

Standard Operating Procedure: CenTre Washing Machine



Trust ref:C73/2024

1. Introduction and overarching policy/guideline

- The purpose of this standard operating procedure (SOP) is to ensure that all CenTre staff are aware of the correct process for washing CenTre linen using the washing machine situated in the dirty utility, CenTre Base, Castle Donnington).
- The objective of the SOP is to outline the roles and responsibilities expected of all staff when using the washing machine and putting linen away.
- The SOP will be widely disseminated and readily accessible.
- This SOP was written with reference to the UHL Hospital linen infection prevention principles.

2. Scope

- The SOP applies to all members of staff within CenTre who are involved in the processes of using the washing machine and putting linen away. The methods outlined in the SOP should be used at all times.
- For the purpose of this SOP the definition of linen includes the clinical areas own harnesses', fleece blankets, incubator covers as well as hospital towels and sheets. All items should be suitable for high temperature cleaning and disinfection and tumble drying.

3. Definitions

- **USED LINEN:** Linen which is not from a patient in source isolation and is not visibly soiled.
- **LIGHTLY SOILED LINEN:** Linen soiled with blood and/or bodily fluids.
- **INFECTED AND HEAVILY SOILED LINEN:** Linen from an inpatient in source isolation or which is heavily soiled with blood or bodily fluids.

4. General Principles

- This SOP seeks to standardise practice and ensure that correct Infection Prevention practices are adhered to at all times when handling linen and operating the washing machine.

5. Procedure

- Only use the machine for fleece blankets, incubator covers, neo restraint harnesses and traveller RS harnesses (when we begin to use them).
- Wherever possible all hospital sheets, towels and blankets should go to the hospital laundry in the receiving hospital for washing.
- A small stock of sheets and towels will be kept at CenTre base for emergency use, which can be washed in the CenTre washing machine if required.
- Used / dirty linen should be collected in a white polythene linen bag.
- Heavily soiled linen or linen from patients in source isolation must be placed into a separate white polythene linen bag. The linen must then be washed separately from all other patients' linen.
- A disposable apron and gloves must be worn when handling all dirty linen.

- Turn the washing machine on using the power button.



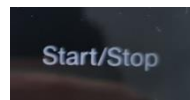
- Ensure that the dial is set to cottons.



- This will then set the machine to **Cottons, 60c, 1600 spin, 2:59h**.



- Once settings confirmed press start.



- Measure out 115mls of washing powder or 1 pod for used linen and lightly soiled linen or 175mls or 2 pods for infected and heavily soiled linen into the designated compartment on the top of the machine.
- Wipe down the outside of the machine with Clinell Wipes in preparation for removing the clean linen from the washing machine to prevent any cross-contamination.
- Remove gloves and apron as per Infection Prevention guidance and dispose of in a clinical waste bin. Wash hands and dry thoroughly.
- The washing machine is shared between CenTre and CoMET.
- If any error messages are displayed please report it to the lease company Wash Works on 0116 478388 or email Hello@washworks.co.uk.

- If there are any plumbing issues please report to Bellrock helpdesk on 03301 344856. Once reported please place a sign in a prominent position on or close to the fault.

3. Education & Training

- Staff to ensure they undertake the yearly Infection Prevention eLearning module.
- Training and education in the processes of pathogen control, disinfection and hygiene (including hand hygiene), exposure to blood borne viruses, health and safety and infection risk reduction (including waste disposal) should be part of staff induction programmes.
- As part of the induction process this procedure will be fully explained to new members of staff (where relevant).
- Any changes to the SOP will be widely communicated to relevant staff by the education or clinical practice leads.

4. Supporting References

- [Hospital Linen Infection Prevention UHL Policy](#) Trust ref: B14/2012
- [Infection Prevention UHL Policy](#) Trust ref: B4/2005

5. Key Words

Linen, cleaning, decontamination, Laundry.

The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs. As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

CONTACT AND REVIEW DETAILS			
SOP Lead – Sophie Stephenson			Executive Lead Chief Nurse
Details of Changes made during review: New washing machine and location			
Date	Issue Number	Reviewed By	Description Of Changes (If Any)
November 2024	1	CenTre Governance UHL Women’s Quality & Safety Board	New document