

Overview

This standard is about stripping and making beds, handling linen and bed coverings, as well as collecting bed coverings and moving them to the rooms.

Users of this standard will need to communicate effectively to meet individuals' needs and wishes and work in line with health and safety legislation, policy and practices.

Performance criteria

You must be able to:

- P1. identify and agree the roles and responsibilities of yourself and others in collecting linen and make beds
- P2. select and wear the correct PPE for your role and the procedure you are undertaking in line with organisational policy
- P3. select and collect the linens that you need for your work schedule using manual handling procedures in accordance with organisational procedures
- P4. ensure you use the right linen depending on the individual and their circumstances
- P5. handle and store soiled linens in accordance with organisational requirements
- P6. make sure the mattress is clean and intact reporting any damage or soiling
- P7. make the bed according to your organisation's instructions
- P8. leave the bed neat, smooth and ready for use
- P9. dispose of waste in accordance with organisational procedures
- P10. complete all relevant documentation required for collecting linen and make beds

Knowledge and understanding

You need to know and understand:

- K1. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
- K2. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability
- K3. the correct use of any equipment and PPE to protect the health and safety of you and others
- K4. safe moving and handling techniques and why you should always use them
- K5. organisational standards for linen and bed coverings
- K6. why you should keep soiled linen separate from clean linen
- K7. why it is important to check linen to make sure it is clean and up to standard
- K8. the types of problems that may happen when you are choosing and collecting linen from the linen store and how to deal with these
- K9. the right way to sort different fabrics
- K10. organisational procedures for making and re-sheeting beds
- K11. the organisational procedures for handling and disposing of soiled/linen
- K12. why it is important to use the right type and sized linen
- K13. how to dispose of waste in accordance with organisational procedures
- K14. how to complete and safely store all relevant documentation in accordance with organisational requirements

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Collect linen and make beds

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