



ST. PATRICK'S CENTRE (KILKENNY)
KELLS ROAD KILKENNY

Policy Document

POLICY TITLE: Laundry & Linen Management Policy

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Mission Statement

To enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

To enable a supported self-directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.

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Policy

- 1.1 The provision of clean linen is a fundamental requirement for service user support and to minimise the risk of infection. St Patrick's staff has the responsibility for managing the linen and laundry.
- 1.2 **(Laundry & Linen Management Policy & Procedure can only be read and operational in conjunction with Infection Control Policy & Personal protective Equipment Policy & management of Sharps & Needle Stick Injuries Policy).**

1. Definitions:

- 2.1 Linens: All articles that require laundering.
- 2.2 **Dirty/Used Linens:** All linens that have been used.
- 2.3 Contaminated Laundry: Laundry which has been soiled with blood or other potentially infectious materials or laundry that may contain sharps.
- 2.4 Personal Protective Equipment: Specialised clothing or equipment worn by an employee for protection against a hazard.

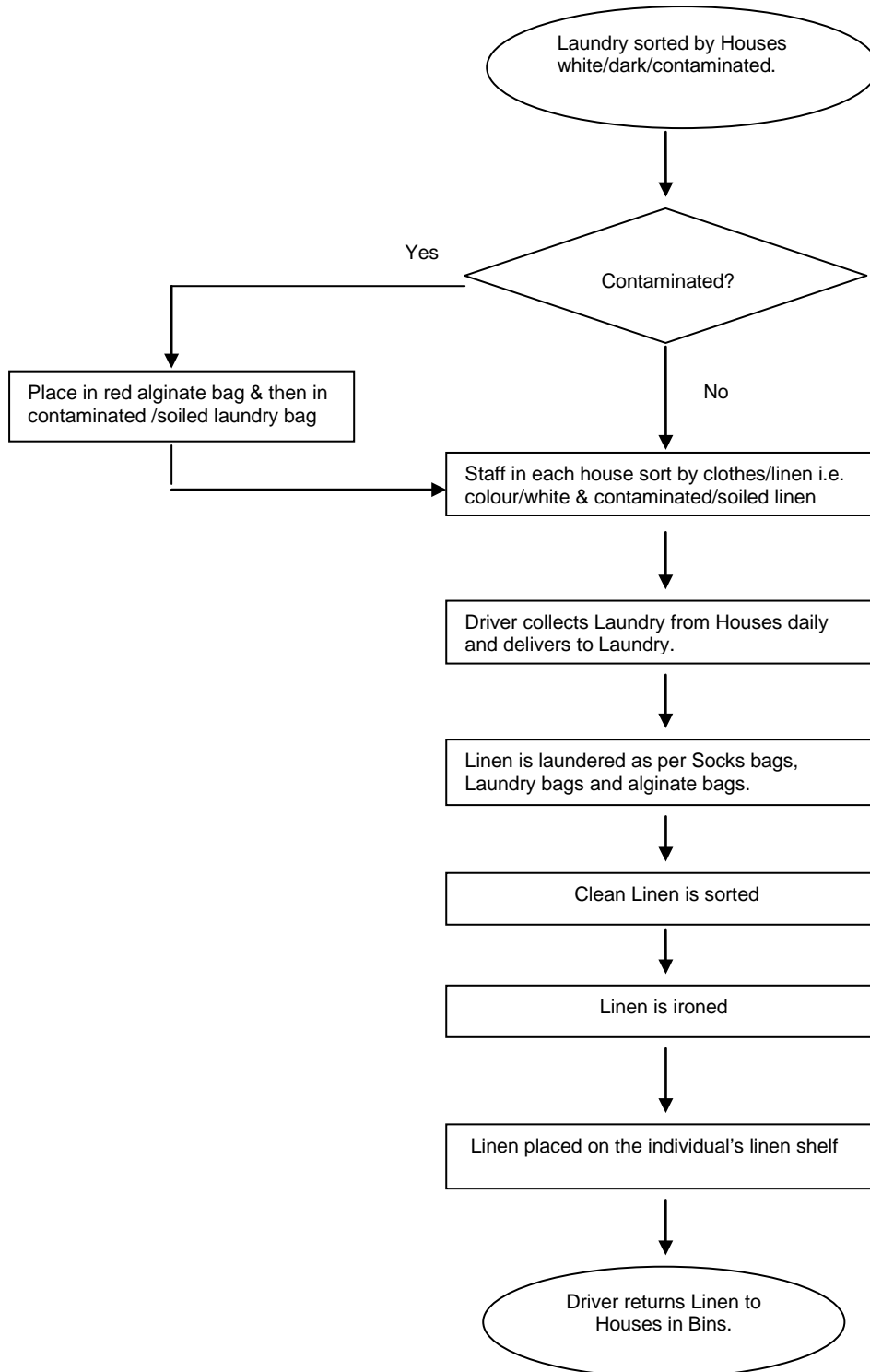
2. Responsibility:

- 3.1 All Staff: Adherence to infection control/Personal Protective Equipment, Sharps & Needle-stick Injuries and health and safety guidance in the management of linen and laundry.
- 3.2 Staff/Collection & Delivery Driver: Ensure linen is taken to the designated point for collection or to the laundry room. Once clean they shall ensure linen is sorted and returned to the correct storage area.
- 3.3 Laundry staff: Launder dirty/used linen which is to be managed internally; sort clean laundry and store in appropriate areas.
- 3.4 **Director of Services (Person in Charge):** Audit and evaluation of adherence to the policy and procedure.

3. Procedure

4.1 Collection, Laundering, and Distribution of Linen

4.2 The collection, laundering and distribution of linen in St Patrick's follow the process outlined below:



4.3 All linen is laundered internally in St Patrick's. Curtains are laundered at a minimum twice a year and duvets as and when required. Ski Sheets and Ski Pads are to be laundered once a year or as required.

4. Segregation and transportation of contaminated laundry should be in accordance with the following:

5.1 Laundry or linens contaminated with blood/body fluids shall be placed directly into the red alginate bag, which is sealed. The Driver transports it to the Laundry room.

5.2 Linen contaminated with highly transmissible organisms will be placed into a yellow infectious waste bag for incineration. The Director of Services with responsibility for Infection Control will advise when incineration is necessary.

5.3 Staff should wear appropriate PPE (Personal Protective Equipment i.e. apron/gloves) when handling linen that is soiled with blood, bodily fluids, secretion and excretion to prevent skin and clothing contamination.

5.4 Laundry Staff should not manually sluice or soak soiled or contaminated linen/clothing.

5.5 Wash separately in the designated washing machine.

5. Storage of Linen in the Laundry

6.1 Service Users clothing is placed on allocated shelf pending allocation to bins for transportation to the Houses

6.2 Clean linen will be stored off the floor at all times

6. Routine handling of Used Linen

7.1 Appropriate Personal Protective Equipment (PPE) should be applied before handling used linen

7.2 Used linens shall be held away from clothing and shall not be carried down corridors to the laundry room

7.3 All used linen shall be handled as little as possible with a minimum agitation to prevent microbial contamination of the air and of the person handling the linen

7.4 All laundry bags will be fully closed

7.5 Hand hygiene is to be carried out after handling used/contaminated linen

7. Washing and Disinfection of Used Linens

- 8.1 Used linens/clothes must not be rinsed or washed in individual support areas
- 8.2 Within the laundry, the used/contaminated linen will be received at the 'Washing machine area'. There is a separate area for the storage of clean linen Heat tolerant linens will be washed with a detergent in water at a temperature of at least 71°C-90°C for 25 minutes
- 8.3 Heat-labile non-fire retarded linens (lower temperature of < 70° C) will be laundered with the addition of a chemical suitable for low temperature washing, example sodium hypochlorite at a concentration of 50-150 ppm available chlorine
- 8.4 Heat-labile fire retarded linens for example curtains will be laundered in accordance to the manufacturer's instructions

8. Laundering of Pillows, Duvets and Curtains

- 9.1 Stained/contaminated pillows shall be condemned and replaced as necessary
- 9.2 Pillows shall be sent to the laundry
- 9.3 Duvets shall be washed when contaminated and replaced every two years
- 9.4 Curtains shall be laundered in accordance with an approved schedule (minimum twice a year)

10. Protection of Laundry Personnel

- 10.1 All persons handling or sorting unwashed linens shall adhere to Infection Control and Prevention Policy, Personal Protective Equipment Policy and Management of Sharps and Needle Stick Injuries.
- 10.2 Clean clothes are to be worn by staff on a daily basis and protective clothing such as disposable aprons/overalls and disposable gloves shall be available for use where appropriate. See Use of Personal
- 10.3 Protective Equipment Policy and Procedure and Uniform and Dress Code Policy and Procedure

11. Education and Training

- 11.1 All persons handling or sorting clean or used linens shall receive the following training:
- 11.2 Manual handling and health and safety training upon orientation. Safe handling and segregation of used linens.

- 11.3 Education and practice of hand hygiene techniques, Personal Protective Equipment Policy, Sharps & Needle Stick Policy, Infection Control Policy & Procedures.
- 11.4 Laundry personnel shall receive training on the safe operation of the machinery within the laundry and on Infection Control Procedures.

12. **Laundry Facility & Equipment**

- 12.1 The following equipment is made available for laundry activities within St Patrick's:
 - 12.1 A sink with double drainer, serviced with an instant supply of hot and cold water
 - 12.2 A wash hand basin
 - 12.3 Suitable and sufficient worktops and racking for sorting, drying and storage of laundry
 - 12.4 Space to separate clean and dirty laundry
 - 12.5 An ironing facility
 - 12.6 All new/replacement sinks are of stainless steel
 - 12.7 An adequate number of washing machines of industrial standard (with appropriate disinfection. temperatures for washing soiled laundry) and dryers
- 12.2 The laundry facility is ventilated to the external air and adequately caters for the size of St Patrick's
- 12.3 The laundry floor and wall finishes are impermeable, washable, anti-slip and easily cleaned when wet
- 12.4 Laundry facilities are situated within St Patrick's so that soiled articles, clothing and infected linen are not carried through areas where food is stored, prepared, cooked or eaten
- 12.5 There are separate areas for clean and dirty laundry

13. **Validation of washing machine temperature**

- 13.1 A validation of washing machine temperatures shall be performed on a six monthly basis. A record of the validation report shall be maintained by Maintenance
- 13.2 Broken equipment shall be reported immediately for repair/replacement to Maintenance

14. Records

14.1 The following records are to be maintained in the Laundry:

- 14.1.1 Schedule of changing of linen
- 14.1.2 Schedule of changing of curtains
- 14.1.3 Records of validation of washing machines
- 14.2.4 Records of attendance at training

15. Audit and Evaluation

15.1 An annual audit shall be undertaken to determine compliance to this policy and procedure. This shall be carried out by the Director of Services via a review of relevant records, including incidents, through observation and by utilising the appropriate audit tools. Results of these audits are presented to the Management Team.

16. References

- 16.1 PPE Policy & Procedure
- 16.2 Management of Sharps & Needle Stick Injuries Policy & Procedure
- 16.3 Infection Control & prevention Policy & Procedure
- 16.4 Uniform & Dress Code Policy & Procedure
- 16.5 Equipment Service Maintenance Policy & Procedure
- 16.6 Training & Development Policy
- 16.7 Education & practice of Hand Hygiene Techniques Policy & procedure