CORNWALL EQUIPMENT LOAN SERVICE

Decontamination Policy's and Procedures for Cornwall Equipment Loan Service (CELS) Stores

CELS

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GENERAL OVERVIEW

1. RETURN OF USED EQUIPMENT

All equipment returned from the community will be treated as contaminated. The equipment should be placed in the clearly marked collection area in the Loan Equipment Department.

PROTECTIVE CLOTHING MUST BE WORN AT ALL STAGES OF EQUIPMENT HANDLING AND CLEANING, SEE APPENDIX 1 (PROTECTIVE CLOTHING)

2. DECONTAMINATION OF EQUIPMENT

The equipment categorised as either soft or hard and the decontamination process varies accordingly. The following table gives examples of each type of equipment:

Hard:	Soft:
Hoists (Manual)	Mattresses
Wheelchairs	Cushions
Commodes	
Walking frames	
Crutches	

All electrical equipment should be categorised as soft.

Hard Equipment is to be appropriately stacked in the cages provided and wheeled into the decontamination machine (see section 1 for cleaning instructions).

The operator is to ensure that there are sufficient chemicals to complete the washing cycle.

Soft Equipment is transferred to the mattress shed upon receipt and stacked appropriately (see section 2 for cleaning instruction).

SORTING OF DECONTAMINATED EQUIPMENT

Hard equipment is sorted into three categories

- Decontaminated and ready for refurbishment
- Decontaminated and require refurbishment or repair.
- Equipment beyond refurbishment

- **EQUIPMENT BEYOND REFURBISHMENT**

Any equipment considered to be beyond serviceable repair or unsafe should be recorded and disposed of in the appropriately marked skip.

PROTECTIVE CLOTHING

All protective clothing will be supplied and must be worn to carry out any of the following duties:

Steam Cleaning:

- Protective Glasses
- Protective Jacket
- Protective trousers
- Disposable Mask
- Industrial Gloves
- Industrial Wellington Boots

Loading Automated Washer

- Disposable Apron
- Disposable Gloves
- Industrial Footwear

General use in refurbishment/cleaning

- Overalls
- Disposable Apron
- Disposable Gloves
- Industrial Footwear

Cleaning mattresses / cushions

- Disposable Apron
- Disposable Gloves
- Industrial Wellington boots

Unloading returned equipment from van

- Industrial Footwear
- Industrial Gloves
- Overalls

- Disposable Apron

Servicing / Maintenance of Equipment

- Industrial Footwear
- Industrial Gloves
- Overalls

This list is **not exhaustive** and staff should consult the supervisor or manager for advice if necessary.

CLEANING AND REPAIR OF WHEELCHAIRS AND METAL BED FRAMES

1. SAFETY EQUIPMENT TO BE WORN

See appendix one for appropriate clothing.

2. CLEANING

Wheelchairs and Hydraulic bed frames are to be steam cleaned with Biocidal solution and left to **dry** in the appropriate bay (Decontaminated Equipment), see **DECONTAMINATION of EQUIPMENT** sheet for further details.

3. INSPECTION AND OPERATION

Inspection of equipment to be carried out to manufacturers instruction. Where parts are damaged, inform the Manager or Supervisor who will arrange for the necessary parts to be repaired or replaced by a Maintenance Technician.

4. QUALITY CHECK

Ensure equipment has been thoroughly cleaned, all marks are removed and water is not trapped inside the frame.

5. STORAGE OF EQUIPMENT

Move equipment to appropriate storage area.

IF UNSURE OF ANY OF THE ABOVE PROCEDURES PLEASE CONSULT SUPERVISOR

CLEANING OF MANUAL HOISTS

1. SAFETY CLOTHING TO BE WORN

See Appendix one for appropriate clothing.

2. CLEANING

Manual hoists are steam cleaned with Biocidal solution and left to dry in the appropriate bay (Decontaminated Equipment), see **DECONTAMINATION of EQUIPMENT** sheet for further details.

3. QUALITY CHECK

Ensure equipment has been thoroughly cleaned and all marks removed. Remove mast from base and drain any trapped water.

4. COMPLETION OF CLEANING PROCESS

Hoist is to be taken to Maintenance Workshop for inspection / repair.

If unsure of any of the above procedures please consult Supervisor.

CLEANING EQUIPMENT WITH ADUSTABLE LEGS AND REMOVABLE PARTS:

- Adjustable Walking sticks
- Crutches
- Walking Frames
- Toilet Frames
- Devon High Back Chairs
- Adjustable Commodes
- Mowbery Toilet Seat
- Stools

1. **SAFETY CLOTHING TO BE WORN**

   See Appendix one for appropriate clothing.

2. **CLEANING**

   Contaminated equipment is to be placed in the automated washer. Remove equipment when cycle is complete and leave to dry in appropriate bay (Decontaminated Equipment). Equipment is transferred to the refurbishment workshop.

3. **SERVICING/REFURBISHMENT AND SAFETY CHECKS**

   a. Dismantle equipment to remove serviceable items such as legs, ferrules, clips etc (replace if required).

   b. Clean all parts with Biocidal solution as supplied.

      Wipe all parts of equipment in solution.

      Ensure all marks are removed.

   c. Check for damaged parts and replace with new if necessary.

   d. Reassemble equipment.

   e. Check equipment for safety, if considered unsafe dispose of equipment in accordance with the department's procedure.

4. **QUALITY CHECK**

   Ensure equipment has been thoroughly cleaned; all marks removed and is safe to be re-issued.

STORAGE OF EQUIPMENT

Move equipment to appropriate storage area.

If unsure of any of the above procedures please consult Supervisor.

CLEANING AND REPAIR OF CONSUMABLES:

- Bath Seat
- Bath Board
- Toilet Seat
- Back Rest

1. SAFETY CLOTHING TO BE WORN

See Appendix 1 for appropriate clothing.

2. CLEANING

Contaminated equipment is to be placed in the automated washer. Remove equipment when cycle is complete and leave to dry in appropriate bay (Decontaminated Equipment). Equipment is transferred to the refurbishment workshop.

3. SERVICING/REFURBISHMENT AND SAFETY CHECKS

a. Dismantle equipment to remove serviceable parts.

b. Clean all parts with Biocidal solution as required.

- Wipe all pipes of equipment in solution
- Ensure all marks are removed

c. Check for damaged parts and replace from stock as necessary.

d. Reassemble equipment.

e. Check equipment for safety, if considered unsafe dispose of equipment in accordance with the departments' procedures.

4. QUALITY CHECK

Ensure equipment has been thoroughly cleaned, and all marks removed and is safe to be reissued. Place clean equipment in polythene bag as supplied.

5. STORAGE OF EQUIPMENT

Move equipment to the appropriate storage area

If unsure of any of the above procedures please consult Supervisor.

CLEANING AND REPAIR OF ELECTRIC HOIST

1. SAFETY CLOTHING MUST BE WORN

See Appendix one for appropriate clothing

2. CLEANING

Electric hoists are to be wiped down with a solution of Biocidal and hot water detergent in accordance with the manufacturers instructions.

Wipe hoist down with clean water and disregard cloths in line with decontamination measures.

3. QUALITY CHECK

Ensure equipment has been thoroughly cleaned; all marks removed and is dry. Check that the battery charger and handset are complete.

4. STORAGE OF EQUIPMENT

Hoists are to be taken to Maintenance Department for servicing /repair by engineer.

If unsure of any of the above procedures please consult Supervisor.

SECTION TWO (2)

CLEANING AND REPAIR OF MATTRESSES AND CUSHIONS

1. SAFETY CLOTHING MUST BE WORN

See Appendix one for appropriate clothing

2. CLEANING

a. Remove Mattress or cushion from holding bay.

b. Place equipment on table in cleaning area.

c. Wash mattress or cushion with hot soapy water over 65’c, rinse with clean hot water.

d. Wash mattress or cushion with hot (above 65’c) solution of Milton Biocidal cleaner, rinse with clean water.

e. Wipe dry and place on drying line or rack.

f. Clean dynamic motor, if appropriate with alcohol wipes as supplied.

3. SERVICE / REPAIR

All electrical equipment is to be taken to maintenance technician for servicing.

4. QUALITY CHECK

Ensure equipment has been thoroughly cleaned; all marks removed and is dry before packing. Place equipment in polythene bag as supplied

5. STORAGE OF EQUIPMENT

Move equipment to appropriate area.

If unsure of any of the above procedures please consult Supervisor.