



STANDING OPERATING PROCEDURE

Subject	Use and Cleaning of a Vehicle SOP002
Applicable to	All Care Services staff Maintenance and Transport Manager
Date issued	20 June 2023
Next review date	20 June 2026
Lead responsible for Policy	Director of Care
Policy Reviewed by	Deputy Director of Care
Notified to	Quality and Safety Committee 20 June 2023
Authorised by	Quality and Safety Committee 20 June 2023
CQC Standard	Safe
Links to other Policies/Procedures	Hand Hygiene Policy CS015 Personal Hygiene and use of PPE SOP001 Infection Prevention and Control Policy CS001
Summary	This procedure provides staff with guidance on the appropriate procedure for cleaning of their own and the hospice's vehicles to ensure they and others are safe from communicable infections
Target Audience	All Care Services Maintenance and Transport Manager

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<p>1.</p>	<p>Introduction</p> <p>Nottinghamshire Hospice provides services both from its' base at Woodborough Road and within patient' homes.</p> <p>This SOP describes the Hospice's best practice in relation to staff working in the community travelling to and from their own home, the Hospice and patients' homes.</p>
<p>2.</p>	<p>Aim</p> <p>The aim of this Standard Operating Procedure (SOP) is to provide guidance to Nottinghamshire Hospice staff on using and cleaning their own vehicle or one of the Hospice vehicles in order to minimise the risk of infection from preventable communicable infections.</p> <p>The Hospice is committed to the safety of its employees and volunteers in order to reduce the likelihood of contracting illnesses and passing on preventable communicable infections.</p> <p>This SOP should be used in conjunction with the Hand Hygiene Policy CS015 and Personal Hygiene and use of PPE Policy SOP001.</p>
<p>3.</p>	<p>Principles</p> <p>To minimise the risk of transfer of communicable infections including the COVID-19 virus for staff using their own vehicle for work or using one of the Hospice vehicles.</p>
<p>4.</p>	<p>Procedure</p> <ul style="list-style-type: none"> • Before leaving the house ensure you wash your hands in accordance with the Hand Hygiene Policy CS015. • Before setting off in the vehicle ensure that you have gloves, antiseptic wipes or a disposable cloth and disinfectant in the vehicle.

- Prior to starting work ensure that you have enough fuel for your journey.
- Before entering the vehicle, clean the outside of the door handle with an antiseptic wipe or use disinfectant with a disposable cloth.
- On entering your own vehicle or one of the Hospice vehicles, please wipe down the dashboard, steering wheel, gear stick, handbrake, seatbelt fixings and door frames with an antiseptic wipe or use a disposable cloth with disinfectant. This cleaning principle should be applied to all areas of the vehicle that have been touched on entering.
- When filling up at a petrol station ensure that you are wearing a vinyl glove and discard in a bin straight after filling up the vehicle.
- If you are visiting any person that is suspected or confirmed of having any infection including COVID-19 then wipe down the door handle of the vehicle, gear stick, handbrake, dashboard and steering wheel after the visit and perform further hand hygiene with sanitiser gel.
- After using your own vehicle or one of the Hospice vehicles please clean the door handles (inside and outside), gear stick, dashboard, steering wheel, handbrake, seatbelt fixings and door frames with an antiseptic wipe or disinfectant and disposable cloth and throw these away in a secure bin. (This applies to any areas of the vehicle that have been used or touched).
- Following the completion of the cleaning of the vehicle ensure hand hygiene using either a hand sanitiser or soap and water takes place.