

The Royal Environmental Health Institute of Scotland



Elementary Cleaning and Disinfection Course

Syllabus

Minimum teaching time – 4½ hours

Elementary Cleaning and Disinfection Course

Course Aim: To provide candidates with knowledge of why cleaning and disinfection is crucial in maintaining a safe environment within a building and the good working practice necessary to allow this to be implemented.

Course introduction:

- Course tutor to introduce themselves, welcome candidates and state course title.
- Candidates to introduce themselves - brief overview of their cleaning role (if possible)
- Candidates expectation of the course i.e what do they want to gain from the course
- Course tutor to outline programme aim and state what the candidates will be able to do by the end of the course

All outcomes to be preceded by the words - By the end of the course candidates will be able to explain the following:

Outcome 1

Introduction to cleaning and disinfection

- The benefits of high standards of cleaning and disinfection
- The disadvantages and costs of poor standards of cleaning and disinfection.
- The legal and moral reasons for cleaning and disinfection.
- The role the employer and employee has in maintaining high standards.
- The requirement for an employer to provide sufficient and adequate facilities for safe cleaning and disinfection.

Outcome 2

Safety – hazards, risk and COSHH

- The relationship between hazards and risk and the importance of risk assessments.
- The importance of reporting safety hazards and faults in cleaning equipment to supervisors.
- The correct use of chemicals, COSHH & Safety data and recognise and explain the hazard symbols on chemicals.
- Recognising the importance of safety of self, others, premises and the wider environment
- The importance of keeping accurate records

Outcome 3

Standards in cleaning

- Describe what is meant by the term cleaning schedule, what it should contain and why it should be used
- Why must standards be set?
- How cleaning standards are monitored and who should monitor them
- The importance of high standards of personal hygiene when carrying out cleaning tasks

Outcome 4

Terms in cleaning

Explain and give examples of the following terms:

Activities:

- Cleaning – energy applied: Kinetic/Physical, Thermal, Chemical
- Disinfection
- Sterilising

Chemicals:

- Detergent
- Disinfectant – usage, BS numbers
- Bactericide
- Bactericidal detergent/sanitiser

Safe use instructions:

- Contact time
- Dilution rates

Contamination – types

Cross contamination – give examples

Outcome 5

Cleaning Equipment and Processes.

For the processes/methods of cleaning listed below candidates will be able to describe:

- The types of contamination that could be present in each process
- How the process can help prevent the spread of infection
- How ineffective cleaning methods can spread infection and be a source of contamination
- A system that can be put in place to prevent contamination and reduce cross-contamination
- Why cleaning equipment must be kept clean and well maintained
- Where the different processes/ methods of cleaning can be applied safely and effectively

Processes/ methods of Cleaning

- Dust control mopping
- Suction cleaning – hard and soft flooring
- Single mopping
- Double mopping
- Dusting and damp dusting
- Spray cleaning
- Floor buffing
- Machine scrubbing and drying
- High level cleaning
- Toilet cleaning/urinals and sinks
- Stain removal
- Waste disposal

Candidates should now be split into groups/pairs to work through the Elementary Cleaning and Disinfection work sheet (Time allowed 15 minutes plus feedback to group with presenter to confirm or coach answers)