



## Policies and procedures

### Cleaning

This audit module is designed to be used when you want to determine how your systems, policies, procedures and processes support the maintenance of a clean environment.

It looks at how the policies and procedures regarding your ward's cleaning schedule optimise an older patient's care, noting that cleaning may be a service that is outsourced by the health service, therefore the ability to alter cleaning policies and procedures may be indirect.

You may use this audit module on its own or as part of an audit of other aspects of policy and procedure, or of the physical space.

This audit module contains 8 questions and will take approximately 20-30 minutes to complete.

Some questions may not be relevant. Where this is the case, there is an option to select 'not applicable,' however please complete as many questions as possible to conduct a thorough audit.

A notes section is provided underneath each question to record any additional information or prompts for action that you identify while carrying out the audit.

Information, recommendations and suggested strategies to address any issues are provided below each question.

When you have completed the audit, please keep it for your reference. You may wish to use it to create your own action list, or to use the information to educate staff about the role of the environment in patient care.

If you want to audit more than one location, please print a new copy of this module and complete the audit again for the new location.



Name \_\_\_\_\_ Date \_\_\_\_\_

Hospital \_\_\_\_\_

Additional information \_\_\_\_\_

### Cleaning

**1. Do your policies and procedures ensure that cleaning is conducted to not only maintain cleanliness but also to maintain a safe environment?**

- Yes** - *Correct* - Cleaning needs to be conducted regularly to maintain a safe environment and minimise hazards for patients, visitors and staff.
- No** - Cleaning needs to be conducted regularly to maintain a safe environment and minimise hazards for patients, visitors and staff. Consider changing cleaning frequency or procedures to achieve this.
- N/A**

**Notes**

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**2. Is cleaning timetabled so that disturbance to patients is minimal?**

- Yes** - *Correct* - Cleaning should, where possible, occur at a time and in a manner that will cause the least disturbance to patients (e.g. avoid loud cleaning like vacuuming during rest times).
- No** - Cleaning should, where possible, occur at a time and in a manner that will cause the least disturbance to patients (e.g. avoid loud cleaning like vacuuming during rest times). Consider altering cleaning schedules to allow for this.
- N/A**

**Notes**

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**3. Do cleaning procedures take into account safety of patients, visitors and staff? For example, minimising the risk of slipping on wet surfaces or tripping over cleaning equipment.**

- Yes** - *Correct* - Cleaning should be carried out safely to minimise the risk of patient, visitor and staff injuries.
- No** - Cleaning should be carried out safely to minimise the risk of patient, visitor and staff injuries.
- N/A**

**Notes**

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**4. Do cleaning staff receive induction on the role they play in maintaining a safe environment for older patients?**

- Yes** - *Correct* - Cleaning staff and contractors play an important role in the team and benefit from education on optimising the environment for older patients. They should also be encouraged to report any concerns to mitigate potential risks.
- No** - Cleaning staff and contractors may not be aware of the important role they can play in optimising the environment for older patients and can benefit from education. They play an important role in the team and can be encouraged to report any concerns to mitigate potential risks. Induction points could include ensuring mobility aids that may be moved in the cleaning process are returned to the patient bedside; any bathroom assistive equipment is replaced after cleaning; ensuring the removal of cleaning/warning signs once an area is ready for use; the process for reporting hazards/raising issues.
- N/A**

**Notes**

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**5. Do cleaning policies and procedures provide clear direction for managing any urgent cleaning needs?**

- Yes** - *Correct* - Cleaning procedures should allow for prompt cleaning of hazards as they arise (e.g. spills, leaks and biohazards).



**No** - Cleaning procedures should allow for prompt cleaning of hazards as they arise (e.g. spills, leaks and biohazards). Find out how to manage such issues and document/communicate to all staff.

**N/A**

**Notes**

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**6. Is appropriate cleaning equipment available for all types of cleaning jobs, surfaces and furnishings?**

**Yes - Correct** - Some cleaning tasks or surfaces require special equipment (e.g. carpet cleaning equipment). Policy and procedures should allow for this equipment to be on hand and for the equipment to undergo regular scheduled maintenance.

**No** - Some cleaning tasks or surfaces require special equipment (e.g. carpet cleaning equipment). Policy and procedures should allow for this equipment to be on hand and for the equipment to undergo regular scheduled maintenance.

**N/A**

**Notes**

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**7. Is a clutter-free and tidy hospital environment maintained to allow for thorough, regular cleaning to take place?**

**Yes - Correct** - Cluttered and untidy environments increase the amount of cleaning that is needed and may be a barrier to cleaning areas safely and efficiently.

**No** - Cluttered and untidy environments increase the amount of cleaning that is needed and may be a barrier to cleaning areas safely and efficiently. Design policy and procedures that keep clutter and general mess to a minimum (e.g. designate storage areas, store equipment safely and create clear pathways).

**N/A**

**Notes**

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**8. Do your cleaning policies and procedures ensure that dangerous cleaning products and chemicals are stored securely and that exposure to them is minimised for safety of both cleaning staff and hospital users?**

**Yes - Correct** - Cleaning products and other chemicals should be stored securely and procedures for their safe use enforced at all times.

**No** - Cleaning products and other chemicals should be stored securely at all times. Procedures should be developed and enforced that minimise exposure to chemicals, including fumes, that take into account the safety of cleaning staff and hospital users.

**N/A**

**Notes**

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