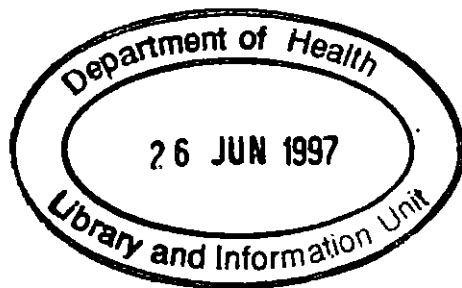




Report of Prisons Hygiene Policy Group

December 1996



REPORT OF PRISONS HYGIENE POLICY GROUP

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Report of Prisons Hygiene Policy Group

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nó trí aon díoltóir leabhar.

DUBLIN
PUBLISHED BY THE STATIONERY OFFICE
To be purchased directly from the
GOVERNMENT PUBLICATIONS SALE OFFICE,
SUN ALLIANCE HOUSE, MOLESWORTH STREET, DUBLIN 2,
or by mail order from
GOVERNMENT PUBLICATIONS, POSTAL TRADE SECTION,
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£5.50

• Government of Ireland 1997

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Preamble

Definition

The word 'hygiene' has been defined as "a set of principles, conditions or practices conducive to maintaining health; the principles and practice of health and cleanliness and the study of these principles".

Statement of Principle

Hygiene is a personal and a public health issue. Access to hygienic living and working conditions is a reasonable expectation of every person living or working in an Institution. Hygiene levels tell a lot about the state of organisation of an institution particularly so in the case of prisons and places of detention. Institutional arrangements in the Irish prison system should reflect this principle and should accord priority status to hygiene promotion among inmates and staff.

The Health Acts, 1947 – 1970, the Food Hygiene Regulations, 1950 – 1989 made thereunder and the Tobacco (Health Promotion and Protection) Act, 1988 are the main public health statutory provisions governing non-smoking areas and the preparation of food and inspection of food preparation areas in all premises catering to members of the general public.

These legal instruments enshrine national public health policy. However, for reasons of public administration and because of the exigencies of the prison service these statutes exempt prisons from inspection and are not enforceable in prison. This puts a special onus on prison administration to have an effective hygiene/control function and to reflect fully the spirit of this public health legislation in the prison environment.

Terms of Reference

The Prisons Hygiene Policy Group was established at the instigation of the then Minister for Justice, in September, 1993. The terms of reference of the Group were:

1. To review present arrangements for hygiene in our prisons and to recommend whatever procedural/operational changes are required to improve same;
2. To review the educational material/signage available in our prisons for staff and inmates;
3. To enhance personal hygiene, prevent infection and encourage good practice in the handling of food and beverages in our prisons;
4. To recommend and, as requested, by the Department, draft/commission appropriate new leaflets/posters/education programmes to promote hygiene in every aspect of the operation of our prisons.

Matters relating to 2 and 4 in the above terms of reference while discussed by the Group in depth are not dealt with directly in this Report. It is intended to deal with these at future meetings of the Group on implementation of the Report.

The membership of the Group is as follows:

Mr. Jim Woods
(Chairman)

Governor, Operational Co-ordination

Mr. Sean Aylward	Prisons Division, Department of Justice
Ms. Edith Bridcut	Pharmacist, Department of Justice
Mr. Bill Donohue	Governor II, Mountjoy Prison
Mr. Martin Hickey	Co-ordinator of Work and Training, Department of Justice
Mr. Michael Lawton	President, Prison Officers' Association
Mr. Tom Maguire	Prisons Division, Department of Justice
Ms. Breda Walshe	Prisons Division, Department of Justice (Secretary to the Group)

The Group wish to acknowledge the contribution made by Mr. Michael McMahon, Assistant Governor, Work and Training/Safety and Health, Department of Justice.

CHAPTER 1

Review Process

A questionnaire (a copy of which is at Appendix 1) was compiled and completed in association with the appropriate staff in each institution by the Chairman and Secretary of the Group.

Institutions were visited on the following dates:

1 November, 1993	St. Patrick's
2 November, 1993	Training Unit Arbour Hill
3 November, 1993	Mountjoy
9 November, 1993	Wheatfield
10 November, 1993	Shanganagh Castle Shelton Abbey
15 November, 1993	Portlaoise
18 November, 1993	Loughan House
25 November, 1993	Limerick
13 December, 1993	Cork
14 December, 1993	Fort Mitchel

The Group held meetings on the following dates:

3 September, 1993, 6 October, 1993, 20 December, 1993,
9 January, 1994, 9 February, 1994, 24 March, 1994, 28 April,
17 May, 27 June, 1994 and 1 February, 1995.

CHAPTER 2

Management Issues

1. To reflect the priority status of hygiene promotion in our system a hygiene Committee should be established in each institution chaired by the Assistant or Deputy Governor responsible for Health and Safety at the prison or other appropriate person of equivalent rank nominated by the Governor.
2. Minimum hygiene standards for all prisons and places of detention in relation to the general institution, catering and laundry, should be drawn up by CERT, adopted and implemented. See appendix 2 for the guidelines for implementation of the general institution standards. (Catering and laundry standards are already implemented).
3. All relevant prison staff should receive appropriate training in order that the standards outlined by CERT are maintained. Key personnel to receive training immediately.
4. All recruit training courses should include a briefing on hygiene to a standard required to maintain recommendations as drawn up by CERT.
5. A formal internal hygiene audit process should be established to operate in every prison and place of detention.

6. A complete hygiene audit by an external professional body (e.g. CERT) should be carried out every three years.
7. The Hygiene Policy Group should remain in place to monitor and review progress on the implementation of this Report's recommendations, report thereon to the Department and to make recommendations to the Department at least twice yearly.
8. The Chairman of the Hygiene Policy Group should, on behalf of the Group, make an annual visit to each institution to review the hygiene situation and discuss issues of concern with the relevant Governors.
9. Where blood spillages occur in any part of the prison precautions as at Appendix 3 should apply.

CHAPTER 3

Institutional Hygiene

1. Cleaning procedures should be prepared for all parts of the institution based on the hygiene standards in Appendix 2.
2. Responsibility for having these procedures carried out should be clearly assigned to the posts of class officer, workshop officer, education officer, gym officer, reception officer, grounds officer, etc. The staff filling these posts on various shifts should record on charts/ledgers that the procedures were carried out adequately.
3. Supervisory staff should ensure that the procedures are carried out by spot checking of the areas.
4. All cleaning equipment to be inspected regularly by the CTO and maintained in a serviceable condition. Any unserviceable equipment to be replaced immediately.
5. All staff with cleaning responsibility to be trained fully.
6. All offenders involved in cleaning to be trained fully in the safe and proper procedures.

CHAPTER 4

Catering Arrangements in Prisons

1. In order to have satisfactory standards of catering in the prisons it is essential to ensure that high standards of hygiene are complied with at all points in the food supply chain from the suppliers through the stores, the kitchen and the servery to the cell or dining room where the food is consumed.
2. All foodstuffs supplied to the prisons must when delivered conform fully with the detailed specifications that are set out in the Catering Operations Manual and procedures must be in place at each prison to ensure that this is the case.
3. The design of stores, kitchens and serveries and the ongoing maintenance of these facilities must be such as to provide surfaces and equipment that can be readily cleaned e.g. tiled walls and floors in good repair, stainless steel tabling, equipment that is accessible for cleaning, etc.
4. All vans, trollies, etc. used for transporting foodstuffs must be kept for that purpose exclusively and must be finished in materials that are non porous and can be readily cleaned (e.g. stainless steel).
5. The disposal of unconsumed food presents unique difficulties in prisons. Having regard to satisfactory experience in

their use at several prisons, it is now recommended that all prison kitchens be fitted with mechanical waste disposal units in the dishwash sections for the hygienic disposal of unconsumed foods. An incinerator should be provided at each institution and used as required. Skips, where used, should be emptied regularly.

6. Although exempt statutorily from the provisions in the Tobacco Act, 1988 in this respect, prisons should fully observe the ban created on smoking in areas of food storage, food preparation and kitchens. Smoking in kitchens is unsanitary and can cause food spoilage and contribute to the spread of infections. It is most important that food areas are strictly "no smoking". In order to achieve this, in practice, local arrangements to permit smoking breaks away from the food areas may be required.

7. Essential to the provision of an hygienic catering service is the facility for providing regular sterilising, mechanical dishwashing for all items of food service such as dishes, bowls, plates, cups, saucers, glasses, cutlery and serving trays, etc. All prisons need to have an adequately equipped and functioning dishwashing area.

8. In some prisons some items of food service are cleaned by the inmates in their cells. An examination of this practice has indicated that suitable conditions do not exist in cells for providing satisfactory dishwashing. There is generally insufficient water available and even where there is running water available in the cell it cannot be maintained suitably warm for sterilising purposes. In order to ensure that all items of food service are given a sterilising dishwashing, it is necessary that arrangements be made for all items to be returned from cells to the kitchen once every twenty four hours for this purpose.

9. The practice by inmates of storing personal stocks of perishable foods in cells occurs occasionally and carries with it risks of the food becoming spoiled and causing sickness. This applies especially to foods such as yoghurts, milk, desserts, etc. In order to control this hazard it is necessary that once every twenty four hours all cells be cleared of all perishable food-

stuffs. It is envisaged that this clearance would be done in conjunction with taking the food service items to the kitchen for dishwashing. The supply of perishable foodstuffs through the prison tuck shops needs to make allowance for this procedure so that only packet sizes that can reasonably be consumed within twenty four hours are made available.

10. In accordance with the Catering Operations Manual procedure all kitchen workers are to be cleared as fit for work by the Medical Officer of the prison before assignment to the kitchens. A First Aid kit should be readily available in the kitchen area. All band aids in use are to be coloured blue. Workers who are using band aids should renew them at the start of each day and as frequently as necessary during the day. If treatment in addition to first aid is required, the worker should be brought to the surgery for attention. All blood spillages should be treated in accordance with current procedure as set out in Appendix 3. All equipment on which blood may have fallen must be thoroughly cleaned and sterilised.

11. In institutions where food has to be served on landings there should be an area specially designated for that purpose. Staff and inmates who are involved in the serving of food should be properly attired and washing facilities should be available near the serving area for the washing of hands, etc.

12. Where long delays are experienced under the present system of maintenance and repairing of cleaning machinery, local service contracts should be entered into.

13. Pest Control facilities presently in operation should be continued. (Pest control experts are contracted to visit each institution on a regular basis. If they are required more often this can be arranged locally).

14. Personal hygiene must be promoted at all times for prison inmates and staff involved in catering work. Detailed recommendations in this regard are given in the next chapter.

CHAPTER 5

Showering and Personal Hygiene Arrangements

It is vital that, in a sensitive and appropriate manner, inmates are helped to raise their personal hygiene standards in their own interests and that of their fellow inmates and indeed everyone who works in the prison. The educational services in prisons have a particular contribution to make in this respect – hygiene education should be incorporated in the context of and as part of courses currently available for inmates such as home economics, physical education, health education/ personal development courses etc. Future courses in areas such as parenting/sex education/relationships should incorporate appropriate hygiene education as a matter of course.

1. At some of the prisons the inmates can take showers daily and it is considered a reasonable standard that inmates would have access to showers every day. Some of the older prisons however have limited showering facilities and it would not be possible to immediately put the facilities in place to cater for this requirement. It is recommended as an interim step the necessary arrangements be made to ensure that all inmates can shower at least twice per week and that this be adopted as the absolute minimum standard of showering. The existing

shower facilities in prisons, however limited they may be, should be used to the maximum.

2. Several work activities that inmates carry out unavoidably take place in dusty or hot environments. In these cases it is mandatory that the inmates be provided with suitable personal protection clothing and have changing and showering facilities available. This requirement applies, inter alia, to work with incinerators, boilers, drains, chemicals, catering, etc.

3. Inmates selected for cleaning duties should be given instructions on cleaning in accordance with recommendations contained in the CERT manual.

4. Inmates should have showering facilities available immediately after PE sessions. This appears to be the case in most institutions. Where the facilities are not provided at present for showering after PE they should be put in place. [The Group would recommend that this recommendation be addressed as a priority issue].

CHAPTER 6

In-Cell Sanitation

1. In the area of personal sanitation the concern for dignity and wish for privacy by individual inmates merits particular attention. The lack of in-cell toilet and washing facilities for most inmates results in demeaning and degrading experiences for them and staff alike. The worst aspects of enforced use of chamber pots at night and slop out in the mornings arise in relation to inmates sharing cells.

2. It is noted that the introduction of in-cell sanitation in all places of detention is planned to be provided by 1999. The Group recommend that this programme be accelerated. In the meantime 24 hour access to toilets should be provided.

CHAPTER 7

Laundry

1. A laundry service is provided in all our institutions for all prison issue clothes used by inmates including bed-linen, towels, etc. Where inmates elect to wear their own clothes, they can be required to have their clothes laundered outside of the prison.

For reasons of convenience, to reduce opportunities for contraband being brought into the prison and to create work for under-employed inmates, it is now proposed to make arrangements for all clothing, etc. used by inmates to be laundered within the prisons. It is recommended that the necessary development of laundry facilities at prisons which are not adequately equipped be put in hand as soon as practicable. It is further recommended that the feasibility of providing a central laundry for the Mountjoy complex be examined.

2. The minimum standard of laundry service required is a once per week laundering of outer clothes and bed-linen and several changes per week of underwear including shirt/blouse. The present minimum standard of 1 change of underwear per week is no longer acceptable. It should be stressed that the vast majority of inmates already get more than 1 change of underwear weekly – usually after showers.

3. Where polyester filled duvets or blankets are provided to inmates these should be cleaned every six months. The duvet covers should continue to be cleaned once per week as at present.

CHAPTER 8

Surgery Areas and Administration of Medication

Cleaning of surgery

It is recommended that the surgery be cleaned by prison staff only, as this would ensure confidentiality of medical records and also would lessen the possibility that an inmate might obtain sharp instruments etc. from the surgery. Medical Orderlies currently look after such work in several prisons.

A domestic cleaning schedule would be sufficient for the floors and walls in the surgery areas, except in cases of blood or other body fluids spills for which there is already a protocol in place (See Appendix 3).

Consideration should be given to furnishings and items stored in the surgeries, to keep these to a minimum to facilitate thorough cleaning and reduce areas where dirt can accumulate. In addition, when surgeries are being renovated or built, attention should be given to the design so that all surfaces can easily be kept clean and dry and that fixtures and fittings are easy to clean and will not accumulate dirt.

Administration of medication

Attention to hygiene is as relevant in the administration of drugs as in the serving of food and beverages. The following points should be observed.

1. The area where medication is prepared for administration should be clean and dust-free. No other activity should be carried out at the same time in the area where medication is being prepared – e.g. wound dressing, cleaning etc. The surgeries should be no-smoking areas.

2. Hands should be washed before preparing medication. Even so, the drug should not be directly handled. Tablets and capsules may be:

- (i) popped directly from blister pack into the appropriate vial;
- (ii) tipped out into the lid of the container and transferred in that way, or
- (iii) picked up using gloved hands, or a spoon.

3. White coats should be worn and regularly laundered, at least once a week.

4. Liquids to be taken by mouth must be measured using clean measuring cups, graduated cylinders or a syringe, depending on the volume required. The measure should be washed and rinsed before use to measure a different product.

5. A supply of drinking water should be available to inmates when drugs are being administered so that the medication may be washed down. A roll of paper towel should also be available.

6. *Administration:* Liquid medication should be administered from disposable cups. If, prior to this, the liquid is measured into a vial or other container, this container should be washed and dried after each dose.

Tablets/Capsules: These should be tipped from the vial or other container into a disposable cup and swallowed with a drink of water.

7. All containers for medication – vials, bottles, etc. should be kept clean.

8. Trays, etc. used to transport medication, or individual vials, should be covered to ensure dust cannot enter vials. The trays should be wiped down daily.

APPENDICES

APPENDIX 1

Questionnaire re: Hygiene in Prisons

Toilets/Showers

Are toilets and shower unit facilities adequate for numbers availing of them?

Is water pressure/drainage satisfactory?

How often is an offender allowed shower?

How often are these areas cleaned?

Are they cleaned by landing cleaners or a separate cleaning party?

Is soap provided in these areas?

On committal, are showers available at all times?

Preparation of Food

On delivery of foodstuffs, what checks are made?

Where are foodstuffs stored, before delivery to kitchen?

How long, prior to use are perishable foods delivered?

Does this apply at weekends?

How are foodstuffs transported to kitchen?

Is the total ban on smoking in kitchen areas strictly adhered to?

Are kitchens and food preparation areas inspected regularly for compliance with hygiene regulations?

Are offenders cleared by a medical officer before being assigned to kitchen/canteen?

Is there a hot and cold water supply, shower facilities, quantity (no) wash hand basins, suitable hand drying facilities and soap dispensers for staff and prisoners in kitchens?

Are first aid kits available in kitchens?

Is equipment in sufficiently good condition to enable it to be effectively cleaned?

What tuition is given to offenders handling food?

How often are caps, aprons, etc. changed?

What laundry facilities are available for kitchen staff (laundering of whites, towels, etc)?

What storage facilities are available for (a) fresh meat (b) perishable foods (c) dried foods?

Is separate refrigeration available for raw and cooked foodstuffs?

How long before it is required is food prepared and cooked?

Are vegetables prepared in a separate area?

Serving of Food

Is food served by staff or offenders?

If food is served by staff are they kitchen staff or staff on other duties?

If not kitchen staff what training is given in hygiene?

Are they properly attired for preparation and serving of food?

Is food served from kitchen or on landings (bain-marie)?

If served from landings, are containers, etc. adequately covered?

Are sneeze-guards used on bain-maries?

How is the serving area protected?

Disposal of Waste

1. *Perishable:*

Is perishable waste stored in disposable or non-disposable containers?

If non-disposable, how often are these containers emptied?

Are they cleaned and disinfected before re-use?

Where is the waste stored prior to disposal?

How often is waste collected?

Where is it stored?

Are there arrangements for excess waste collection?

Are swill bins and refuse skips covered at all times?

2. *Non-Perishable:*

How often are bins on landings etc. emptied?

Where is the waste stored prior to disposal?

Are bins kept on open landing or in stores at the end of landings?

3. *Contaminated:*

What facilities are available for disposal of contaminated waste (dental, syringes, dressings for open wounds, etc.)?

Are incinerator facilities available?

Laundry

Are prisoners permitted to wear their own clothes?

If so, what laundry facilities are available?

How many sets of clothing are required?

At committal, what clothing is issued?

If using prison issue clothing, how often are changes of underwear and socks issued?

Is bed linen, etc. "bagged" before removal from cells?

How often are sheets, pillow cases and duvet covers laundered?

How often are duvets cleaned?

Cells

How often are cells cleaned?

What perishable goods are available in the tuck shop?

Is any control exercised in the quantity of perishable food-stuffs issued to any offender?

Are cells inspected for hoarding of foodstuffs, etc.?

Are offenders allowed keep utensils for their own use?

What items are they allowed?

If utensils are kept in cells, what washing facilities are available?

Is washing up liquid available for washing utensils?

How often are these utensils sent to the kitchen for sterilising?

How often are hand towels, tea towels sent to be laundered?

Sanitation

How many cells have in-cell sanitation?

If no in-cell sanitation what toilet facilities are available during lock-up?

Is this subject to staff availability?

Yards

Are exercise yards, walkways, driveways, avenues, etc. swept and cleaned daily.

Education

Is there any course on hygiene available?

Is there any course on domestic science available?

Are any posters relating to hygiene displayed in kitchens or canteen areas?

How often are these posters revised and changed?

What hygiene training is given to trainee prison officers?

Staffing

Who operates the officers canteen?

Are there trained chefs in kitchens?

Are staff on collection and distribution duties in stores trained in hygiene?

Is any emphasis placed on overall staff appearance (checks on parade, etc.)?

Where is food for the officers canteen stored?

How often are deliveries made?

Are proper storage facilities available for fresh meats, cooked meats, perishable foods, dried foods?

What laundry facilities are available for whites, towels, etc?

General

Are mop heads, buckets, etc. cleaned and disinfected after use?

How often are landings, hallways, communal areas cleaned?

Are scrubbing and polishing machines used daily?

When break downs occur what facilities are available for repair?

Are replacement machines supplied?

Are class officers responsible for cleaning within their area?

Is there a separate cleaning party for ground floor landings?

Is there an approved post of cleaning officer at present?

If yes, is this one of the posts "stripped" when staff are required for other duties?

Are prisoners allowed out after lock-up to perform cleaning duties?

If yes, are these prisoners supervised?

Are adequate cleaning materials supplied?

Are they of satisfactory quality with sufficient instructions as to use (including safety data sheets)?

If not, give details?

How often are supplies drawn from stores?

Are cleaning materials available on a daily basis?

Are gullies, drains, etc. cleaned and disinfected regularly?

Is a pest control service available (if required)?

APPENDIX 2

General Guidelines to Achieve Institutional Hygiene Standards

RANGE OF INSTITUTIONAL STANDARDS

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INTRODUCTION

These guidelines identify, in as far as practicable and where appropriate, the general approach for achieving hygiene standards in the institutional areas and services. They apply to all institutions.

The purpose of this document is to offer guidance to Institutions in examining their hygiene operations and in developing their own management disciplines, controls and operational procedures, tailored to local needs. It is acknowledged that all eventualities cannot be included in guidelines of this nature. It would be appreciated if there are any omissions in this document that they are brought to the attention of the Department of Justice. It will be necessary to review these guidelines periodically to include any new developments or new regulations.

It is necessary for each institution to monitor and evaluate the most effective methods and frequency to ensure a hygienic standard is achieved. In some cases it may be necessary to increase or decrease the frequency of periodic cleaning depending on the particular areas – the exposure to dirt and dust from outside, and the level of activity. Other factors that influence frequencies are the age, condition and design of the various areas. However, this change should not affect the standard to be achieved.

Contributions and recommendations put forward by a limited number of institutions have influenced the design of these guidelines. It is envisaged that further contributions and recommendations will be required in order that these guidelines may be translated into operational hygiene standards.

A. WASH AREAS

1.0 Scope and Need

This standard is designed to cover all aspects of hygiene relating to wash areas – handbasins, showers.

Hazard: Wash areas are one of the most abundant sources of harmful bacteria in any residential establishment. If the sanitary fittings are not cleaned regularly and thoroughly the bacteria present will multiply rapidly and spread from one user to another and to those responsible for cleaning the wash areas.

2.0 Risks

- Harmful bacteria.
- Cross infection.
- Incorrect cleaning procedure.

3.0 Arrangements and Guidelines

Daily

- Always wear suitable protective clothing:
 - gloves
 - boiler suit, etc.
- Dispose of rubbish/debris taking special care with razors and syringes as per Department of Health policy.
- Thoroughly clean daily as per local work procedure.
- Pay special attention to overflow, base of taps, underside of plug, exterior of handbasin and pipes.
- Ensure that waste grid is free from hair, debris and slime.
- Clean shower tray, paying particular attention to waste grid – ensure there are no hairs, debris or slime.
- Use multipurpose detergent (see Appendix – Use of Detergents).
- Use clean cloths.
- Keep cloths specifically for wash areas.
- Remove non slip grid, wash and replace.
- Sweep floor area including undergrid.
- Wash floor paying particular attention to corners and edges.

- Damp wipe area around handbasin to include all wall fixtures and fittings.
- Spot clean wall and doors.
- Clean floor drain grids as required.
- Wash all cloths/rags or dispose.
- Wash hands thoroughly on completion.
- Store cleaning agents and equipment correctly. (Refer to standard cleaning equipment and materials).

Weekly

- Scrub floors thoroughly paying particular attention to edges and corners.

Quarterly

- Clean walls*, doors, ceilings*, vents and ceiling lights*.
- Clean waste pipes.
- Descale shower heads (See Appendix – Use of Detergents).
- Clean inside of taps using a small bottle type brush.

4.0 Training and Supervision

- All cleaning personnel must receive training in the key elements of this standard. This training must incorporate the awareness of and conformance to the specific safety standards as specified in the Safety Statement.

Training will involve practical demonstration, group sessions and discussion.

B. TOILETS/URINALS/DISPOSAL UNITS

1.0 Scope and Need

This standard is designed to cover all aspects of hygiene relating to toilets/urinals/disposal units.

Hazard: Sanitary fittings are designed to collect waste: all this waste contains harmful bacteria which will multiply in unclean conditions. These sanitary fittings are used by many people and it takes just one infected person to infect many others who use the same facilities.

2.0 Risks

- Cross infection/contamination.
- Incorrect cleaning procedure.

3.0 Arrangements and Guidelines

Daily

- Always wear suitable protective clothing and gloves.
- Dispose of rubbish daily or as per procedure.
- Thoroughly clean toilet paying particular attention to bowl, under rims, seat, cover, hinges, cistern handle, underside and pipes.
- Thoroughly clean disposal unit paying particular attention to grid (upper and underside), receptacle and exterior.
- Clean urinals paying special attention to bowl, waste grid (underside), wall, cistern (top and underside) and pipes.
- Use toilet brush and special cloth for toilets only.
- Never transfer a toilet brush from one area to another. This could spread bacteria.
- Use clean water and clean cloths.
- Use multipurpose detergent, See Appendix – Use of Detergents (do not mix with other chemicals as gases could be produced).
- Clean cubicle door and handle.
- Remove any stains from wall area surrounding toilet/urinal.

- Sweep, wash or scrub floor paying particular attention to corners, behind and under toilet, disposal units, under urinals and edges.
- Check clean toilet area as per predetermined frequency.
- Clean toilet brush in clean flushing water.
- Wash all cloths/rags or dispose.
- Wash hands and gloves after completing each task and on completion.
- Store cleaning agents/equipment correctly – as per standard.
- Wash, rinse and dry mop.
- Thoroughly clean drain and grids twice daily.

Periodically

- Machine scrub floor.
- Clean walls*, ceilings*, lights*, doors**, high ledges** and cubicles partitions**, ceilings and lights.
- Remove lime stain deposits using an acid toilet cleaner as applicable. (See Appendix – Use of Detergents)

4.0 Training and Supervision

- All cleaning personnel must receive training in the key elements of this standard. This training must incorporate the awareness of and conformance to the specific safety standards as specified in the Safety Statement.

Training will involve practical demonstration, group sessions and discussion.

* Annually

** Quarterly – thoroughly wash.

C. LANDINGS & STAIRWAYS

1.0 Scope and Need

This standard is designed to cover all aspects of hygiene relating to landings and stairways.

Hazard: One of the main reasons for cleaning is to remove harmful bacteria which are so small, they cannot be seen without a microscope. Low standards in daily cleaning will cause unhygienic conditions and this in turn will result in a breeding ground for bacteria and pests.

2.0 Risks

- Bacterial growth due to neglect in cleaning.
- Redistribution of dirt.
- Pest invasion.

3.0 Arrangements and Guidelines

Daily

- Empty all rubbish and ashbins.
- Replace bin liner or wash rubbish bins.
- Damp wipe exterior of bin.
- Ensure waste bins are correctly covered.
- Sweep stairs and floor paying particular attention to corners and edges.
- Damp wipe ledges/surfaces to include window ledges and skirting.
- Mop or scrub floor.
- Use clean cloths
- Use clean water.
- Wash and dry hands thoroughly.
- Check and clean landings.

Weekly

- Wash and dry all rubbish and ash bins.

Periodically

- Clean walls*, window frames**, doors**, ledges**, ceilings* and light fittings*.
- Clean ledges, pipes and other fixtures on walls to include fire fighting equipment quarterly.
- Thoroughly clean radiators to include back of and in between pipes using the appropriate vacuum attachments quarterly.
- Thoroughly clean caging on stairways annually.

4.0 Training and Supervision

- All cleaning personnel must receive training in the key elements of this standard. This training must incorporate the awareness of and conformance to the specific safety standards as specified in the Safety Statement.

Training will involve practical demonstration, group sessions and discussion.

* Annually

** Quarterly

D. OFFICES

1.0 Scope and Need

This standard is designed to cover all aspects of hygiene relating to offices.

Hazard: One of the main reasons for cleaning is to remove harmful bacteria which are so small, they cannot be seen without a microscope. Low standards in daily cleaning will cause unhygienic conditions and this in turn will result in a breeding ground for bacteria and pests.

2.0 Risks

- Pest invasion due to food debris.
- Bacterial growth due to neglect in cleaning.

3.0 Arrangements and Guidelines

Daily

- Empty all rubbish and ashbins.
- Wipe clean.
- Sweep or vacuum floor – exposed areas only.

Weekly

- Spot clean doors, walls, window ledges.
- Damp dust desk tops, chairs, phones, filing cabinets and other fixtures and fittings e.g. chrome, metal table legs, book shelves, hard surfaced chair backs and V.D.U's etc.
- Thoroughly wash ashtrays and rubbish bins.
- Vacuum, sweep or mop floor paying particular attention to under chairs, desks, edges etc.
- Use clean water and clean cloths.
- Store cleaning agents correctly.
- Wash, dry and hang mop.
- Wash and dry hands thoroughly on completion.
- Wash and dry cleaning cloths.

Periodically (Annually)

- Wash walls, window ledges, ceilings, doors and light fittings.

4.0 Training and Supervision

- All cleaning personnel must receive training in the key elements of this standard. This training must incorporate the awareness of and conformance to the specific safety standards as specified in the Safety Statement.

Training will involve practical demonstration, group sessions and discussion.

E. RECEPTION/WAITING AREAS

1.0 Scope and Need

This standard is designed to cover all aspects of hygiene relating to reception.

Hazard: One of the main reasons for cleaning is to remove harmful bacteria which are so small, they cannot be seen without a microscope. Low standards in daily cleaning will cause unhygienic conditions and this in turn will result in a breeding ground for bacteria and pests.

2.0 Risks

- Pest invasion due to food debris.
- Bacterial growth due to neglect in cleaning.

3.0 Arrangements and Guidelines

Daily

- Thoroughly clean as per local procedure.
- Empty and wipe waste bins/ashtrays/ashbins.
- Damp dust desk top and exterior.
- Vacuum or sweep floor and mop.
- Ensure all bins are covered correctly. Check, clean daily as required by predetermined frequency.
- Ensure shower is spotlessly clean.
- Ensure toilets are cleaned as previous standard.
- Spot clean walls and dust skirting boards.

Weekly

- Wash floor to include covered skirting and edges.
- Spot clean walls and painted surfaces including doors and window ledges.
- Clean bench seating and pay particular attention to ledges of benches and pipes.

- Wash ashbins and dust bins.
- Dust and wash locker tops and exteriors monthly (thoroughly clean when emptied or on departure of user).
- Wash walls, window ledges, ceilings, light fittings and doors as soon as surface dust becomes obvious or as per predetermined frequency.
- Use clean water and clean cloths.
- Store cleaning agents correctly.
- Wash, dry and hang mop.
- Wash and dry cleaning cloths.
- Wash hands on completion.

4.0 Training and Supervision

- All cleaning personnel must receive training in the key elements of this standard. This training must incorporate the awareness of and conformance to the specific safety standards as specified in the Safety Statement.

Training will involve practical demonstration, group sessions and discussion.

F. CELLS/DORMITORIES

1.0 Scope and Need

This standard is designed to cover all aspects of hygiene relating to cells/dormitories.

Hazard: One of the main reasons for cleaning is to remove harmful bacteria which are so small, they cannot be seen without a microscope. Low standards in daily cleaning will cause unhygienic conditions and this in turn will result in a breeding ground for bacteria and pests.

2.0 Risks

- Illnesses due to incorrect or infrequent cleaning procedures.

- Harmful bacteria – causing food poisoning.
- Pest infestation resulting from food debris.

3.0 Arrangements and Guidelines

N.B. Food left in cells must be stored in a sealed container. Unconsumed food must be disposed of daily. Ref: Department of Health

- Make up bed as per procedure.
- Always wash hands after handling soiled linen.
- Infected linen should be placed into a special bag and dealt with according to local policy i.e. either discarded, burned or held in special bags which dissolves in the washing machine during the laundry process.
- Clean toilet (if applicable) as per guidelines.
- Empty and wash ashtrays, bins or other containers.
- Sweep floor.
- Spot clean walls as required.
- Thoroughly wash handbasins as per guidelines.

Weekly

- Change Bed linen.
- Do not shake dirty linen.
- Do not leave damp linen lying around. Damp linen encourages the growth of fungi and bacteria.
- Wash cell doors – inside, outside to include jambs and ledges.
- Dust wall ledges, fixtures and fittings.
- Wash floor paying particular attention to edges, under beds, rugs.

Periodically

- Remove posters and wash cell walls annually.

- Thoroughly wash bed base and frame annually.
- Vacuum mattress approximately 3-4 times a year.
- Empty and wash lockers, cupboards etc. quarterly.
- Use clean water and cloths.
- Wash, dry and hang mops upside down to dry.
- Store cleaning agents correctly (see cleaning equipment/materials).
- Wash hands on completion.

4.0 Training and Supervision

- All cleaning personnel must receive training in the key elements of this standard. This training must incorporate the awareness of and conformance to the specific safety standards as specified in the Safety Statement.

Training will involve practical demonstration, group sessions and discussion.

G. CLEANING EQUIPMENT/MATERIALS

1.0 Scope and Need

This standard is designed to cover all aspects of hygiene relating to cleaning equipment/materials.

Hazard: Equipment used for wet cleaning provides a breeding ground for some microbes and particularly for pseudomonas which not only survive but multiplies rapidly in wet conditions. Stagnant tap water and stale watery solutions of disinfectants are found to be heavily contaminated with pseudomonas. A neglected dry mop will re-distribute microbes which it has picked up (as will a dry duster). A neglected wet mop will distribute many more microbes than it picked up in the first place as it provides suitable conditions for them to multiply. Large items of wet cleaning equipment if neglected are equally potentially dangerous.

2.0 Risks

- Cross infection through contaminated materials/equipment.

3.0 Arrangements and Guidelines

- Dispose of or thoroughly clean all cloths after use – preferably by machine.
- Colour code toilet cloths to ensure that they are used only in the cleaning of toilets.
- Wash toilet brushes after use and hang to dry. Wash toilet holders as required. Toilet brushes used only in the cleaning of toilets.
- Use clean water for all cleaning duties and replace as it becomes dirty.
- Wash brushes periodically in a solution which incorporates hypochlorite and store upside down.
- Thoroughly wash all wet mops after use – and leave steeping in a solution which incorporates hypochlorite for a period of 10 mins.
- Squeeze mops and hang to dry.
- Double chamber mop buckets might be considered.
- Replace mop heads as required.
- On completion thoroughly wash mop buckets and turn upside down to allow to dry.
- Empty vacuum cleaners* carefully before bag is too full, ensuring that all safety precautions are adhered to.
- Change or clean exhaust filters (if applicable) regularly.
- Damp dust body of vacuum cleaners daily on completion.

Wet Pick Up Machines*

- Empty container thoroughly after use.
- Wash and dry container.
- Damp wipe machine body.

- Ensure that all types which carry cleaning solution are washed regularly in a fresh detergent and allowed to dry.

Scrubbing Machines*

- Remove brushes and pads.
- Wash in neutral detergent solution.
- Hang to dry.
- Damp wipe exterior of machine including wheels and the electric supply cord.
- Store all equipment correctly.

Store Room

- Storage facilities for cleaning materials, chemicals and cleaning equipment will be designated and dedicated solely for this purpose.
- It shall incorporate either natural or mechanical ventilation.
- Shelves shall be placed above ground level for ease of cleaning, but not above shoulder height, for safety purposes.
- It shall be maintained to the required standard by thorough cleaning daily.

4.0 Training and Supervision

- All cleaning personnel must receive training in the key elements of this standard. This training must incorporate the awareness of and conformance to the specific safety standards as specified in the Safety Statement.

Training will involve practical demonstration, group sessions and discussion.

- * Refer to Safety Standards Manual for safe operations of equipment.

H. GYMNASIUM

1.0 Scope and Need

This standard is designed to cover all aspects of hygiene relating to a gymnasium.

Hazard: One of the main reasons for cleaning is to remove harmful bacteria which are so small, they cannot be seen without a microscope. Low standards in daily cleaning will cause unhygienic conditions and this in turn will result in a breeding ground for bacteria and pests.

2.0 Risks

- Harmful bacteria.
- Cross infection.

3.0 Arrangements and Guidelines

Daily

- Dispose of rubbish, ashbins etc.
- Replace bin liners or wash.
- Damp wipe exterior of bin.
- Sweep floor -- to include underside of mattings.
- Damp dust all fixtures, fittings including wall ledges.
- Damp wipe matting.

Quarterly

- Wash walls, windows and fittings paying particular attention to underside of pipes under and behind radiators.
- Thoroughly wash matting, scrub floors paying particular attention to area around wall.

4.0 Training and Supervision

- All cleaning personnel must receive training in the key elements of this standard. This training must incorporate

the awareness of and conformance to the specific safety standards as specified in the Safety Statement.

Training will involve practical demonstration, group sessions and discussion.

I. EXTERIOR AND GROUNDS

1.0 Scope and Need

The grounds and open areas around the institution should be hygienically maintained and will show that hygiene is taken seriously both in and outside the building. It will also control possible breeding grounds for flies, rats and other pests. Dirty or badly maintained yards can lead to foot borne filth being carried into the premises.

2.0 Risks

- pest infestations
- increased costs
- food poisoning, contamination and spoilage
- decontamination problems

3.0 Arrangements and Guidelines

3.1 Exteriors

- Finish and condition of building(s):
 - should be well maintained and in good repair
 - no vegetation on walls, roofs, etc.
 - all drains and gutters to be kept clean and well maintained
 - drains should be adequately protected
 - limit access to roof areas

Grounds

- adequate security measures
- redundant equipment should be disposed of/pending

disposal it should be stored neatly in a clearly defined area

- litter, waste and refuse stored in suitable containers
- it is important to keep outside areas free of stagnant pools of water, weeds, litter and miscellaneous material
- shrubs, planters kept in good condition
- grass areas to be well maintained

3.2 Service Areas

- The following areas should be clean, tidy, pest proof and inspected regularly:
 - unused buildings
 - out-houses
 - gas storage areas
 - fuel tanks
 - electrical rooms
 - goods lifts
 - deliveries areas
 - other ancillary rooms

4.0 Training and Supervision

Another standard that is very much a management responsibility and is closely related to the pest control standard. Education on this subject is best sought from public lectures or the local environmental health officer.

Personnel should be made aware of the reasons for maintaining the exteriors in a hygienic condition.

APPENDIX

USE OF DETERGENTS

Multipurpose detergents: Generally alkaline and are used for all surfaces including walls, tiles, floors, bedbases, toilets, etc.

Agressor: Lever Industrial

Bioscan/Oasis 498: Industrial Detergent

Acid Descaler: Used for removal of lime scale from toilets. May be used at a reduced ratio for deep cleaning of shower heads. Suitable for Stainless Steel.

Izal Plus: Lever Industrial

Freescale: Industrial detergents

Sanitizer: Used in the cleaning of all mops, cloths and cleaning equipment. Those containing hypochlorite are preferable in that they have excellent germ-killing properties.

Titan: Lever Industrial

Microchlor: Industrial detergents

Consideration might be given to the purchase of automatic dispensers which ensure correct dilution rates and reduces wastage in time and spillages, and incorrect dilution rates.

Officers must ensure that all cleaning personnel follow manufacturers instructions. They must ensure that cleaning personnel have been trained in the usage of all cleaning aspects at local level, as conditions may vary from institution to institution.

This training must incorporate the awareness of and conformance to the specific safety standards as specified in the Safety Statement.

Water Temperature: Hand hot temperature is approx 45°-50°C.

APPENDIX 3

Communicable Diseases in Prison

GUIDELINES FOR THE ATTENTION OF ALL PRISON STAFF AND INMATES

General Points

1. Prisoners should only use their own personal kit particularly toothbrushes and disposable razors.
2. As much control as practicable should be exercised over the disposal of all body waste.
3. A strict understanding of, and adherence to, the rules of personal hygiene with particular emphasis on procedures in the event of accidents involving spillage of blood, or body fluids is essential. In such circumstances:—
 - (i) the medical orderly should be informed immediately;
 - (ii) all cleaning up should be done under the supervision of a medical orderly; and
 - (iii) disposal of all dressings should be overseen by the medical orderly.
4. An understanding of the possible modes of communication of diseases and an undertaking to take every precaution to prevent any such communication is desirable.

Accidents/Incidents

5. All accidents should be dealt with as quickly as possible. All staff should be familiar with the relevant procedures for dealing with such incidents.

In the event of any incident or accident which causes contact with blood or any other body fluid of another person, the affected area of skin should be washed with ordinary soap and water, or simply with plenty of tap water. Mucus membranes,

lips, mouth, tongue or eyes should be washed with clean cold tap water as soon as possible after the incident.

6. In all incidents such as bites and stabbings etc. where there is contact with body fluid of another person, medical advice should be sought as soon as possible.

7. Anyone who sustains an abrasion or cut whether inside or outside the Institution should ensure that it is covered by a waterproof dressing.

8. All blood or body fluid should be mopped up wearing gloves and a plastic apron and using paper towels and a suitable disinfectant product (please see appendix). The paper towels, gloves and apron used should be double bagged, marked with an appropriate warning label and disposed of by incineration in accordance with proper medical practice.

Illness among prisoners

9. Symptoms or signs of illness in any prisoner should be brought to the attention of the Medical Officer immediately.

10. Any prisoner who is ill may need to be transferred to a hospital for treatment. Pending transfer he should be medically supervised in a single cell.

Precautions for staff

11. Having regard to current information, the following measures are recommended as relevant to the protection of Medical Orderlies and other staff.

- (i) Waterproof dressings should be worn on all cuts on exposed surfaces.
- (ii) Special care should be exercised in the handling of sharp instruments and needles to avoid infection.
- (iii) Gloves and/or protective clothing must be worn whenever contact with (possibly) contaminated material such as used dressings, open wounds, or needles/syringes etc. is likely.

12. All instruments, non-disposable objects, and surfaces possibly contaminated with infectious material such as cleaning equipment, tools, recreation equipment should be decontaminated using effective disinfectant solutions.

Disposal of (possibly) contaminated material

13. Disposable contaminated items of waste should be made safe as soon as possible — before final disposal. Syringes and needles should be stored in the special bins provided for same and soiled dressings in disposable bags.

14. Clothing and bedding material contaminated with blood, semen or faeces should be handled with gloves. A plastic apron should be worn. When disposal of this material is warranted it should be double bagged (the inner bag alginate and the outer plastic), marked with an appropriate warning label, sealed and disposed of by incineration in accordance with proper medical practice.

15. Should a person become incontinent or develop bleeding then disposable materials such as sheets, etc., should be used wherever possible.

APPENDIX

Appropriate Disinfectant Products for Blood or Body Fluid Spills

- (a) solution containing 10,000 parts per million available chlorine i.e:
 - (i) a sodium hypochlorite 1% w/v solution (e.g. Milton 1%)
 - (ii) an appropriate dilution of sodium dichloroisocyanurate tablets
 - (iii) a 1 in 10 dilution of domestic bleach or
- (b) sodium dichloroisocyanurate granules (e.g. Presept granules).