



Title	Water Coolers Protocol
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WATER COOLERS PROTOCOL

Aim: Water coolers are maintained in such a way as to prevent water related illnesses

The Infection Prevention Control Team and Estates Department must be informed before purchasing these machines and only machines recommended by them must be used. All machines must be maintained on a regular basis by the Estates Department.

[NB: Dispensers that use replaceable water bottles are not permitted]

Each departmental manager must have in place, a protocol of who is responsible for ensuring that these machines are cleaned according to the policy.

- Clean on a weekly basis or more frequently as the need arises
- Thoroughly wash and dry hands
- Don disposable apron and disposable gloves
- Clean all outer aspects of the machine with a new disposable cloth and general purpose detergent and warm water
- Rinse with clean water from the mains supply (drinking water)
- Place the used disposable cleaning cloth into clinical waste
- Remove the disposable apron and gloves and place into clinical waste
- Thoroughly wash and dry hands.

Keeps a cleaning record identifying the date and person who undertook the cleaning. Report any defect with the water cooler to the Estates Department.