



SUBJECT	Vehicle Cleaning – PTS Policy
POLICY NUMBER	01/VR
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Policy Approval:

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	HR Manager		Operations
Signature		Signature	
Date of signature	20/03/2024	Date of signature	20/03/24.

POLICY REVISION HISTORY			
Version Number	Date of Revision	Revision to Policy Section	Summary of Revision(s)
1	24/03/2024	Approved Revised	
2.	24/03/2025		

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disclosure of the policy breaches the company's non-disclosure and non-circumvention guidelines and may lead to legal action being taken within UK for any disclosed breaches.

HEALTH & SOCIAL CARE ACT 2008 CODE OF PRACTICE ON THE PREVENTION AND CONTROL OF INFECTIONS

Good infection prevention and control (IPC) is essential to ensure that people who use health and adult social care services receive safe and effective care. Effective prevention and control of infection is a part of everyday practice and must be applied consistently by everyone.

Good management and organizational processes are crucial to make sure that high standards of IPC are developed and maintained.

A PROACTIVE AND PREVENTATIVE APPROACH

Keeping settings clean, including equipment, reduces the risk of transmission. Effective cleaning and disinfection is critical for all vehicles and equipment used in the vehicles. Essential elements of a comprehensive cleaning and disinfection schedule include daily, weekly and periodic sanitization.

RISK ASSESSMENTS

Risk assessments look at both the risk of occurrence and the impact, and may need to be dynamic, based on the emerging situation. This ensures that all patients, including the driver, are supported and work towards reducing the risk of infection transmission.

PPE should be used proportionate to the risk identified.

REPORTING AND RECORDING OF CLEANING

It is the driver's responsibility to report on the cleaning of their vehicles, on a weekly basis, to their line manager. This will be monitored by the line manager to ensure that compliance, in line with the company's policies and procedures, are being maintained.

POLICY STATEMENT

SCOPE

This policy applies to all those employed by and associated with the organization.

VEHICLE & EQUIPMENT WITHIN THE VEHICLE CLEANING SCHEDULE

It is the responsibility of each driver to make every effort to ensure the interior of their vehicle is kept clean and hygienic during the transportation of patients. Before and after each patient, the surfaces of the vehicle that patients touch, must be cleaned and disinfected using antibacterial spray and wipes. This is to ensure compliance with Infection Control.

If the company's wheelchair is used by a patient, once the patient has been taken to their appointment, the wheelchair is cleaned with antibacterial spray and wipes in readiness for use by the next patient.

The interior and exterior of the vehicle is cleaned by an external company on a weekly basis.

CLEANING SCHEDULE FOR THE EXTERIOR OF THE VEHICLE

The exterior of the vehicle is cleaned on a weekly basis (occasionally more dependent on weather/environmental conditions) as the visibility and presentable condition is of fundamental importance to present a professional image to the public. Windows, lights and number plates must be kept clean in accordance with Road Traffic Law.

SPILLAGE – BODILY FLUIDS

Clean any spillages of blood, faeces, saliva, vomit, nasal discharges immediately, wearing PPE.

The use of gloves and an apron is an absolute requirement.

In such incidences as bodily fluid accidents, the use of a spillage kit, which is provided in all vehicles for drivers to use, is required. After, use the anti-bacterial wipes and spray which will be effective against both bacteria and viruses. A manufacturer's guidance should always be followed. Use disposable paper towels or cloths to clean up blood and bodily fluid spills. These should be disposed of immediately in a waste management bag, which is also provided as part of the PPE kit.

The vehicle then must be taken to an external company for a deep clean to ensure that we maintain in-vehicle hygiene to reduce the risk of transmission of viruses.

TRAINING AND COMMUNICATION

All employees will receive training on wheelchair cleaning policy to ensure that they understand both the policy and the procedures that they need to follow in order to comply with it.

A copy of the policy will be published on the organization's website/included in the employee handbook.

All employees are expected to familiarize themselves with the wheelchair cleaning policy and to sign a copy of the policy to confirm that they have read and understood it.

Changes to the policy and procedures will be communicated to employees in an appropriate manner.

RESPONSIBLE OFFICER

The managing director is responsible for monitoring the Wheelchair Cleaning policy and all questions and concerns should be referred to him or her.