel, chrome, ceramic & quarry tiles.
Appendix 1.

DEEP CLEAN – USE OF VORTEC

Equipment:
Do Not Enter Tape,
Disposable gloves,
Colour coded apron,
VorTEC Machine,
VorTEC Cartridges,
Cover for smoke alarm.
Respirator A1P2

CLEANING METHOD:

- Put on appropriate colour coded apron and put on disposable gloves
- Ensure all windows are closed
- Cupboard doors are open
- Drawers are open
- Bathroom door open where applicable
- Any food stuffs removed and disposed off
- Any personal effects (toothbrush, dentures etc) are removed and cleaned/decontaminated separately using TECcare control concentrate followed by a thorough rinse
- Set up VorTEC as per instruction leaflet choosing appropriate programme
- Switch on and prime
- Leave the room and seal the door with the tape provided
- Return to room as per the instruction leaflet based on programme activated
- Open windows and close drawers
- Implement Full Clean protocol
- Remove VorTEC and return to central point

NB: In the case of infected rooms following a break our it would be best practice to sanitise the room using the VORTEC machine before relatives remove personal items from the room but account must be taken of the sensitivities of any given situation.
Appendix II – COSHH Risk Assessments

Please refer to HCC Care Quality Standards COSHH, No. SAFE S2-09 for further guidance regarding HCC Care expectations around compliance with Control of Substances Hazardous to Health Regulations 2002 (COSHH).
<table>
<thead>
<tr>
<th>Name of Hazardous Substance</th>
<th>TECcare PROTECT Skin &amp; Hand Wash</th>
<th>Task Used for</th>
<th>Washing of skin &amp; hands by direct application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>TECcare, Lymington, Hampshire. 01590 615232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please state method of use</td>
<td>Applied to hands via dispenser and rubbed over surface to cleanse. Rinse with water and dry.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Data Sheet</td>
<td>Yes</td>
<td>Date of Issue</td>
<td>14/10/2015 (Revision 2.)</td>
</tr>
<tr>
<td>Location</td>
<td>Attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must attach the safety data sheet to the end of this form.

<table>
<thead>
<tr>
<th>Known Exposure Levels (if applicable)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Risk Level (please select appropriate level)</td>
<td>Low</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Substance</th>
<th>Product is a pale yellow liquid of pH value 5.5-6.5, soluble in water, which is applied to the skin as a foam via dispensers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity of Substance?</td>
<td>Small Grams / ml</td>
</tr>
<tr>
<td>Stored</td>
<td>20 x 600ml bottles</td>
</tr>
<tr>
<td>Used</td>
<td>Very small quantities applied via dispensers from 500ml reservoir.</td>
</tr>
</tbody>
</table>

| Type of Hazard (please indicate which hazard) | N/A |

<table>
<thead>
<tr>
<th>Warning</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Over exposure symptoms</td>
<td>Inhalation: No known effects or symptoms in normal use.</td>
</tr>
<tr>
<td>Skin contact: No known effects or symptoms in normal use.</td>
<td></td>
</tr>
<tr>
<td>Eye contact: May cause temporary irritation.</td>
<td></td>
</tr>
<tr>
<td>Ingestion: No known effects or symptoms in normal use.</td>
<td></td>
</tr>
<tr>
<td>Likely Route of Entry</td>
<td>Inhalation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>List groups / individuals who may be exposed</td>
<td>All staff, service users and visitors through normal use, and if exposed to spillage.</td>
</tr>
<tr>
<td>List areas of use and exposure</td>
<td>Throughout premises.</td>
</tr>
<tr>
<td>State Health Surveillance required</td>
<td>Occupational Health Adviser notified</td>
</tr>
<tr>
<td>Notified to</td>
<td>When</td>
</tr>
<tr>
<td>Notified by</td>
<td></td>
</tr>
</tbody>
</table>

**Control Measures**
## COSHH ASSESSMENT

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can the exposure / use be eliminated / substituted?</td>
<td>No</td>
</tr>
<tr>
<td>Is air monitoring required?</td>
<td>No</td>
</tr>
<tr>
<td>Is Local Ventilation required?</td>
<td>No</td>
</tr>
<tr>
<td>Is there a documented working method on safe use and handling?</td>
<td>No</td>
</tr>
<tr>
<td>Please state arrangements for storage</td>
<td>Product is stored in sealed original containers, in locked cupboards where temperatures are between 0°C and 30°C</td>
</tr>
<tr>
<td>Please state personal protective equipment required (make, model, type, protection provided) (Section 7)</td>
<td>Not required – avoid contact with eyes.</td>
</tr>
<tr>
<td>Please state arrangements/measures for First Aid (Section 4)</td>
<td>Skin contact: Not relevant. Eye contact: Remove contact lenses, if present and easy to do and open eyelids wide apart. Continue to rinse with water for at least 15 minutes. If irritation persists after rinsing get medical attention promptly. Ingestion: Rinse mouth thoroughly with water. Get medical attention if any discomfort continues. Inhalation: Not relevant. Unlikely route of exposure as product does not contain volatile substances.</td>
</tr>
<tr>
<td>Please state arrangements for Fire (Section 5)</td>
<td>Product is not flammable. Suitable extinguishing media for the surrounding fire should be used. Water spray should be used to cool containers. Firefighters should wear positive pressure self-contained breathing apparatus.</td>
</tr>
<tr>
<td>Spillage consideration (Section 6)</td>
<td>When dealing with spillage avoid contact with the eyes. Small spillage: Flush away with plenty of water. Large spillage: Absorb with non-combustible absorbent material. Do not discharge into drains, or watercourses, or into ground.</td>
</tr>
<tr>
<td>Disposal consideration (Section 13)</td>
<td>Disposal of unwanted product should be arranged via approved waste contractor.</td>
</tr>
<tr>
<td>Special or other precautions (please state) (Section 16)</td>
<td></td>
</tr>
</tbody>
</table>

**Date of Assessment** | **Review Date**
--- | ---
24/04/2018 | April 2019

**Name of Assessor**

**Name of Manager**
COSHH ASSESSMENT

<table>
<thead>
<tr>
<th>Name of Hazardous Substance</th>
<th>TECcare Renovator</th>
<th>Task Used for</th>
<th>Cleaning and descaling ceramic and stainless steel surfaces.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>TECcare, Lymington, Hampshire. 01590 615232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please state method of use</td>
<td>Dispensed directly from bottle. To be used to clean toilet bowls in conjunction with toilet brush, and to be used as cleaner for sinks / wash hand basins. Apply to surface, leave for 5 minutes, agitate, rinse away with water.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Data Sheet</td>
<td>Yes</td>
<td>Date of Issue</td>
<td>17/08/2016 (Revision 4.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location</td>
<td>Attached</td>
</tr>
</tbody>
</table>

You must attach the safety data sheet to the end of this form.

Known Exposure Levels (if applicable)

Overall Risk Level (please select appropriate level)

Low

Description of Substance

Blue viscous, non-oxidising liquid, with a ‘characteristic’ odour, which is soluble in water and most organic solvents, which has a flashpoint of 70°C.

Quantity of Substance?

<table>
<thead>
<tr>
<th>Stored</th>
<th>Small Grams / ml</th>
<th>Medium kilogram / litre</th>
<th>Large Tonne / cubic metre</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20 bottles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used</td>
<td>1 litre bottles</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Type of Hazard (please indicate which hazard)

Danger

Over exposure symptoms

- **Skin contact:** May cause irritation / redness at site of contact.
- **Eye contact:** May cause irritation and redness. Eyes may water profusely.
- **Ingestion:** May cause soreness and redness of mouth and throat.
- **Inhalation:** Exposure may cause coughing or wheezing.

Likely Route of Entry

<table>
<thead>
<tr>
<th>Inhalation</th>
<th>Ingestion</th>
<th>Skin</th>
<th>Eyes</th>
<th>Injection</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List groups / individuals who may be exposed

All care / housekeeping staff through normal use. All other staff / visitors if exposed to spillage.

List areas of use and exposure

Toilets, bathrooms, sluice rooms, bedrooms and other rooms with sinks / wash hand basins & store cupboards.

State Health Surveillance required

Occupational Health Adviser notified: No.

Notified to: When

Notified by:
## Control Measures

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can the exposure / use be eliminated / substituted?</td>
<td>No</td>
</tr>
<tr>
<td>Is air monitoring required?</td>
<td>No</td>
</tr>
<tr>
<td>Is Local Ventilation required?</td>
<td>No</td>
</tr>
<tr>
<td>Is there a documented working method on safe use and handling?</td>
<td>No</td>
</tr>
<tr>
<td>(Please attach a copy)</td>
<td></td>
</tr>
</tbody>
</table>

**Please state arrangements for storage**

Product stored at all times in sealed original containers. Products ‘in use’ kept in cool, locked, GA cupboards. ‘Stored’ product kept in cool, locked, ‘chemicals’ store.

**Please state personal protective equipment required (make, model, type, protection provided) (Section 7)**

Direct contact with the skin should be avoided. Impermeable gloves should be worn at all times and impermeable protective clothing and safety glasses should be worn where any risk of splashing exists.

**Please state arrangements/measures for First Aid (Section 4)**

Skin contact: Remove all contaminated clothes and footwear immediately, unless stuck to skin. Wash immediately with plenty of soap and water. Consult a doctor.

Eye contact: Bath the eye with running water for 15 minutes. Consult a doctor.

Ingestion: Wash out mouth with water. Consult a doctor.

Inhalation: Remove affected person from exposure, ensuring one’s own safety whilst doing so. Consult a doctor.

**Please state arrangements for Fire (Section 5)**

Product is not flammable, but in combustion emits toxic fumes. Suitable extinguishing media for the surrounding fire should be used. Water spray should be used to cool containers. Firefighters should wear positive pressure self-contained breathing apparatus, and protective clothing to avoid contact with skin / eyes.

**Spillage consideration (Section 6)**

Do not attempt to deal with a spillage without first putting on appropriate protective clothing and equipment as at Section 7 above. Turn leaking containers leak-side up to minimise further escape of product.

Small spillages: Clean up using cloth / mop and water.

Large spillages: Do not discharge into drains. Contain and absorb spillage with sand or dry earth. Transfer to a closable, labelled container and seal securely.

**Disposal consideration (Section 13)**

Disposal of unwanted product should be arranged via approved waste contractor.

**Special or other precautions (please state) (Section 16)**
## COSHH ASSESSMENT

<table>
<thead>
<tr>
<th>ASRACOSHH3</th>
<th>Dated</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>24/04/2018</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Assessment</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Assessor</td>
<td>Signature of Assessor</td>
</tr>
<tr>
<td>Name of Manager</td>
<td>Signature of Manager</td>
</tr>
</tbody>
</table>
**COSHH ASSESSMENT**

<table>
<thead>
<tr>
<th>Name of Hazardous Substance</th>
<th>TECcare PROTECT Skin Sanitiser</th>
<th>Task Used for</th>
<th>Sanitising of skin (hands) by direct application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>TECcare, Lymington, Hampshire. 01590 615232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please state method of use</td>
<td>Applied to hands via dispenser and rubbed over surface to sanitise – air dries.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Data Sheet</td>
<td>Yes</td>
<td>Date of Issue</td>
<td>14/10/2015 (Revision 2.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location</td>
<td>Attached</td>
</tr>
</tbody>
</table>

You must attach the safety data sheet to the end of this form

<table>
<thead>
<tr>
<th>Known Exposure Levels (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Risk Level (please select appropriate level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Substance</th>
<th>Product is a clear liquid of neutral pH value, soluble in water, which is applied to the skin as a foam via dispensers.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Quantity of Substance?</th>
<th>Small Grams / ml</th>
<th>Medium kilogram / litre</th>
<th>Large Tonne / cubic metre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stored</td>
<td>20 x 600ml bottles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used</td>
<td>Very small quantities applied via dispensers from 500ml reservoir.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Hazard (please indicate which hazard)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Classified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Over exposure symptoms</th>
<th>Inhalation: No known effects or symptoms in normal use.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Skin contact: No known effects or symptoms in normal use.</td>
</tr>
<tr>
<td></td>
<td>Eye contact: May cause temporary irritation.</td>
</tr>
<tr>
<td></td>
<td>Ingestion: No known effects or symptoms in normal use.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Likely Route of Entry</th>
<th>Inhalation</th>
<th>Ingestion</th>
<th>Skin</th>
<th>Eyes</th>
<th>Injection</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| List groups / individuals who may be exposed | All staff, service users and visitors through normal use, and if exposed to spillage. |
| List areas of use and exposure                | Throughout premises. |

| State Health Surveillance required | Occupational Health Adviser notified | No |
|                                  | Notified to | When |
|                                  | Notified by |       |

**Control Measures**
### COSHH ASSESSMENT

**ASRACOSH3**  
**Dated**: 24/04/2018  
**Unit Name**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can the exposure / use be eliminated / substituted?</td>
<td>No</td>
</tr>
<tr>
<td>Is air monitoring required?</td>
<td>No</td>
</tr>
<tr>
<td>Is Local Ventilation required?</td>
<td>No</td>
</tr>
<tr>
<td>Is there a documented working method on safe use and handling?</td>
<td>No</td>
</tr>
<tr>
<td>(Please attach a copy)</td>
<td></td>
</tr>
</tbody>
</table>

**Please state arrangements for storage**  
Product is stored in sealed original containers, in locked cupboards where temperatures are between 0°C and 30°C

**Please state personal protective equipment required (make, model, type, protection provided) (Section 7)**  
Not required – avoid contact with eyes.

**Please state arrangements/measures for First Aid**  
(Section 4)  
**Skin contact**: Not relevant.  
**Eye contact**: Remove contact lenses, if present and easy to do and open eyelids wide apart. Continue to rinse with water for at least 15 minutes. If irritation persists after rinsing get medical attention.  
**Ingestion**: Rinse mouth thoroughly with water. Get medical attention if any discomfort continues.  
**Inhalation** Not relevant. Unlikely route of exposure as product does not contain volatile substances.

**Please state arrangements for Fire**  
(Section 5)  
Product is not flammable. Suitable extinguishing media for the surrounding fire should be used. Water spray should be used to cool containers. Firefighters should wear positive pressure self-contained breathing apparatus.

**Spillage consideration**  
(Section 6)  
When dealing with spillage avoid contact with the eyes.  
**Small spillage**: Flush away with plenty of water.  
**Large spillage**: Absorb with non-combustible absorbent material. Do not discharge into drains, or watercourses, or into ground.

**Disposal consideration**  
(Section 13)  
Disposal of unwanted product should be arranged via approved waste contractor.

**Special or other precautions (please state)**  
(Section 16)  

<table>
<thead>
<tr>
<th>Date of Assessment</th>
<th>24/04/2018</th>
<th>Review Date</th>
<th>April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Assessor</td>
<td></td>
<td>Signature of Assessor</td>
<td></td>
</tr>
<tr>
<td>Name of Manager</td>
<td></td>
<td>Signature of Manager</td>
<td></td>
</tr>
</tbody>
</table>
## COSHH ASSESSMENT

<table>
<thead>
<tr>
<th><strong>Name of Hazardous Substance</strong></th>
<th>TECcare CONTROL (High Level Disinfectant Cleaner) Hard Surface Wipes</th>
<th><strong>Task Used for</strong></th>
<th>Cleaning and Disinfecting of all hard surfaces.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplier</strong></td>
<td>TECcare, Lymington, Hampshire. 01590 615232</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Please state method of use</strong></td>
<td>Moist wipes used to clean all hard surfaces by direct application. Remove wipe from tub / pouch. Re-seal tub / pouch. Wipe surface, allow surface to air dry. Wipes may be disposed of via normal waste.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Safety Data Sheet</strong></td>
<td>Yes</td>
<td>Date of Issue</td>
<td>11/04/2014 (Revision 2.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location</td>
<td>Attached</td>
</tr>
<tr>
<td><strong>You must attach the safety data sheet to the end of this form</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Known Exposure Levels (if applicable)**

**Overall Risk Level**

(please select appropriate level)

- Low

**Description of Substance**

Product takes the form of thin fabric wipes moistened with a diluted solution of TECcare CONTROL Concentrate, a clear colourless liquid. The product has a sweet odour.

**Quantity of Substance?**

<table>
<thead>
<tr>
<th>Small Grams / ml</th>
<th>Medium kilogram / litre</th>
<th>Large Tonne / cubic metre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stored</td>
<td>10 pouches / buckets</td>
<td></td>
</tr>
<tr>
<td>Used</td>
<td>Individual wipes from pouches or buckets each containing 225 wipes.</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Hazard**

(please indicate which hazard)

- N/A

**Over exposure symptoms**

- **Inhalation**: No known effects or symptoms in normal use.
- **Skin contact**: May be mild irritation at point of contact.
- **Eye contact**: May be irritation and redness.
- **Ingestion**: May be irritation of the throat.

**Likely Route of Entry**

<table>
<thead>
<tr>
<th>Inhalation</th>
<th>Ingestion</th>
<th>Skin</th>
<th>Eyes</th>
<th>Injection</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**List groups / individuals who may be exposed**

All staff, service users and visitors through normal use, and if exposed to spillage.

**List areas of use and exposure**

Throughout premises.

**State Health Surveillance required**

- Occupational Health Adviser notified: No
- Notified to: When
- Notified by: 

**Control Measures**

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### COSHH ASSESSMENT

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can the exposure / use be eliminated / substituted?</td>
<td>No</td>
</tr>
<tr>
<td>Is air monitoring required?</td>
<td>No</td>
</tr>
<tr>
<td>Is Local Ventilation required?</td>
<td>No</td>
</tr>
<tr>
<td>Is there a documented working method on safe use and handling?</td>
<td>No</td>
</tr>
<tr>
<td>Please state arrangements for storage</td>
<td>Product is stored in sealed original containers, away from direct heat sources / direct sunlight, in well ventilated areas, and not alongside strong acids or oxidising agents.</td>
</tr>
<tr>
<td>Please state personal protective equipment required (make, model, type, protection provided) (Section 7)</td>
<td>Not required – avoid contact with eyes.</td>
</tr>
</tbody>
</table>
| Please state arrangements/measures for First Aid (Section 4)             | Skin contact: There may be mild irritation at the point of contact. Wash immediately with plenty of soap and water.  
Eye contact: Bathe the eye with running water for at least 15 minutes.  
Ingestion: Wash mouth thoroughly with water.  
Inhalation Not relevant. |
| Please state arrangements for Fire (Section 5)                           | Water, Powder, CO2 or Foam extinguishers can be used. Water spray should be used to cool endangered containers. Firefighters should wear positive pressure self-contained breathing apparatus. |
| Spillage consideration (Section 6)                                      | Only very small spillages are likely. In this wipe / absorb spillage using mops / cloths appropriate to the location of the spillage and launder these in the normal way. Wipes lost through accident may be disposed of via normal waste. |
| Disposal consideration (Section 13)                                     | Disposal of unwanted product should be arranged via approved waste contractor. |
| Special or other precautions (please state) (Section 16)                |        |

**Date of Assessment**: 24/04/2018  
**Review Date**: April 2019  
**Name of Assessor**:  
**Signature of Assessor**:  
**Name of Manager**:  
**Signature of Manager**:
# COSHH ASSESSMENT

**ASRACOSH3** | **Dated** | **Unit Name**
---|---|---
24/04/2018 |  |

<table>
<thead>
<tr>
<th>Name of Hazardous Substance</th>
<th>TECcare CONTROL Concentrate</th>
<th>Task Used for</th>
<th>Diluted at rate of 12ml / litre of water, then used high level disinfectant cleaner for all surfaces.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>TECcare, Lymington, Hampshire. 01590 615232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please state method of use</td>
<td>Diluted with water at rate of 12ml of product into 1 litre of water. Pumps supplied with product dispense 12ml of product per depression. Diluted product is then used with cloths / mops from buckets, or with cloths / paper wipes from pre-filled spray bottles, or in carpet / floor cleaning machines, then allowed to air dry.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Data Sheet</td>
<td>Yes</td>
<td>Date of Issue</td>
<td>14/10/2015 (Revision 3.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location</td>
<td>Attached</td>
</tr>
</tbody>
</table>

You must attach the safety data sheet to the end of this form

<table>
<thead>
<tr>
<th>Known Exposure Levels (if applicable)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Risk Level</td>
<td>Low</td>
</tr>
<tr>
<td>Description of Substance</td>
<td>Product is a colourless, non-oxidising, liquid, soluble in water, with a characteristic odour.</td>
</tr>
<tr>
<td>Quantity of Substance?</td>
<td>Small Grams / ml</td>
</tr>
<tr>
<td>Stored</td>
<td>10 x 5 litre containers</td>
</tr>
<tr>
<td>Used</td>
<td>Individual 5L containers</td>
</tr>
</tbody>
</table>

| Type of Hazard (please indicate which hazard) |  |

**Warning**

| Over exposure symptoms | Skin contact: May be irritation at the site of contact. Eye contact: May be irritation and redness. Ingestion: May be irritation of the throat. Inhalation: No known effects or symptoms in normal use. |
|---|---|---|---|---|---|
| Likely Route of Entry | Inhalation | Ingestion | Skin | Eyes | Injection | Other |
| List groups / individuals who may be exposed | All staff through normal use, and service users and visitors if exposed to spillage. |
| List areas of use and exposure | Sluice Rooms, Laundry Rooms, Kitchen and Store Cupboards. |
| State Health | Occupational Health Adviser notified | No |
## COSHH ASSESSMENT

<table>
<thead>
<tr>
<th>Surveillance required</th>
<th>Notified to</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Control Measures

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can the exposure / use be eliminated / substituted?</td>
<td>No</td>
</tr>
<tr>
<td>Is air monitoring required?</td>
<td>No</td>
</tr>
<tr>
<td>Is Local Ventilation required?</td>
<td>No</td>
</tr>
<tr>
<td>Is there a documented working method on safe use and handling?</td>
<td>No</td>
</tr>
<tr>
<td>Control Measures</td>
<td></td>
</tr>
<tr>
<td>Please state arrangements for storage</td>
<td>Product is stored in sealed original containers, in locked well ventilated areas / cupboards away from heat and direct sunlight.</td>
</tr>
<tr>
<td>Please state personal protective equipment required (make, model, type, protection provided) (Section 7)</td>
<td>Wearing of personal protective equipment, i.e. appropriate clothing, gloves and eye protection is advised.</td>
</tr>
<tr>
<td>Please state arrangements/measures for First Aid</td>
<td><strong>Skin contact:</strong> Wash immediately with plenty of soap and water. If symptoms persist consult a doctor. <strong>Eye contact:</strong> Bathe the eye with running water for at least 15 minutes. If symptoms persists after rinsing consult a doctor. <strong>Ingestion:</strong> Rinse mouth thoroughly with water. Get medical attention if any discomfort continues. <strong>Inhalation</strong> Not relevant.</td>
</tr>
<tr>
<td>(Section 4)</td>
<td></td>
</tr>
<tr>
<td>Please state arrangements for Fire</td>
<td>Water, Powder, CO2 and Foam extinguishers can all be used. Water spray should be used to cool containers. Firefighters should wear positive pressure self-contained breathing apparatus.</td>
</tr>
<tr>
<td>(Section 5)</td>
<td></td>
</tr>
<tr>
<td>Spillage consideration (Section 6)</td>
<td>When dealing with spillage the wearing of personal protective equipment, i.e. appropriate clothing, gloves and eye protection is advised. <strong>Small spillage:</strong> Clean up / wash away with plenty of water. <strong>Large spillage:</strong> Do not discharge into drains, or watercourses, or into ground. Absorb with non-combustible absorbent material. Collect and dispose of as normal waste.</td>
</tr>
<tr>
<td>Disposal consideration (Section 13)</td>
<td>Disposal of unwanted product should be arranged via approved waste contractor.</td>
</tr>
<tr>
<td>Special or other precautions (please state) (Section 16)</td>
<td></td>
</tr>
<tr>
<td>Date of Assessment</td>
<td>Review Date</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>24/04/2018</td>
<td>April 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Assessor</th>
<th>Signature of Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Manager</td>
<td>Signature of Manager</td>
</tr>
</tbody>
</table>
### COSHH ASSESSMENT

<table>
<thead>
<tr>
<th>ASRACOSHH</th>
<th>Dated</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24/04/2018</td>
<td></td>
</tr>
</tbody>
</table>

#### Name of Hazardous Substance
TECcare CONTROL Single-use Misting System

#### Task Used for
High level disinfecting of areas / surfaces

#### Supplier
TECcare, Lymington, Hampshire. 01590 615232

#### Please state method of use
Dispensed into non-ventilated room / space from single-use aerosol. Dries in air.

#### Safety Data Sheet
Yes

#### Date of Issue
14/10/2015

#### Revision
(Revision 4.)

#### Location
Attached

---

**You must attach the safety data sheet to the end of this form**

#### Known Exposure Levels (if applicable)

#### Overall Risk Level (please select appropriate level)
Low

#### Description of Substance
Product is a clear colourless non-oxidising liquid with a characteristic odour dispensed as a fine mist.

#### Quantity of Substance?

<table>
<thead>
<tr>
<th></th>
<th>Small Grams / ml</th>
<th>Medium kilogram / litre</th>
<th>Large Tonne / cubic metre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stored</td>
<td>150/250/450ml aerosols</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used</td>
<td>Individual unit as above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Type of Hazard (please indicate which hazard)
Not Classified

---

#### Over exposure symptoms
- **Skin contact:** There may be mild irritation at the site of contact.
- **Eye contact:** There may be irritation and redness.
- **Ingestion:** There may be irritation of the throat.
- **Inhalation:** No known effects or symptoms in normal use.

#### Likely Route of Entry

<table>
<thead>
<tr>
<th></th>
<th>Inhalation</th>
<th>Ingestion</th>
<th>Skin</th>
<th>Eyes</th>
<th>Injection</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### List groups / individuals who may be exposed
- Housekeeping staff through normal use. Other staff, service users and visitors if exposed to spillage / accidental release.

#### List areas of use and exposure
Throughout premises.

#### State Health Surveillance required
- Occupational Health Adviser notified: No
- Notified to: When
- Notified by: 

---

### Control Measures

Can the exposure / use be eliminated / substituted? **No**
## COSHH ASSESSMENT

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is air monitoring required?</td>
<td>No</td>
</tr>
<tr>
<td>Is Local Ventilation required?</td>
<td>No</td>
</tr>
<tr>
<td>Is there a documented working method on safe use and handling?</td>
<td>No</td>
</tr>
<tr>
<td>(Please attach a copy)</td>
<td></td>
</tr>
<tr>
<td>Please state arrangements for storage</td>
<td>Product is stored in tightly closed original containers, in locked cupboards away from direct sunlight and heat sources.</td>
</tr>
<tr>
<td>Please state personal protective equipment required (make, model, type, protection provided) (Section 7)</td>
<td>Wearing of personal protective clothing, gloves and eye/face protection is advised.</td>
</tr>
<tr>
<td>Please state arrangements/measures for First Aid</td>
<td><strong>Skin contact:</strong> There may be mild irritation at the site of contact. Wash immediately with plenty of soap and water. If symptoms persist consult a doctor. <strong>Eye contact:</strong> There may be irritation and redness. If so bathe eye with running water for 15 minutes. If symptoms persist consult a doctor. <strong>Ingestion:</strong> There may be irritation of the mouth / throat. Wash out mouth. <strong>Inhalation</strong> Not relevant.</td>
</tr>
<tr>
<td>(Section 4)</td>
<td></td>
</tr>
<tr>
<td>Please state arrangements for Fire</td>
<td>Water spray, powder, CO2 or foam extinguishers can be used. Water spray should be used to cool containers. Firefighters should wear positive pressure self-contained breathing apparatus.</td>
</tr>
<tr>
<td>(Section 5)</td>
<td></td>
</tr>
<tr>
<td>Spillage consideration (Section 6)</td>
<td>When dealing with spillage wearing of personal protective clothing, gloves and eye/face protection is advised. <strong>Small spillage:</strong> Dilute with water and mop / wipe up. <strong>Large spillage (unlikely):</strong> Do not allow to enter waters without treatment. Inform relevant authorities in the event of contamination of water or sewage systems. Contain and absorb spillage with absorbent material. Transfer to a closable, labelled container and seal securely. Dispose of contaminated absorbent material as waste.</td>
</tr>
<tr>
<td>Disposal consideration (Section 13)</td>
<td>Disposal of unwanted product should be arranged via approved waste contractor.</td>
</tr>
<tr>
<td>Special or other precautions (please state) (Section 16)</td>
<td></td>
</tr>
</tbody>
</table>

**Date of Assessment** 24/04/2018  **Review Date** April 2019

**Name of Assessor**  **Signature of Assessor**

**Name of Manager**  **Signature of Manager**
# COSHH ASSESSMENT

**Name of Hazardous Substance**
TECcare Heavy Duty Degreaser  
(This assessment relates to ‘concentrated’ product. Product in diluted form is not classified as hazardous to health – diluted product may cause minor irritation to those with heightened sensitivity levels and as such PPE as detailed below is still advised.)

**Task Used for**
Diluted at rate of 12ml/litre of water, then used as heavy duty degreasing cleaner on hard surfaces.

**Supplier**
TECcare, Lymington, Hampshire. 01590 615232

**Please state method of use**
Suitable for use on hard surface such as glass, metal, plastic, tiles and painted / sealed wood. Diluted with water at rate of 12ml of product into 1 litre of water. Pumps supplied with product dispense 12ml of product per depression. Diluted product is then used with cloths / mops from buckets, or with cloths / paper wipes from pre-filled spray bottles, then allowed to air dry.

**Safety Data Sheet**
Yes  
Date of Issue: 14/10/2015 (Revision 3.)  
Location: Attached

You must attach the safety data sheet to the end of this form

**Known Exposure Levels (if applicable)**

**Overall Risk Level (please select appropriate level)**
Low

**Description of Substance**
Product is a colourless, non-oxidising, liquid, soluble in water, with a characteristic odour.

**Quantity of Substance?**

<table>
<thead>
<tr>
<th>Small Grams / ml</th>
<th>Medium kilogram / litre</th>
<th>Large Tonne / cubic metre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stored</td>
<td>10 x 5 litre containers</td>
<td></td>
</tr>
<tr>
<td>Used</td>
<td>Individual 5L containers</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Hazard (please indicate which hazard)**

**Danger**

**Over exposure symptoms**
- **Skin contact:** May be irritation and redness at the site of contact.
- **Eye contact:** May be pain and redness. Eyes may water profusely. May be severe pain. Vision may become blurred. May cause permanent damage.
- **Ingestion:** May be soreness and redness of the mouth and throat. Nausea and stomach pain may occur.
- **Inhalation:** There may be irritation of the the throat with a feeling of tightness in the chest

**Likely Route of Entry**

<table>
<thead>
<tr>
<th>Inhalation</th>
<th>Ingestion</th>
<th>Skin</th>
<th>Eyes</th>
<th>Injection</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## COSHH ASSESSMENT

<table>
<thead>
<tr>
<th>List groups / individuals who may be exposed</th>
<th>All staff through normal use, and service users and visitors if exposed to spillage.</th>
</tr>
</thead>
<tbody>
<tr>
<td>List areas of use and exposure</td>
<td>Kitchen and Store Cupboards.</td>
</tr>
<tr>
<td>State Health Surveillance required</td>
<td>Occupational Health Adviser notified</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Notified to</td>
<td>When</td>
</tr>
<tr>
<td>Notified by</td>
<td></td>
</tr>
</tbody>
</table>

### Control Measures

<table>
<thead>
<tr>
<th>Can the exposure / use be eliminated / substituted?</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is air monitoring required?</td>
<td>No</td>
</tr>
<tr>
<td>Is Local Ventilation required?</td>
<td>No</td>
</tr>
<tr>
<td>Is there a documented working method on safe use and handling?</td>
<td>No</td>
</tr>
</tbody>
</table>

#### Please state arrangements for storage

Product is stored in sealed original containers, in locked well ventilated areas / cupboards away from heat and direct sunlight.

#### Please state personal protective equipment required (make, model, type, protection provided) (Section 7)

Avoid direct contact with the product. Wear personal protective equipment, i.e. appropriate clothing, apron, gloves and eye / face protection.

#### Please state arrangements/measures for First Aid (Section 4)

**Skin contact:** Remove all contaminated clothes and footwear immediately unless stuck to skin. Wash immediately with plenty of soap and water.

**Eye contact:** Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination.

**Ingestion:** Wash out mouth with water. Do not induce vomiting. If conscious, give half a litre of water to drink immediately. Consult a doctor.

**Inhalation:** Remove casualty from exposure ensuring one's own safety whilst doing so.

#### Please state arrangements for Fire (Section 5)

Product is not flammable. Suitable extinguishing media for the surrounding fire should be used. Water spray should be used to cool containers. Firefighters should wear positive pressure self-contained breathing apparatus. **Emits toxic fumes in combustion.**
When dealing with spillage wear personal protective equipment, i.e. appropriate clothing, apron, gloves and eye /face protection. Turn leaking containers leak-side up to prevent further escape of liquid.

**Small spillage:** Clean up / wash away with plenty of water.

**Large spillage:** Mark out the contaminated area with signs and prevent access to unauthorised personnel. Do not discharge into drains, or watercourses. Absorb with dry earth or sand. Transfer to a closable, labelled container and arrange disposal via approved waste contractor.

---

**Disposal consideration** (Section 13)

Disposal of unwanted product should be arranged via approved waste contractor.

---

**Special or other precautions (please state)** (Section 16)

---

<table>
<thead>
<tr>
<th>Date of Assessment</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/04/2018</td>
<td>April 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Assessor</th>
<th>Signature of Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Manager</th>
<th>Signature of Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name of Hazardous Substance</strong></td>
<td>TECcare VorTEC Fluid</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>Supplier</strong></td>
<td>TECcare, Lymington, Hampshire. 01590 615232</td>
</tr>
<tr>
<td><strong>Please state method of use</strong></td>
<td>Dispensed into non-ventilated room / space from mechanical atomiser. Dries in air.</td>
</tr>
<tr>
<td><strong>Safety Data Sheet</strong></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quantity of Substance?</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Stored</strong></td>
<td>1L cartridges x 4</td>
</tr>
<tr>
<td><strong>Used</strong></td>
<td>Individual unit as above</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Type of Hazard</strong></td>
<td>Not Classified</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Likely Route of Entry</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>List groups / individuals who may be exposed</strong></td>
<td>Housekeeping staff through normal use. Other staff, service users and visitors if exposed to spillage / accidental release.</td>
</tr>
<tr>
<td><strong>List areas of use and exposure</strong></td>
<td>Throughout premises.</td>
</tr>
<tr>
<td><strong>State Health Surveillance required</strong></td>
<td>Occupational Health Adviser notified</td>
</tr>
<tr>
<td><strong>Notified to</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Notified by</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Control Measures**
# COSHH ASSESSMENT

## Can the exposure / use be eliminated / substituted?
- **No**

## Is air monitoring required?
- **No**

## Is Local Ventilation required?
- **No**

## Is there a documented working method on safe use and handling?
- **No**

### Please state arrangements for storage
- Product is stored in tightly closed original containers, in locked cupboards away from direct sunlight and heat sources.

### Please state personal protective equipment required (make, model, type, protection provided) (Section 7)
- Wearing of personal protective clothing, gloves and eye/face protection is advised.

### Please state arrangements/measures for First Aid (Section 4)
- **Skin contact:** There may be mild irritation at the site of contact. Wash immediately with plenty of soap and water. If symptoms persist consult a doctor.
- **Eye contact:** There may be irritation and redness. If so bathe eye with running water for 15 minutes. If symptoms persist consult a doctor.
- **Ingestion:** There may be irritation of the mouth / throat. Wash out mouth.
- **Inhalation:** Not relevant.

### Please state arrangements for Fire (Section 5)
- Water spray, powder, CO2 or foam extinguishers can be used. Water spray should be used to cool containers. Firefighters should wear positive pressure self-contained breathing apparatus.

### Spillage consideration (Section 6)
- When dealing with spillage wearing of personal protective clothing, gloves and eye/face protection is advised.
- **Small spillage:** Dilute with water and mop / wipe up.
- **Large spillage (unlikely):** Do not allow to enter waters without treatment. Inform relevant authorities in the event of contamination of water or sewage systems. Contain and absorb spillage with absorbent material. Transfer to a closable, labelled container and seal securely. Dispose of contaminated absorbent material as waste.

### Disposal consideration (Section 13)
- Disposal of unwanted product should be arranged via approved waste contractor.

### Date of Assessment
- **24/04/2018**

### Review Date
- **April 2019**

### Name of Assessor
- **Signature of Assessor**
<table>
<thead>
<tr>
<th>Name of Manager</th>
<th>Signature of Manager</th>
</tr>
</thead>
</table>

COSHH ASSESSMENT

ASRACOSHH3  
Dated 24/04/2018  
Unit Name

Name of Manager  
Signature of Manager
<table>
<thead>
<tr>
<th>Risk Assessment of:</th>
<th>The TECcare CONTROL rapid misting system is a non-powered, single-use, safe, compact, portable, broad spectrum disinfectant.</th>
<th>Risk Ranking</th>
<th>LOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the Hazards?</td>
<td>Who might be harmed?</td>
<td>What precautions are already in place?</td>
<td>Risk Level</td>
</tr>
<tr>
<td>Not preparing before room prior to Misting.</td>
<td>Staff, Residents, Visitors</td>
<td>Close Windows, open cupboards and draws [remove any foods/drinks] and ensure the tape in close at hand, to seal door immediately once the canister has been set off. The authorized staff member is required to wear an AP1 respirator face mask before canister is triggered. Place canister in the holder on an elevated level of 1 metre from room corner pointing into room void.</td>
<td>LOW</td>
</tr>
<tr>
<td>Inhalation of Single Use Misting System Vapour</td>
<td>Staff, Residents, Visitors</td>
<td>SETTING OF CANISTER Ensure when staff set off canister you are facing away and not to stand over the nozzle of the canister. Close door immediately and seal door with the tape. Place a sign on door to show what time the canister was set off and do not return to room for 1 hour, returning to room after 1 hour an AP1 respirator face mask must be worn to open a window, then leave and return is 15 minutes to ensure room is well ventilated.</td>
<td>LOW</td>
</tr>
<tr>
<td>Electrocution</td>
<td>Staff, Residents, Visitors</td>
<td>Electrical appliances must be turned off and unplugged, plug socket at wall turned off before misting commences.</td>
<td>LOW</td>
</tr>
<tr>
<td>Storage</td>
<td>Staff, Residents, Visitors</td>
<td>Canister to be stored in a cool room, temperature not to exceed 50oC</td>
<td>LOW</td>
</tr>
<tr>
<td>COSHH</td>
<td>Staff, Residents, visitors.</td>
<td>COSHH Assessment available in COSHH folder, location Registered Managers Office along with DATA</td>
<td>LOW</td>
</tr>
<tr>
<td>Date of Assessment</td>
<td>Name of Assessor</td>
<td>Name of Manager</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>03.05.18</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review Date Annually or when changes occur</th>
<th>Signature of Assessor</th>
<th>Signature of Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Assessment of:</td>
<td>USE OF VorTEC MACHINE AND VorTEC FLUID</td>
<td>Risk Ranking</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>What are the Hazards?</strong></td>
<td>Who might be harmed?</td>
<td>What precautions are already in place?</td>
</tr>
<tr>
<td>Injury from transporting/moving/storage item. M&amp;H Injury [back, neck and wrist]</td>
<td>STAFF, CLIENTS, VISITORS</td>
<td>Moving and handling of objects training provided. VorTEC machine to remain on sack truck provided. VorTEC machine and sack truck secured in a locked room when not in use.</td>
</tr>
<tr>
<td>MISSUSE OF MACHINE</td>
<td>STAFF, CLIENTS, VISITORS</td>
<td>All staff who are required to operate the VorTEC machine must receive information and guidance in correct operation and safe use. User instructions to be left with the machine at all times. The VorTEC operating instructions must be read and the requirements for General Precautions (page 4) and the Important Safety Notices (page 8) fully adhered to.</td>
</tr>
<tr>
<td>INHALATION OF VorTEC VAPOUR</td>
<td>STAFF, CLIENTS, VISITORS</td>
<td>People must not enter room whilst the VorTEC is in operation. The room being cleaned must be sealed (airtight) using warning tape and clearly indicated as a hazardous area and should not be entered. When the VorTEC has</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Place sign to clearly state that the room is being fogged and write the time so staff know when they can re-enter the bedroom.</td>
</tr>
</tbody>
</table>
completed its cycle (refer to operating instructions for cycle duration) the room should be left undisturbed for a further 30 mins, before an authorised staff member may enter and open a window in the room. The door to the room must be closed and resealed after leaving and no one else should be permitted to enter for a further 4 hours.

| COSHH     | Staff, Residents and visitors. | MSDS available along with task COSHH assessment. An AP1 Respirator is required if entering the room before the disinfection cycle has been completed. | LOW | Face Mask available in Maintenance Cupboard and placed on VorTEC Trolley. VorTEC Liquid is held in the Chemical Cupboard on Residential.

Date of Assessment 03.0518
Name of Assessor
Name of Manager

Review Date Annually or when changes occur
Signature of Assessor
Signature of Manager