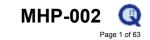
Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

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Functional Area: Start Date: Overall Auditors:

Module: Management of Infection Prevention and Control

Date: Auditors:

Standard: Infection prevention and control is managed effectively, given high priority and seen as an integral part of the overall business of the Health Care facility.

Question Set: Management of Infection Prevention and Control - General Management

	Question	Guidance	Yes	No	N/A	Comment
1	Is there a named lead person responsible for infection prevention and control? (12, 77, 78, 82)	Ask who the lead person is. This may be a link nurse.				
2	Does the job description of the named lead person outline responsibilities in respect of infection prevention and control? (77, 78, 82)	Review the job description. Check for items such as audit, action plan for risk, education, surveillance.				
3	Are infection prevention and control related topics agenda items at staff/business meetings? (77, 78, 82)	Ask for minutes.				
4	Are there up to date local contact telephone numbers available to obtain advice pertaining to infection prevention and control? (82)	Ask for the list of contact numbers. Check that they are the most up to date.				
5	Is there evidence of a process for reporting untoward incidents in relation to infection prevention and control? (77, 78, 82)	Ask to see incident records.				
6	Is there evidence that audits have been undertaken and practice changed to improve infection prevention and control? (14)	Ask to see most recent audit and action plan. This must include hand hygiene audits.				

Question Set Comments/Recommendations for Management of Infection Prevention and Control - General Management

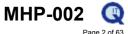
Question Set: Management of Infection Prevention and Control - Staff Health

	Question	Guidance	Yes	No	N/A	Comment
1	Do occupational health policies require staff to be offered immunisation in line with current national guidance? (39, 45, 48, 77, 78, 82)	Randomly select two members of staff and ask whether their immunisation status has been assessed.				
2	Is there a policy on staff exclusion from work with regards to infection prevention? (47, 48, 77, 78, 82)	Check policy. Check staff are aware of the need to remain off work for 48 hours after resolution of illnesses such as diarrhoea/vomiting/Group A Streptococcal infection.				



Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Observation: 1

Question Set: Management of Infection Prevention and Control - Staff Health

	Question	Guidance	Yes	No	N/A	Comment
	Are staff aware of the procedure for managing an inoculation contamination injury? (20, 81)	Ask two members of staff to describe the procedure.				
4	Is there a policy/poster available for the management of an inoculation contamination injury? (48)	Visible evidence of staff guidance.				

Question Set Comments/Recommendations for Management of Infection Prevention and Control - Staff Health

Question Set: Management of Infection Prevention and Control - Staff Training

Question N/A Comment Guidance Yes No 1 Is infection prevention and control included in Check training includes: Hand hygiene, use of personal protective equipment, handling & disposal of all staff induction programmes? (77, 78, 82) sharps, management of contamination injuries, decontamination of equipment, management of blood/body fluid spillage, waste, and specimen handling. 2 Have staff received mandatory training in Check training records and the training includes: Hand hygiene, use of personal protective equipment, infection prevention and control in line with handling & disposal of sharps, management of local policy and training needs analysis? contamination injuries, decontamination of equipment, (77, 78, 82) management of blood/body fluid spillage, waste, and specimen handling 3 Is there a process in place to ensure all non Ask to see process for follow up of non attendees to mandatory training program. attendees at mandatory training are followed up? (77, 78, 82)

Question Set Comments/Recommendations for Management of Infection Prevention and Control - Staff Training

Question Set: Management of Infection Prevention and Control - Policies, Procedures and Guidelines

Observation: 1

Question

Guidance

Yes No N/A Comment



Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD

Question Set: Management of Infection Prevention and Control - Policies, Procedures and Guidelines

	Question	Guidance	Yes	No	N/A	Comment
1	Are up to date infection prevention and control policies and guidelines available and accessible by staff? (77, 78, 82)	Check staff can access guidelines and that all documents are dated within the last two years. Also check that the following are included: Hand hygiene, personal protective equipment, sharps handling and disposal, management of contamination injuries, decontamination of equipment, management of blood/body fluid spillage, waste management.				
2	Are care pathways/care plans maintained for patients with alert organisms/conditions? (77, 78, 82)	Check care pathways/care plan for patients with alert organisms such as MRSA, C.diff or ESBL.				
3	Is an infection risk assessment carried out on each patient at admission and the results recorded?	Check one patient's notes.				
4	Is the infection risk assessment included in the transfer and discharge documentation?	Check a recent discharge form.				
5	Are systems in place to ensure infection prevention input is sought prior to purchase of equipment? (77, 78, 82)	Check policy/local procedure for purchasing new equipment. Check for evidence that infection prevention team has been consulted prior to purchase of any new equipment.				
6	Are there comprehensive written cleaning standards and procedures? (85, 86)	Check cleaning schedules; ensure responsibility for cleaning all areas is clearly identified.				
7	Are there clearly outlined staff responsibilities for cleaning dedicated areas/equipment? (77, 84, 85, 86, 95)	Identify who is responsible for cleaning specific pieces of equipment. Check cleaning schedule for details.				
8	Are cleaning processes and outcomes audited regularly? (85, 86)	Check audit records and action plans if non compliant.				
9	Are up to date cleaning schedules clearly displayed? (85, 86)	Ask to see the department cleaning programme and specifications.				

Question Set Comments/Recommendations for Management of Infection Prevention and Control - Policies, Procedures and Guidelines

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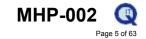
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- 85 The NHS Cleaning Manual: NPSA, 2009
- 86 The NHS Scotland National Cleaning Services Specification. In: Force HAIT, editor: NHS National Services Scotland www.scotland.gov.uk/Publications/2004/05/19319/36643
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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Module: Environment

Date: Auditors:

Standard: To protect patients, visitors and staff from the risk of infection the environment is managed to ensure a clean environment and reduction of microbial contamination.

Question Set: Environment - Reception/Waiting Area

Room Function: Lobby/Reception/Entrance	
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Room No.: 1 Room:

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
9	Is the environment tidy and uncluttered?	Check all areas are accessible for cleaning.				
10	Are all telephones visibly clean? (20, 84, 85, 86)	Check receiver.				
11	Are computer systems visibly clean? (20, 84, 85, 86)	Check up to three.				

Question Set Comments/Recommendations for Environment - Reception/Waiting Area

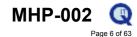
Question Set: Environment - Management of Toys

	Question	Guidance	Yes	No	N/A	Comment
1	Is there a procedure for the management of toys? (9, 10)	Ask a staff member to locate the procedure.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Management of Toys

	Question	Guidance	Yes	No	N/A	Comment
2	Is there a record of cleaning which includes frequencies of cleaning?	Check documentation.				
3	Is there a designated storage area for toys?	Check area.				
4	Is the storage area/toy box visibly clean?	Check area/box.				
5	Are toys visibly clean?	Check toys.				
	Are toys made of a cleanable material? (77, 78, 82)	Check toys.				
	Are children`s books clean and undamaged? (9, 10, 82)	Check pages for torn/dirty pages and chewed edges.				

Question Set Comments/Recommendations for Environment - Management of Tovs

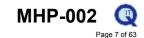
Question Set: Environment - Lounge

Room	Room Function: Lounge/Living/Sitting Room			1	Ro	om:
	Question	Guidance	Yes	No		Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
8	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.				
9	Is the environment tidy and uncluttered?	Check all areas are accessible for cleaning.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Lounge

Room Function: Lounge/Living/Sitting Room		Roo	Room No.: 1			Room:		
	Question	Guidance	Yes	No	N/A	Comment		
10	Is there sufficient storage space?	Check there are no items stored on the floor and tops of cupboards.						
11	Is there a domestic waste bin available?	Visually check.						
12	Is the domestic waste bin visibly clean?	Check bins are clean externally and internally.						
13	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.						
14	Is the water in the flower vases changed daily?	Check water looks clear.						

Question Set Comments/Recommendations for Environment - Lounge

Question Set: Environment - Dining Room/Area

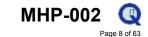
Room	Function: Dining Room/Cafe	F	Room No.:	1	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
7	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
8	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
9	Is the environment tidy and uncluttered?	Check all areas are accessible for cleaning.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Dining Room/Area

Room Function: Dining Room/Cafe			m No.:	om:		
	Question	Guidance	Yes	No	N/A	Comment
10	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.				
11	Is there sufficient storage space?	Check there are no items stored on the floor and tops of cupboards.				
12	Are table mats visibly clean?	Check a selection.				
13	Are condiments visibly clean?	Check condiments are free from a build of debris – i.e. brown sauce.				
14	Are condiments kept refrigerated between	Check condiments left out.				

Question Set Comments/Recommendations for Environment - Dining Room/Area

Question Set: Environment - Clean Utility

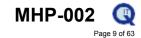
Room	Function: Clean Utility	Roor	n No.:	1	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Clean Utility

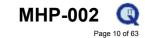
Room	Function: Clean Utility	Roo	m No.:	1	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
9	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
10	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
11	Is the hand wash basin plug free? (15)	Check the hand wash basin does not have a plug.				
12	Is the hand wash basin overflow free? (15)	Check the hand wash basin does NOT have an overflow.				
13	Is the waste offset so the water does not flow directly into it? (15)	Check the water from the tap does NOT flow directly into the plug hole.				
14	Are elbow/sensor taps available? (15)	Visually check.				
15	If no elbow or sensor taps, are staff aware of how to turn off the taps with a paper towel? (15)	Observe practice or ask a member of staff to describe procedure.				
16	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.				
17	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
18	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
19	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
20	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
21	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
22	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
23	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
24	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
25	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
26	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

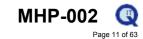
Question Set: Environment - Clean Utility

Room	Function: Clean Utility	Roo	m No.:	1	Ro	om:
	Question	Guidance	Yes	No	N/A	Comment
27	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
28	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
29	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
30	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
31	Are alcohol based hand rub bottles available at the point of care? (55, 90)	Check it is within reach, this may be a personal dispenser .				
32	Is there a designated work surface/trolley for clinical procedures? i.e. dressings (20, 84)	Check visually.				
33	Are dressing trolleys/trays structurally sound and in a good state of repair? (20, 84)	Visually check.				
34	Are dressing trolley/trays visibly clean? (20, 84)	Check that there is no tape/debris or bulldog clips permanently attached. Check for visible cleanliness and where shelves of trolley's are removable, check both surfaces.				
35	Are all products stored above floor level? (84)	Visually check.				
36	Is there sufficient storage space?	Check there are no items stored on the floor and tops of cupboards.				
37	Are all work surfaces free from clutter?	Visually check.				
38	Are shelves used to store sterile products visibly clean? (20, 52, 84, 85, 86)	Check behind items.				
39	Are all cupboards visibly clean?	Check two cupboards.				
40	Is the drug refrigerator used for the storage of drugs only?	Check for items other than drugs in the refrigerator e.g. specimens, food.				
41	Is there a hands free waste bin available for the disposal of infectious/healthcare risk waste? (23, 53, 90)	Visually check.				
42	Is the foot pedal of the infectious/healthcare risk waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				



Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Clean Utility

Room	Function: Clean Utility	F	Room No.:	1	Ro	om:
	Question	Guidance	Yes	No	N/A	Comment
43	Is the infectious/healthcare risk waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
44	Is the infectious/healthcare risk waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				

Question Set Comments/Recommendations for Environment - Clean Utility

Question Set: Environment - Examination Room

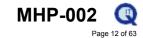
Room	Function: Consulting/Examination Room		Room No.:	1	Roo	om:
	Question	Guidance	Yes	No		Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Is the furniture visibly clean?	Check the furniture, especially the underside of tables.				
5	Is the furniture in a good state of repair?	Check for rips and tears.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
9	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
10	Is the hand wash basin plug free? (15)	Check the hand wash basin does not have a plug.				
11	Is the hand wash basin overflow free? (15)	Check the hand wash basin does NOT have an overflow.				



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Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Examination Room

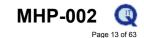
Room	Function: Consulting/Examination Room	Roc	om No.:	1	Ro	om:
	Question	Guidance	Yes	No	N/A	Comment
12	Is the waste offset so the water does not flow directly into it? (15)	Check the water from the tap does NOT flow directly into the plug hole.				
13	Are elbow/sensor taps available? (15)	Visually check.				
14	If no elbow or sensor taps, are staff aware of how to turn off the taps with a paper towel? (15)	Observe practice or ask a member of staff to describe procedure.				
15	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.				
16	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
17	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
18	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
19	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
20	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
21	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
22	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
23	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
24	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
25	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
26	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
27	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
28	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				



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Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Examination Room

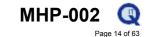
Room	Function: Consulting/Examination Room	Roo	m No.:	1	Ro	om:
	Question	Guidance	Yes	No		Comment
29	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
30	Is there sufficient storage space?	Check there are no items stored on the floor and tops of cupboards.				
31	Are all areas free from clutter and inappropriate items?	Check the area can easily be cleaned.				
32	Is the examination couch cover impervious and washable? (84, 85, 86)	Check couch for rips/tears.				
33	Is the couch/chair visibly clean?	Check frame as well as top surface.				
34	Is the couch/chair in a good state of repair?	Check for damage.				
35	Are the disposable couch roll/sheets changed in between patients?	Check with member of staff that couch roll is changed in between patient use.				
36	Are couch rolls stored off the floor on a couch roll holder?	Visually check.				
37	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.				
38	Is there a hands free waste bin available for the disposal of infectious/healthcare risk waste? (23, 53, 90)	Visually check.				
39	Is the foot pedal of the infectious/healthcare risk waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
40	Is the infectious/healthcare risk waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
41	Is the infectious/healthcare risk waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				

Question Set Comments/Recommendations for Environment - Examination Room

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Interview Room

Room	Function: Interview/Group Room		Room No.:	1	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
8	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
9	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.				

Question Set Comments/Recommendations for Environment - Interview Room

Question Set: Environment - Activity Room

Observation: 1

Room	Function: Activity/Art Room	Roo	m No.:	1	Ro	om:
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				

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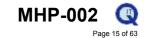
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Infection Prevention Quality Improvement Tools

Room No.: 1

Room:

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Activity Room

Room Function: Activity/Art Room

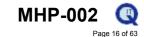
	Question	Guidance	Yes	No	N/A	Comment
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
9	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
10	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
11	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
12	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
13	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
14	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
15	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
16	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
17	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
18	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
19	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
20	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				



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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Activity Room

Roon	Room Function: Activity/Art Room			Room No.: 1 Room:		
	Question	Guidance	Yes	No		Comment
21	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
22	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
23	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
24	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
25	Are all products stored above floor level? (84)	Visually check.				
26	Is there sufficient storage space?	Check there are no items stored on the floor and tops of cupboards.				
27	Are all areas free from clutter and inappropriate items?	Check the area can easily be cleaned.				
28	Are items stored appropriately?	e.g. Boxes with lids.				

Question Set Comments/Recommendations for Environment - Activity Room

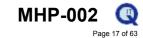
Question Set: Environment - Toilets

Room	Room Function: Toilet			1	Ro	om:
	Question	Guidance	Yes	No		Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

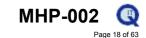
Question Set: Environment - Toilets

Room	Room Function: Toilet		om No.: 1 Room:				
	Question	Guidance	Yes	No			
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.					
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.					
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.					
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.					
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.					
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.					
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.					
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.					
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.					
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.					
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.					
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.					
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.					
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.					
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.					
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.					
22	Are toilet(s) visibly clean? (20, 52, 84, 85, 86)	Check underneath the toilet seat.					
23	Are the toilet(s) in a good state of repair?	Check for damage.					

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Toilets

I	Room Function: Toilet			Room No.: 1 Room:			om:
I		Question	Guidance	Yes	No	N/A	Comment
		Is there a mechanism to ensure that toilet cleaning can be carried out as needed? (20, 82, 84, 85, 86)	Check for supply of detergent wipes or other cleaner.				
I		Are toilet brushes and holders visibly clean? (20, 84, 85, 86)	Check two for evidence.				
I		Are raised toilet seats visibly clean and stored off the floor? (20, 84)	Check underneath the raised seat.				
I		Are facilities available for the disposal of sanitary waste?	Check for sanitary bin.				

Question Set Comments/Recommendations for Environment - Toilets

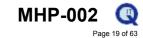
Question Set: Environment - Toilets

Room	Room Function: Toilet			2	Ro	om:
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Toilets

Room Function: Toilet			m No.:	2	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
22	Are toilet(s) visibly clean? (20, 52, 84, 85, 86)	Check underneath the toilet seat.				
23	Are the toilet(s) in a good state of repair?	Check for damage.				
24	Is there a mechanism to ensure that toilet cleaning can be carried out as needed? (20, 82, 84, 85, 86)	Check for supply of detergent wipes or other cleaner.				
25	Are toilet brushes and holders visibly clean? (20, 84, 85, 86)	Check two for evidence.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Toilets

Room Function: Toilet		Roor	Room No.: 2			Room:	
	Question	Guidance	Yes	No	N/A	Comment	
26	Are raised toilet seats visibly clean and stored off the floor? (20, 84)	Check underneath the raised seat.					
27	Are facilities available for the disposal of sanitary waste?	Check for sanitary bin.					

Question Set Comments/Recommendations for Environment - Toilets

Question Set: Environment - Toilets

Room	Room Function: Toilet			3	Roo	om:
	Question	Guidance	Yes	No		Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Toilets

Room	oom Function: Toilet			3	Room:		
	Question	Guidance	Yes	No	N/A	Comment	
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.					
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.					
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.					
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.					
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.					
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.					
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.					
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.					
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.					
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.					
22	Are toilet(s) visibly clean? (20, 52, 84, 85, 86)	Check underneath the toilet seat.					
23	Are the toilet(s) in a good state of repair?	Check for damage.					
24	Is there a mechanism to ensure that toilet cleaning can be carried out as needed? (20, 82, 84, 85, 86)	Check for supply of detergent wipes or other cleaner.					
25	Are toilet brushes and holders visibly clean? (20, 84, 85, 86)	Check two for evidence.					
26	Are raised toilet seats visibly clean and stored off the floor? (20, 84)	Check underneath the raised seat.					
27	Are facilities available for the disposal of sanitary waste?	Check for sanitary bin.					



Infection Prevention Quality Improvement Tools
Care Setting Process Improvement Tool : Inpatient/care home MH/LD

Question Set Comments/Recommendations for Environment - Toilets

Question Set: Environment - Bedroom

RUUIII	Function: Bearoom	R	ROOM NO.:	I	RU	om:
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
8	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.				
9	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
10	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
11	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
12	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
13	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				

Room No · 1

Room

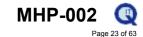
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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Bedroom

Room	Function: Bedroom	Room No.: 1 Room:						
	Question	Guidance	Yes	No		Comment		
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.						
17	Is there a domestic waste bin available?	Visually check.						
18	Is the domestic waste bin visibly clean? (23, 85, 86)	Check bins are clean externally and internally.						
19	Is food stored in bedrooms checked daily?	Check a selection to ensure it is free from mould and pests and within expiry date.						
20	Do pillows have an impervious cover or are laundered on patient discharge? (84, 85, 86)	Check if pillow is visibly soiled.						
21	Are pillows visibly clean and in a good state of repair? (84, 85, 86)	Check visually for staining and damage.						
22	Are bed mattresses visibly clean and in a good state of repair?	Check 3.						
23	Is the mattress cover intact and impervious to liquids?	Examine the mattress; there should be no visible staining; the cover should be intact and the mattress should be impermeable to fluids. To check impermeable, place a paper towel beneath the mattress cover and press down for 10 seconds. Then pour 30mls of water onto the area and press for 30 seconds. Remove and examine the paper towel to see if water has permeated through the mattress cover.						
24	Is there evidence of an audit programme to check the condition of bed mattresses, couch mattresses and covers? (84, 85, 86)	Check Records.						

Question Set Comments/Recommendations for Environment - Bedroom

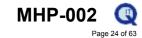
Question Set: Environment - Bedroom

Room	Room Function: Bedroom			2	Room:		
	Question	Guidance	Yes	No	N/A	Comment	
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.					
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.					
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Care Setting Process Improvement Tool : Inpatient/care home MH/LD



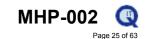
Observation: 1

Question Set: Environment - Bedroom

Room	pom Function: Bedroom R			No.: 2 Room:				
	Question	Guidance	Yes	No		Comment		
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.						
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.						
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.						
6	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.						
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.						
8	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.						
9	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.						
10	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.						
11	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.						
12	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.						
13	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.						
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.						
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.						
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.						
17	Is there a domestic waste bin available?	Visually check.						
18	Is the domestic waste bin visibly clean? (23, 85, 86)	Check bins are clean externally and internally.						
19	Is food stored in bedrooms checked daily?	Check a selection to ensure it is free from mould and pests and within expiry date.						

Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Bedroom

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Room Function: Bedroom			Room No.: 2			Room:		
	Question	Guidance	Yes	No	N/A	Comment		
20	Do pillows have an impervious cover or are laundered on patient discharge? (84, 85, 86)	Check if pillow is visibly soiled.						
21	Are pillows visibly clean and in a good state of repair? (84, 85, 86)	Check visually for staining and damage.						
22	Are bed mattresses visibly clean and in a good state of repair?	Check 3.						
23	Is the mattress cover intact and impervious to liquids?	Examine the mattress; there should be no visible staining; the cover should be intact and the mattress should be impermeable to fluids. To check impermeable, place a paper towel beneath the mattress cover and press down for 10 seconds. Then pour 30mls of water onto the area and press for 30 seconds. Remove and examine the paper towel to see if water has permeated through the mattress cover.						
24	Is there evidence of an audit programme to check the condition of bed mattresses, couch mattresses and covers? (84, 85, 86)	Check Records.						

Question Set Comments/Recommendations for Environment - Bedroom

Question Set: Environment - Bedroom

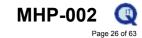
Room Function: Bedroom			Room No.: 3 Room:				
	Question	Guidance	Yes	No	N/A	Comment	
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.					
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.					
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.					
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.					
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.					

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



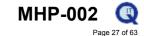
Observation: 1

Question Set: Environment - Bedroom

Room	Room Function: Bedroom			om No.: 3 Room:					
	Question	Guidance	Yes	No		Comment			
6	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.							
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.							
8	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.							
9	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.							
10	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.							
11	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.							
12	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.							
13	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.							
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.							
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.							
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.							
17	Is there a domestic waste bin available?	Visually check.							
18	Is the domestic waste bin visibly clean? (23, 85, 86)	Check bins are clean externally and internally.							
19	Is food stored in bedrooms checked daily?	Check a selection to ensure it is free from mould and pests and within expiry date.							
20	Do pillows have an impervious cover or are laundered on patient discharge? (84, 85, 86)	Check if pillow is visibly soiled.							
21	Are pillows visibly clean and in a good state of repair? (84, 85, 86)	Check visually for staining and damage.							
22	Are bed mattresses visibly clean and in a good state of repair?	Check 3.							

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Infection Prevention Quality Improvement Tools Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Bedroom

Room:

Room Function: Bedroom			oom No.: 3 Room:			om:
	Question	Guidance	Yes	No	N/A	Comment
23	Is the mattress cover intact and impervious to liquids?	Examine the mattress; there should be no visible staining; the cover should be intact and the mattress should be impermeable to fluids. To check impermeable, place a paper towel beneath the mattress cover and press down for 10 seconds. Then pour 30mls of water onto the area and press for 30 seconds. Remove and examine the paper towel to see if water has permeated through the mattress cover.				
24	Is there evidence of an audit programme to check the condition of bed mattresses, couch mattresses and covers? (84, 85, 86)	Check Records.				

Question Set Comments/Recommendations for Environment - Bedroom

Question Set: Environment - Ensuite bedroom

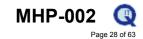
Room Function: Bedroom				Room No.: 1 Room:					
	Question	Guidance	Yes	No	N/A	Comment			
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.							
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.							
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.							
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.							
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.							
6	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.							
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.							
8	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.							

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Ensuite bedroom

Room	Function: Bedroom	Roc	om No.:	1	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
9	Is food stored in bedrooms checked daily? (72)	Check a selection to ensure it is free from mould and pests and within expiry date.				
10	Do pillows have an impervious cover or are laundered on patient discharge? (84, 85, 86)	Check if pillow is visibly soiled.				
11	Are pillows visibly clean and in a good state of repair? (84, 85, 86)	Check visually for staining and damage.				
12	Are bed mattresses visibly clean and in a good state of repair?	Check 3.				
13	Is the mattress cover intact and impervious to liquids?	Examine the mattress; there should be no visible staining; the cover should be intact and the mattress should be impermeable to fluids. To check impermeable, place a paper towel beneath the mattress cover and press down for 10 seconds. Then pour 30mls of water onto the area and press for 30 seconds. Remove and examine the paper towel to see if water has permeated through the mattress cover.				
14	Is there evidence of an audit programme to check the condition of bed mattresses, couch mattresses and covers? (84, 85, 86)	Check Records.				
15	Is there a domestic waste bin available?	Visually check.				
16	Is the domestic waste bin visibly clean? (23, 85, 86)	Check bins are clean externally and internally.				
17	Is the en-suite bathroom visibly clean?	Check for visible cleanliness.				
18	Are en-suite bathrooms free from visible damage? (85)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces.				
19	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
20	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
21	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
22	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
23	Is liquid soap available?	Check there is at least enough for the next two uses.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Ensuite bedroom

	Room	Function: Bedroom	Roo	m No.:	1	Roo	om:
		Question	Guidance	Yes	No	N/A	Comment
I		Are baths/showers visibly clean? (20, 84, 85, 86)	Visually check.				
I		Are shower curtains visibly clean? (20, 84, 85, 86)	Check for mould.				
I		Are anti-slip bath mats visibly clean and free from mould?	Check round suction cups for evidence of dirt or mould.				
I	27	Are all bathroom furniture and fittings visibly clean? (20, 52, 84, 85, 86)	Check visible cleanliness.				

Question Set Comments/Recommendations for Environment - Ensuite bedroom

Question Set: Environment - Shower

Room	Room Function: Bath/Shower Room			Room No.: 1 Room:			
	Question	Guidance	Yes	No		Comment	
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.					
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.					
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.					
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.					
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.					
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.					
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.					
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.					
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.					

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Shower

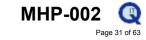
Room	n Function: Bath/Shower Room	Roor	n No.:	1	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
22	Are all toiletries single use?	Check for evidence of communal toiletries in bathroom.				
23	Are baths/showers visibly clean? (20, 84, 85, 86)	Visually check.				
24	Are shower curtains visibly clean? (20, 84, 85, 86)	Check for mould.				
25	Are anti-slip bath mats visibly clean and free from mould?	Check round suction cups for evidence of dirt or mould.				
26	Are all bathroom furniture and fittings visibly clean? (20, 52, 84, 85, 86)	Check visible cleanliness.				



Infection Prevention Quality Improvement Tools Care Setting Process Improvement Tool : Inpatient/care home MH/LD

Question Set Comments/Recommendations for Environment - Shower

Room Function: Bath/Shower Room			Room No.: 1 Room:					
	Question	Guidance	Yes	No		Comment		
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.						
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.						
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.						
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.						
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.						
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.						
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.						
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.						
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.						
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.						
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.						
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.						
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.						
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.						
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.						



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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Bathroom

Room	Function: Bath/Shower Room	Roo	m No.:	1	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
22	Are all toiletries single use?	Check for evidence of communal toiletries in bathroom.				
23	Are baths/showers visibly clean? (20, 84, 85, 86)	Visually check.				
24	Are anti-slip bath mats visibly clean and free from mould?	Check round suction cups for evidence of dirt or mould.				
25	Are hoists visibly clean and in a good state of repair? (52, 77, 78, 82, 85, 95)	Visually check.				
26	Are manual handling slings/sheets single use or laundered after use? (77, 78, 82)	Inspect in use slings/question staff.				
27	Are appropriate cleaning materials available for staff to clean the bath/shower between uses?	Check that there is information provided on where cleaning materials are stored.				
28	Are bathrooms free from inappropriate items?	Check for equipment storage.				
29	Is there evidence that baths, showers and sinks not in use have planned provision for running water on a weekly basis?	Check documentation.				

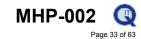
Question Set Comments/Recommendations for Environment - Bathroom

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Staff Toilet

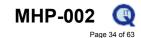
Roon	n Function: Toilet	F	Room No.:	1	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Staff Toilet

Room	Function: Toilet	Roor	n No.:	1	Ro	om:
	Question	Guidance	Yes	No		Comment
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
22	Are toilet(s) visibly clean? (20, 52, 84, 85, 86)	Check underneath the toilet seat.				
23	Are the toilet(s) in a good state of repair?	Check for damage.				
24	Are toilets free from inappropriate items?	Check for items that are not used in a toilet.				
25	Are toilet brushes and holders visibly clean? (20, 84, 85, 86)	Check two for evidence.				
26	Is toilet paper available from a wall mounted dispenser?	Check the underside of the dispenser for build up of dirt and debris.				
27	Is the toilet paper dispenser visibly clean?	Check the underside for build up of dirt and debris.				
28	Are facilities available for the disposal of sanitary waste?	Check for sanitary bin.				

Question Set Comments/Recommendations for Environment - Staff Toilet

Question Set: Environment - Dirty Utility

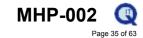
Room Function: Dirty Utility/Sluice			Room No.: 1 Room:			
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Dirty Utility

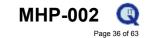
Room Function: Dirty Utility/Sluice Room				om No.: 1 Room:			
	Question	Guidance	Yes	No		Comment	
4	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.					
5	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.					
6	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.					
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.					
8	Are all work surfaces smooth, impervious, with coved edges to facilitate easy cleaning? (20, 53, 80, 84)	Check all work surfaces.					
9	Are all work surfaces visibly clean? (53)	Check all work surfaces throughout the room are dust free, clean and dry.					
10	Is the dirty utility room free from clutter and inappropriate items? (20, 84)	Check that inappropriate items are not stored in the sluice which might become inadvertently contaminated.					
11	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.					
12	Is the hand wash basin plug free? (15)	Check the hand wash basin does not have a plug.					
13	Is the hand wash basin overflow free? (15)	Check the hand wash basin does NOT have an overflow.					
14	Is the waste offset so the water does not flow directly into it? (15)	Check the water from the tap does NOT flow directly into the plug hole.					
15	Are elbow/sensor taps available? (15)	Visually check.					
16	If no elbow or sensor taps, are staff aware of how to turn off the taps with a paper towel? (15)	Observe practice or ask a member of staff to describe procedure.					
17	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.					
18	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.					
19	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.					
20	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.					

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



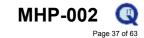
Observation: 1

Question Set: Environment - Dirty Utility

Room Function: Dirty Utility/Sluice		om No.:	1	Room:		
	Question	Guidance	Yes	No	N/A	Comment
21	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
22	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
23	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
24	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
25	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
26	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
27	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
28	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
29	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
30	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
31	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
32	Is there a dedicated deep sink for washing used equipment? (53)	Visually check.				
33	Is there a disposal unit available for disposal of body fluids? (20, 53, 80)	Visually check.				
34	Are cleaning/disinfectant products available for decontamination of equipment and the environment? (60)	Check there are cleaning and disinfectant products available as per policy and that there are instructions on use e.g. poster.				
35	Can staff describe which products should be used for routine cleaning?	Check responses of two staff against local guidance.				
36	Are spillage kits or alternative available for use on body fluid spillages? (20, 60, 84)	Kit: Check expiry date and that it contains a brush/scrapper. Alternative: Check expiry of hypochlorite.				



Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

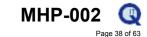
Question Set: Environment - Dirty Utility

Room	Function: Dirty Utility/Sluice	Roo	m No.:	1	Ro	om:
	Question	Guidance	Yes	No	N/A	Comment
37	Are staff aware of the procedures to be used when removing body fluid spillages? (60, 85, 86)	Ask a member of staff to describe the procedure.				
38	Is personal protective equipment available? (20)	Check for gloves, aprons and eye protection.				
39	Are re-usable bedpans and urinals processed through a washer disinfector? (53, 80)	Check for a washer disinfector to process bedpans/urinals.				
40	Are bedpans and urinals visibly clean?	Visually check.				
41	Is the macerator or bedpan washer visibly clean?	Visually check.				
42	Is the macerator or bedpan washer in good working order?	Check macerator is working correctly by closing the lid, applying water (enough to cover seal), start machine and check for air bubbles rising from seal or small splashes. (Please check with manufacturer's instructions first and wear eye protection) If intact, no bubbles or splashing will be seen. Check macerator is empty at the end of the cycle. OR Bed pan washer is visibly clean and meeting the appropriate temperature of 80 degrees C for 1 minute.				
43	Is the washer heat disinfector tested and maintained in line with HTM 2030 or equivalent? (15, 53)	Check: Records for periodic testing. Bedpan washer is reaching the appropriate temp of 80 degrees C for one minute (HTM 2030).				
44	Are bedpans and urinals stored correctly to minimise contamination? (84)	Check bedpans and urinals are stored inverted on racks.				
45	Is the rack visibly clean and in good condition?	Visually check.				
46	Are commodes in a good state of repair? (20, 84)	Check for rust and damage.				
47	Are the commodes visibly clean and ready for use? (20, 52, 84)	Check underneath the seat, the underside, frame and foot rest and check there is a system of assurance that the commode has been cleaned.				
48	Is there a system in place to check commodes are clean and ready for use? (20, 84)	Check for system e.g. seat left inverted or tape.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Dirty Utility

Room	Function: Dirty Utility/Sluice	R	Room No.:	1	Roo	om:
	Question	Guidance	Yes	No		Comment
49	Are wash bowls disposable or named single patient use?	Check system in use in area. Bowl liners/single patient use wash bowls are also acceptable. If re-usable, check clean bowl for debris, scratching/scoring of surface.				
50	Is the room free from communal items? (20)	Check for creams, flannels, cleansing foam etc.				
51	Are catheter stands visibly clean? (20, 84)	Check stands.				
52	Are measuring jugs either disposable or processed through a washer disinfector? (20)	Check for disposable jugs/washer disinfector.				
53	Is there a hands free waste bin available for the disposal of offensive waste? (23, 53, 90)	Visually check.				
54	Is the foot pedal of the offensive waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
55	Is the offensive waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
56	Is the offensive waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
57	Is there a hands free waste bin available for the disposal of infectious/healthcare risk waste? (23, 53, 90)	Visually check.				
58	Is the foot pedal of the infectious/healthcare risk waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
59	Is the infectious/healthcare risk waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
60	Is the infectious/healthcare risk waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				

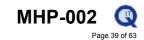
Question Set Comments/Recommendations for Environment - Dirty Utility

Room No.: 1 Room:

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Patient Laundry Room

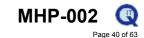
Room	Function: Laundry	Roo	m No.:	1	Roo	om:
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all work surfaces smooth, impervious, with coved edges to facilitate easy cleaning? (20, 53, 80, 84)	Check all work surfaces.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				



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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Patient Laundry Room

Room	Function: Laundry	Roo	m No.:	1	Ro	om:
	Question	Guidance	Yes	No		Comment
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
22	Is there written guidance regarding how to use the washing machine/tumble dryer? (38)	Ask to see guidance.				
23	Is the tumble dryer vented to the outside? (38)	Check for pipe.				
24	Is the washing machine and tumble dryer on a pre-planned maintenance programme? (38)	Check records.				
25	Is the washing machine on a plinth? (38)	Visually check.				
26	Is the laundry room free from food and drink? (53)	Check for evidence.				
27	Are individual plastic washing baskets and linen skips cleaned on a weekly basis and when visibly soiled?	Check two.				

Question Set Comments/Recommendations for Environment - Patient Laundry Room

Question Set: Environment - Linen

Room Function: Linen	
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Observation: 1

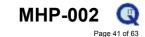
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	Question	Guidance	Yes	No	N/A	Comment
1	Is there a designated area for the storage of clean linen which is separate to used linen?	Check for linen in sluice or bathroom.				
2	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
3	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				

Room No.: 1

Room:

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Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Linen

Roon	n Function: Linen	Roc	om No.:	1	Ro	om:
	Question	Guidance	Yes	No		Comment
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is all linen stored off the floor?	Visually check.				
8	Is the area / room used to store clean linen free from inappropriate items? (53, 80)	Check linen area store for inappropriate equipment, Christmas trees, hair dressing equipment etc.				
9	Is used linen placed directly into appropriate colour coded bags/containers at the point of use? (38)	Observe practice or ask a member of staff to describe procedure.				
10	Are water-soluble bags used for soiled and/or infected linen? (38)	Observe practice or ask a member of staff to describe procedure also check availability of bags.				
11	Are used linen bags/containers less than 2/3rds full? (38)	Check linen bags/containers can be secured.				
12	Are re-useable linen bags laundered after use?	Ask laundry staff.				
13	Are rigid linen containers/trolleys visibly clean?	Check cleanliness.				
14	Is clean linen free from stains?	Check a selection of linen including sheets and towels.				
15	Is used linen stored in a designated area until collection, e.g. sluice room, dirty utility room? (38, 53)	Ask a member of staff which room used linen is stored in.				
16	Do staff wear disposable gloves and aprons when handling soiled linen? (20)	Observe practice or ask a member of staff to describe procedure.				

Question Set Comments/Recommendations for Environment - Linen

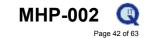
Ques	tion Set: Environment - Laundry Room					Observation: 1
Room	n Function: Laundry		Room No.: 1		Room:	
	Question	Guidance	Yes	No	N/A Comment	

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Laundry Room

Room	Room Function: Laundry				n No.: 1 Room:					
	Question	Guidance	Yes	No	N/A	Comment				
1	Is there a designated area for laundering used linen which is sited appropriately?	The room should not be a bathroom or dirty utility room.								
2	Is there a dirty to clean flow in the room?	Check there is no crossover of dirty and clean areas.								
3	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.								
4	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.								
5	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.								
6	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.								
7	Are all work surfaces smooth, impervious, with coved edges to facilitate easy cleaning? (20, 53, 80, 84)	Check all work surfaces.								
8	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.								
9	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.								
10	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.								
11	Are all work surfaces visibly clean? (53)	Check all work surfaces throughout the room are dust free, clean and dry.								
12	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.								
13	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.								
14	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.								
15	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.								
16	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.								
17	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.								

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Laundry Room

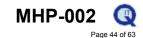
Room Function: Laundry			oom No.: 1 Room:					
	Question	Guidance	Yes	No		Comment		
18	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.						
19	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.						
20	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.						
21	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.						
22	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.						
23	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.						
24	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.						
25	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.						
26	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.						
27	Is all soiled linen initially laundered on a pre-wash (sluice) machine cycle? (38)	Observe practice or ask a member of staff to describe procedure.						
28	Is the washing machine an industrial machine? (38)	Check that it is not a domestic washing machine.						
29	Is the tumble dryer an industrial machine? (38)	Check it is not a domestic machine.						
30	Is the tumble dryer vented to the outside? (38)	Check for pipe.						
31	Is the washing machine and tumble dryer on a pre-planned maintenance programme? (38)	Check records.						
32	Is the washing machine on a plinth? (38)	Visually check.						

Question Set Comments/Recommendations for Environment - Laundry Room

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Observation: 1

Question Set: Environment - Store Room

Room Function: Store Room			Room No.: 1 Room:				
	Question	Guidance	Yes	No	N/A	Comment	
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.					
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.					
3	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.					
4	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.					
5	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.					
6	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.					
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.					
8	Are all items of equipment or supplies stored off the floor? (54)	There should be no equipment or supplies stored on the floor.					
9	Is the environment tidy and uncluttered?	Check all areas are accessible for cleaning.					
10	Are items stored appropriately?	e.g. Boxes with lids.					

Question Set Comments/Recommendations for Environment - Store Room

Question Set: Environment - Domestic/Cleaners Room

Room Function: Cleaners/Domestics Room			Room No.:	1	Ro	om:
	Question	Guidance	Yes	No	N/A	Comment
1	Is there a dedicated room for storage of cleaning equipment? (53, 80)	Check that equipment is stored in a dedicated store [separate from other items] e.g. linen, sterile supplies.				
2	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
3	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
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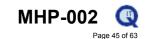


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Infection Prevention Quality Improvement Tools

Room No.: 1

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Domestic/Cleaners Room

Room Function: Cleaners/Domestics Room

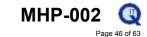
Room	Room Function: Cleaners/Domestics Room			om No.: 1 Room:					
	Question	Guidance	Yes	No	N/A	Comment			
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.							
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.							
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.							
8	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.							
9	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.							
10	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.							
11	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.							
12	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.							
13	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.							
14	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.							
15	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.							
16	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.							
17	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.							
18	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.							
19	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.							
20	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.							
21	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.							



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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Question Set: Environment - Domestic/Cleaners Room

Room Function: Cleaners/Domestics Room			pom No.: 1 Room:					
	Question	Guidance	Yes	No		Comment		
22	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.						
23	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.						
24	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.						
25	Is there a disposal unit for the disposal of contaminated waste water? (53, 80)	Check there is a disposal unit.						
26	Is the unit for the disposal of contaminated waste water visibly clean? (85)	Visually check.						
27	Are mops and buckets stored clean and dry? (52)	Check storage and cleanliness of mops and buckets.						
28	Are detachable mop bucket wringers removed and cleaned daily?	Remove and check underneath.						
29	Are mop heads laundered or disposable? (52)	Check local policy for frequency and that mop heads are in a good state of repair.						
30	Is there a colour coding system in place for cleaning equipment? (52, 53, 80, 85, 86)	Check equipment is colour coded and posters are displayed and the available equipment is coloured as per poster.						
31	Is cleaning equipment and machinery left clean and dry after use? (52, 85, 86)	Visually check.						

Question Set Comments/Recommendations for Environment - Domestic/Cleaners Room

Question Set: Environment - Whirlpool Bath

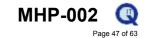
Roor	Room Function: Jacuzzi			1	om:	
	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

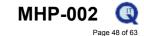
Question Set: Environment - Whirlpool Bath

Room Function: Jacuzzi Room No.: 1 Room:						om:
	Question	Guidance	Yes	No	N/A	Comment
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				

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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Question Set: Environment - Whirlpool Bath

Room Function: Jacuzzi			om No.: 1 Room:				
	Question	Guidance	Yes	No		Comment	
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.					
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.					
22	Are all toiletries single use?	Check for evidence of communal toiletries in bathroom.					
23	Is the whirlpool bath designed for therapeutic use and approved by the infection prevention team? (97)	Check manufacturer`s instructions.					
24	Is the pipe work accessible for cleaning? (97)	Check for panel that pipe work can be accessed through.					
25	Is the bath cleaned after each use? (97)	Check for cleaning instructions.					
26	Is the whirlpool bath filled with cold water and dosed at 20ppm of chlorine for at least 2.5 hours, then drained, refilled and drained again after each session? (97)	Check documentation.					
27	Are the jets on the whirlpool bath removed weekly and thoroughly cleaned and rinsed in 10-50mg/l chlorine? (97)	Check documentation.					
28	Is there a process for microbiological testing monthly? (97)	Check results.					
29	Is Legionella testing undertaken quarterly?	Check results.					

Question Set Comments/Recommendations for Environment - Whirlpool Bath

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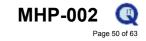
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Observation: 1

Room:

Module: Kitchen

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Date: Auditors:

Room Function: Kitchen/Pantry

Room No.: 1

Standard: To protect staff and patients from the risk of infection, the kitchen is managed to ensure a clean environment and reduction of microbial contamination.

Question Set: Kitchen - Management

	Question	Guidance	Yes	No	N/A	Comment
1	Do all staff receive appropriate food hygiene training and refresher training?	Check training records.				
2	Is the food hygiene policy available and current?	Check for paper/electronic copy.				
3	Is there a written cleaning schedule identifying when and what is cleaned?	Check documentation.				
4	Is information available to obtain a food history?	Randomly select a service user and request their food history for the previous day.				

Question Set Comments/Recommendations for Kitchen - Management

Question Set: Kitchen - Environment

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
3	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
4	Are all work surfaces smooth, impervious, with coved edges to facilitate easy cleaning? (20, 53, 80, 84)	Check all work surfaces.				
5	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
6	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
8	Are all work surfaces visibly clean? (53)	Check all work surfaces throughout the room are dust free, clean and dry.				
9	Are all products stored above floor level? (84)	Visually check.				



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good working order? (53, 80)

	Question	Guidance	Yes	No	N/A	Comment
10	Is the room free from infestation or animals?	Check for evidence i.e. mouse droppings.				
11	Is the room free from unnecessary equipment?	Visually check.				
12	Are fly screens in place if required?	Check opening windows/external doors.				
13	Is there a colour coding system in place for cleaning equipment? (52, 53, 80, 85, 86)	Check equipment is colour coded and posters are displayed and the available equipment is coloured as per poster.				
14	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
15	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.				
16	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
17	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
18	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
19	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
20	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
21	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
22	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
23	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
24	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
25	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
26	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
27	Is the foot pedal of the domestic waste bin in	Check the foot pedal opens the lid.				

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Observation: 1

Question Set: Kitchen - Environment

	Question	Guidance	Yes	No	N/A	Comment
	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
29	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				

Question Set Comments/Recommendations for Kitchen - Environment

Question Set: Kitchen - Protective Clothing

Observation: 1

Observation: 1

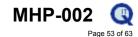
	Question	Guidance	Yes	No	N/A	Comment
1	Are disposable gloves available?	Visually check.				
2	Are single use plastic aprons available? (20, 79)	Check they are readily available.				

Question Set Comments/Recommendations for Kitchen - Protective Clothing

Question Set: Kitchen - Equipment

	Question	Guidance	Yes	No	N/A	Comment
1	Are refrigerators/freezers visibly clean and free from ice build up?	Visually check.				
2	Is there evidence that daily temperatures of fridges and freezers are recorded and appropriate action is taken if standards are not met?	Fridges must be less than +8 o C, Freezers -18 o C or as local policy.				
3	Is there only food in the refrigerator?	Check that there are no medications or specimens.				
4	Are water coolers/ice machines on a portable supply e.g. mains or treated water supply? (72)	Visually check.				
5	Is the water cooler/ice making machine cleaned at least once a week according to the manufacturer's instructions? (53, 72, 80)	Ask a member of staff about practice, check local instructions.				
6	Is the water cooler/ice machine on a planned maintenance programme? (53, 80)	Ask for evidence (written).				

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Page 53 of 63 Question Set: Kitchen - Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
7	If used for consumption, does the ice making machine dispense ice from a nozzle directly into a receptacle on demand? (53, 80)	Check that it's not dispensed into a storage container.				
8	Is there disposable paper roll available for drying equipment and surfaces?	Visually check.				
9	Is disposable paper roll used to dry kitchen items?	Check there are no fabric tea towels in use.				
10	Is the dishwasher visibly clean and well maintained?	Check inside.				
11	Are coloured waterproof dressing available?	Check plasters are colour coded.				

Question Set Comments/Recommendations for Kitchen - Equipment

Question Set: Kitchen - Storage

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is food labelled and is there a system in place to determine when it was opened and/or when it should be used by?	Check two items.				
2	Is milk stored in the refrigerator?	Visually check.				
3	Is bread stored in a clean dry container?	Visually check.				
4	Are food products within their expiry dates?	Check at least two items.				
5	Is opened food covered or stored in containers?	Visually check.				

Question Set Comments/Recommendations for Kitchen - Storage



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Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Module: Sharps Handling and Disposal

Date: Auditors:

Standard: Sharps are managed safely to reduce the risk of inoculation injury.

Ques	uestion Set: Sharps Handling and Disposal - Sharps Handling Observation:								
	Question	Guidance	Yes	No	N/A	Comment			
1	Are staff aware of the procedure for managing an inoculation contamination injury? (20, 81)	Ask two members of staff to describe the procedure.							
2	Do the sharps containers conform to BS7320 (1990)/UN 3291standards? (20)	Check all bins.							
3	Are sharps containers assembled correctly? (20, 23)	Check that the lids are secure on the sharps bins in use.							
4	Are all sharps containers labelled or tagged with date, locality and a signature on assembly? (20, 23)	Check the labels on all sharps bins in use.							
5	Are all sharps bins free from protruding sharps? (20, 81)	Check all sharps bins in use.							
6	Are the contents of all sharps containers below the `fill line`? (20, 48, 68)	Check all sharps containers are not overfilled.							
7	Are sharps container lids temporarily closed in between use? (20, 23, 81)	Visually check.							
8	Are used sharps disposed of without re-sheathing? (20, 81)	Observe practice or ask a member of staff to describe procedure.							
9	Are sharps disposed of safely and at the point of use? (20, 81)	Observe practice or ask a member of staff to describe procedure. Also check that clean trays/bins are available and are compatible with the bins in use.							
10	Are used needles and syringes discarded as a complete single unit? (20, 68, 81)	Observe practice or ask a member of staff to describe procedure.							
11	Has training been provided where needle safe devices are in use? (20)	Ask a member of staff to explain how a device works where in use.							
12	Are locked sharps containers stored in a secure facility away from public access until collected for disposal? (20, 23)	Check sharps bins awaiting collection.							
13	Are in use sharps containers safely positioned and out of reach of vulnerable people? (20, 81)	Check bins are not stored in an open access area and are positioned at a safe height.							



Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Question Set Comments/Recommendations for Sharps Handling and Disposal - Sharps Handling

- 20 Pratt RJ, Pellowe C, Wilson JA, Loveday HP, Harper PJ, Jones SRLJ, McDougall CM, Wilcox MH. (2007) Epic2: National Evidence Based Guidelines for preventing Healthcare-Associated Infection in NHS Hospitals in England. Journal of Hospital Infection. 65 (1) Supplement 1.
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Infection Prevention Quality Improvement Tools

Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Module: Personal Protective Equipment

Date: Auditors:

Standard: Protective clothing is available and worn for all aspects of care which may involve contact with blood or body fluids or where asepsis is required

Question Set: Personal Protective Equipment - Personal Protective Equipment

	Question	Guidance	Yes	No	N/A	Comment
1	Are single use plastic aprons available? (20, 79)	Check they are readily available.				
2	Are single use plastic aprons stored appropriately away from the risk of contamination? (20, 53, 80)	e.g. not stored in the dirty utility room.				
3	Is a single use apron worn when in contact or anticipated contact with body fluids or contaminated items or significant physical contact? (20, 79)	Observe practice or ask a member of staff to describe procedure.				
4	Are single use aprons worn as single use items and changed between every episode of care? (20, 79)	Observe practice or ask a member of staff to describe procedure.				
5	Are single use aprons changed between different episodes of care on the same patient? (20, 75, 79)	Check apron is changed when moving from dirty procedure to clean procedure.				
6	Is there a range of sizes of sterile and non-sterile powder free gloves available? (20, 75, 79)	Check gloves are readily available by obtaining a pair. Check gloves conform to CE mark (European Community standards).				
7	Are polythene gloves only used for non care activities? (20, 75, 79)	Gloves may be used for food handling. Observe practice or ask a member of staff to describe procedure.				
8	Are gloves stored appropriately? (20, 53, 80)	Check visually that gloves are stored away from the risk of contamination and heat sources.				
9	Are gloves worn when any invasive procedure is performed? (20)	Observe practice such as insertion of invasive device e.g. catheter or ask a member of staff to describe the procedure.				
10	Are gloves removed after care activity and hand hygiene performed? (20)	Check gloves are not worn when handling records, answering phone etc. Moment 3 - after body fluid exposure.				
11	Is eye and face protection worn by staff when anticipating contact with blood and body fluids with a high risk of splashing into the face and eyes? (20)	Observe practice or ask a member of staff to describe procedure.				



Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Question Set Comments/Recommendations for Personal Protective Equipment - Personal Protective Equipment

- Pratt RJ, Pellowe C, Wilson JA, Loveday HP, Harper PJ, Jones SRLJ, McDougall CM, Wilcox MH. (2007) Epic2: National Evidence Based Guidelines for preventing Healthcare-Associated Infection in NHS Hospitals in England. Journal of Hospital Infection. 65 (1) Supplement 1.
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Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

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Module: Patient Equipment

Date: Auditors:

Standard: All patient equipment is cleaned and maintained appropriately to prevent cross infection

Question Set: Patient Equipment - Management of Equipment

Ques	desition Set. Patient Equipment - Management of Equipment							
	Question	Guidance	Yes	No	N/A	Comment		
1	Is all equipment detailed on a cleaning schedule? (77, 78, 82, 83, 84, 85, 86)	Ask to see cleaning schedule and check it is comprehensive. Is all equipment documented?						
2	Are schedules completed, signed and up to date with frequencies and responsibilities identified? (77, 78, 82, 84, 85, 86)	Check schedules are completed, signed and up to date.						
3	Are items sent for service, inspection or repair, appropriately cleaned and/or disinfected, and a label of contamination status attached? (82, 87)	Ask to see labels used to mark items being sent for service, inspection or repair.						
4	Are sterile products stored above floor level? (54)	Check store/clean utility/treatment etc.						
5	Are sterile packs sealed and undamaged? (54, 77, 78, 82)	Check a selection of packs.						
6	Are all sterile items in date? (54, 77, 78, 82)	Check a selection of items.						
7	Can staff describe the symbol used to indicate single use items? (87)	Ask a member of staff to describe the symbol.						
8	Are all re-usable instruments returned to a sterile services provider for decontamination? (67)	Check laryngoscope blades, handles, supra glottic airways.						
9	Are cleaning products available for routine cleaning of equipment? (68)	Check against local policy/guidelines. Check availability, for example look in dirty utility rooms.						

Question Set Comments/Recommendations for Patient Equipment - Management of Equipment

Question Set: Patient Equipment - Mobile Equipment

QuestionGuidanceYesNoN/AComment1Is mobile equipment such as drug trolleys,
notes trolleys, mobile X-Rays, ultrasound
equipment visibly clean? (77, 78, 82)Inspect during audit.III2Is there a system to routinely clean mobile
equipment and is this monitored? (77, 78,
82)Check record system.IIII



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Infection Prevention Quality Improvement Tools Care Setting Process Improvement Tool : Inpatient/care home MH/LD

Question Set Comments/Recommendations for Patient Equipment - Mobile Equipment

Question Set: Patient Equipment - Monitoring & Physiological Equipment

	Question	Guidance	Yes	No	N/A	Comment
1	Is all equipment in a good state of repair? (29)	Check for evidence of the repair/replacement of damaged or broken equipment.				
2	Is blood pressure monitoring equipment visibly clean? (77, 78, 82)	Check there is no sticky tape or other attachments which prevents effective cleaning.				
3	Are all stethoscopes visibly clean? (77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
4	Is blood glucose monitoring equipment visibly clean? (77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
5	Is all reusable equipment routinely cleaned between every patient with general purpose detergent or as per local policy/manufacturer`s instructions where this differs? (77, 78, 82)	Observe practice or ask a member of staff to describe procedure.				
6	Are tourniquets single use or decontaminated between uses? (77, 78, 82)	Visually check.				
7	Are thermometers visibly clean and in a good state of repair?	Visibly check.				

Question Set Comments/Recommendations for Patient Equipment - Monitoring & Physiological Equipment

Question Set: Patient Equipment - Resusitation Equipment

	Question	Guidance	Yes	No	N/A	Comment
1	Is the resuscitation trolley/bag visibly clean? (85)	Check trolley for dust and debris.				
2	Are items on the resuscitation trolley/bag visibly clean? (77, 78, 82)	Check three items on the trolley.				
3	Is resuscitation equipment either single use or reprocessed through a sterile services provider? (77, 78, 82, 87)	Check laryngoscope blades, ambu bags, face masks.				

Observation: 1





Infection Prevention Quality Improvement Tools Care Setting Process Improvement Tool : Inpatient/care home MH/LD

Question Set Comments/Recommendations for Patient Equipment - Resusitation Equipment

Question Set: Patient Equipment - Respiratory Equipment

	Question	Guidance	Yes	No	N/A	Comment
1	Is the suction machine visibly clean and dry? (77, 78, 82)	Check.				
2	Are nebulisers stored clean and dry between use? (77, 78, 82)	Check they are cleaned as per manufacturer's instructions or local guidelines.				
3	Are disposable suction liners used and changed between patients? (77, 78, 82)	Observe practice or ask a member of staff to describe procedure.				
4	Is the oxygen mask on the cylinder visibly clean and left in the packaging?	Visually check.				

Question Set Comments/Recommendations for Patient Equipment - Respiratory Equipment

Question Set: Patient Equipment - Manual Handling Equipment

	Question	Guidance	Yes	No	N/A	Comment	
1	Is manual handling equipment stored appropriately? (77, 78, 82, 84)	Check there are none stored in an inappropriate areas such as sluice or bathroom.					
2	Are manual handling slings/sheets single use or laundered after use? (77, 78, 82)	Inspect in use slings/question staff.					
3	Are hoists visibly clean and in a good state of repair? (77, 78, 82)	Visually check.					
4	Are PAT (Patient Assisted Transfer) slides stored off the floor? (77, 78, 82, 84)	Visually check.					

Question Set Comments/Recommendations for Patient Equipment - Manual Handling Equipment

Question Set: Patient Equipment - Miscellaneous Equipment

Observation: '	1
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	Question	Guidance	Yes	No	N/A	Comment
1	Are aids such as walking sticks, Zimmer frames, helping hands visibly clean and stored in a suitable area? (77, 78, 82, 87)	Check two.				



Observation: 1



Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Question Set: Patient Equipment - Miscellaneous Equipment

Question Set: Patient Equipment - Miscellaneous Equipment						Observation: 1
	Question	Guidance	Yes	No	N/A	Comment
2	Are wheelchairs visibly clean and in a good state of repair? (77, 78, 82, 87)	Visually check cleanliness and damage.				
3	Is stored patient equipment e.g. IV stands, pumps, mattresses, bariatric equipment visibly clean ready for use and identified as such? (77, 78, 82, 87)	Inspect stored equipment, check identification system to flag clean for use.				

Question Set Comments/Recommendations for Patient Equipment - Miscellaneous Equipment

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Infection Prevention Quality Improvement Tools Care Setting Process Improvement Tool : Inpatient/care home MH/LD



Observation: 1

Module: Waste Management

Date: Auditors:

Standard: Waste is managed safely and in accordance with legislation so as to minimise the risk of infection or injury to residents, staff and the public.

Question Set: Waste Management - Waste Management

4400	ion Set. Waste Management - Waste Manageme					
	Question	Guidance	Yes	No	N/A	Comment
1	Are separate waste streams available in accordance with local guidance? (23)	Check that different coloured bags are available e.g. for offensive and infectious/healthcare risk waste.				
2	Are waste bags capable of being securely tied? (23)	Check bags are no more than two thirds full.				
3	Are infectious/healthcare risk waste bags labelled before storage and disposal?	Observe practice or ask a member of staff to describe procedure.				
4	Are offensive waste bags labelled before storage and disposal? (23)	Observe practice or ask a member of staff to describe procedure.				
5	Is infectious/healthcare risk waste stored separately to domestic waste in a secure designated storage facility/area? (23)	Check waste is stored separately and the area is locked.				
6	Is offensive waste stored separately to domestic waste in a secure designated storage facility/area? (23)	Check waste is stored separately and the area is locked.				
7	Is infectious/healthcare risk waste removed by a registered contractor with a valid licence? (23)	Ask to see written evidence.				
8	Is offensive waste removed by a registered contractor with a valid licence? (23)	Ask to see written evidence.				
9	Are outside waste containers or storage/waste compound areas secure?	Check the door is locked if compound if large bin only check lid is locked and the bin is securely fastened e.g. to the wall.				
10	Are outside waste containers or storage/waste compound areas kept clean and tidy and without evidence of vermin and/or inappropriate/extraneous items?	Check there are no items on the floor and behind the bin/s.				

Question Set Comments/Recommendations for Waste Management - Waste Management

23 Department of Health (2006) Health Technical Memorandum 07-01: Safe management of healthcare waste.

www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_073328.pdf