
INFECTION PREVENTION AND CONTROL AUDIT

GP Practice Audit Tool

Date of audit:	
Carried out by:	
Areas assessed:	

Section 1: Management Processes and Procedures

This section will require:

- Written evidence
- Observation
- Conversations with Practice staff

		Yes	No	N/A	Comments
General					
1	Is there a named lead person responsible for infection prevention and control?				
2	Is there an up to date IPC policy (which covers all standard precautions) available within the practice for staff to access				
3	Has an IPC audit been carried out (self or external audit) in the last 18months				
4	Infection control related topics are a regular agenda item at practice/business meetings				
5	Staff know how to contact local IPC team, Microbiologist and PHE				
6	A process exists for reporting all incidents and near misses with implications for cross infection				
7	Are there local risk assessments which document challenges to effective infection prevention?				
Staff Health					
8	Do occupational health policies require staff to be offered immunisation in line with current national guidance?				
9	Is there a policy on staff exclusion from work with regards to infection prevention?				
Training					
10	Is infection prevention and control included in all staff induction programmes?				
11	Have staff received mandatory training in infection prevention and control in line with local policy				
12	Up to date records are kept detailing staff training/updates in infection control related subjects				
Clinical practice					
13	Do clinical staff adhere to a 'bare below the elbows' policy				
14	Dedicated spill kits (or components thereof) are readily available				
15	Staff are aware of process for dealing with a body fluid spill				

		Yes	No	N/A	Comments
16	Staff know what action to take in the event of a needlestick injury				
Specimen Handling					
17	Are specimen containers sealed in a designated plastic transit bag?				
18	Are specimens awaiting transit kept in a designated area away from the public and staff rest areas?				
19	Is there a designated specimen fridge available where required?				
20	Are specimens transported in a container that complies with (UN3373)?				
21	Are specimens transported by post, labelled according to UN 3373 and packaged following IATA packing instruction 650?				
22	Are specimen transport boxes visibly clean?				
23	Are liquid samples disposed of according to legislation?				
Waste					
24	Is infectious/healthcare risk waste removed by a registered contractor with a valid licence?				
25	Clinical waste is stored in a designated area which is clean & tidy				
26	Are outside waste containers or storage/waste compound areas secure				
Linen					
27	Is clean linen stored separate to dirty linen				
28	Used linen is sent to an external contractor for processing				
29	If linen is processed on site is the laundry in line with DH guidance				
Cleaning					
30	Are there clearly outlined staff responsibilities for cleaning dedicated areas/equipment?				
31	Are environmental cleaning schedules and procedures readily available				
32	Are cleaning processes and outcomes audited regularly?				
33	Does the establishment have suitable equipment to clean carpets?				
34	Mops/buckets are clean, dry and stored inverted				
35	Is there evidence of NHS colour coding system being applied				
36	Is the cleaners/domestics room/store clean & tidy with adequate facilities				
37	Is there a disposal unit for the disposal of contaminated waste water?				

		Yes	No	N/A	Comments
Vaccine management					
38	Is there a procedure/policy for the storage and transport of vaccines available?				
39	Are vaccines placed in a designated vaccine refrigerator on delivery?				
40	Are the vaccines stored in a designated vaccine refrigerator which is fit for purpose and is not a domestic type?				
41	Is the refrigerator locked or located in an area with restricted public access?				
42	Is the refrigerator serviced on a regular basis in line with manufacturer's instructions?				
43	Are the vaccines kept in an approved cool box with a maximum and minimum thermometer or in an alternative refrigerator while this refrigerator is being defrosted?				
44	Are temperature checks performed and recorded each working day?				
45	Are recorded temperatures within the acceptable range of 2 - 8° C?				
46	During transport, are vaccines wrapped in bubble wrap (or similar insulation material) and stored in a suitable approved cool box with a maximum and minimum thermometer with cool packs?				
TOTAL					

Communal Areas and Toilets/Sluices

Communal & waiting areas		Yes	No	N/a	Comments
47	Waiting area is visibly clean				
48	Furniture in communal areas is visibly clean and made from washable or wipeable materials				
49	Is the environment tidy and uncluttered				
50	Is the environment free from any visible damage?				
51	Is there a system for cleaning communal equipment				
52	Hand hygiene facilities are available or signposted to patients & visitors				
53	Toys are visibly clean with no evidence of body substances, dust or deposits				
54	Is there a procedure for the management and cleaning of toys?				
55	Soft toys are not available for communal use				
56	Water coolers are mains supplied, visibly clean and on a planned maintenance programme				
TOTAL					

Toilets		Yes	No	N/A	Comments
57	The room & fittings are visibly clean				
58	Hand wash facilities are available and adequate				
59	Is the floor covering washable and impervious to moisture?				
60	Sanitary disposal facilities available				
61	Is there a promotional hand hygiene poster displayed?				
62	Is there a hands-free domestic waste bin available for the disposal of paper towels?				
63	Nappy changing facilities are available				
64	Nappy changing mats/table are free from rips or tears and are visibly clean				
65	A clinical or offensive waste bin is available for disposal of nappies.				
TOTAL					

Dirty Utility/Sluice (if available)		Yes	No	N/A	Comments
66	Is the environment visibly clean?				
67	Are furniture and fittings made of impermeable and washable materials				
68	Are all furnishings and fittings in a good state of repair?				
69	Is the floor covering washable and impervious to moisture?				
70	Is the dirty utility room free from clutter and inappropriate items?				
71	Is there a designated hand wash basin available and accessible?				
72	The hand wash basin complies with HTM 64 i.e. elbow/wrist operated mixer tap, no plugs, no overflows, water from taps not directed situated above plug hole				
73	Hand wash basins are free from used equipment, bar soap and other extraneous items				
74	Liquid soap is available in a wall mounted dispenser				
75	Disposable paper towels are available				
76	Alcohol hand gel/foam is available at the point of care				
77	Is there a promotional hand hygiene poster displayed?				
78	Is there a dedicated deep sink for washing used equipment?				
79	Is there a disposal unit available for disposal of body fluids?				
80	Are cleaning/disinfectant products available for decontamination of equipment and the environment?				
81	Can staff describe which products should be used for routine cleaning?				
82	Is personal protective equipment available?				
83	Is there a hands-free domestic waste bin available for the disposal of paper towels?				
84	Is there a hands free waste bin available for the disposal of clinical waste?				
TOTAL					

Clinical Rooms

		Rm	Rm	Rm	Rm	Rm	Comments
General Environment							
1	Environment is clutter free and tidy						
2	Décor and fittings are intact and visibly clean with no body substances, dust, dirt or debris						
3	Is the flooring visibly clean						
4	In treatment rooms is the floor covering washable and impervious to moisture?						
5	Furniture and fittings are wipeable and impermeable to water						
6	Furniture and fittings are intact and undamaged						
7	Disposable couch role is in use on examination couches						
8	Are all curtains visibly clean and on a cleaning/replacement schedule?						
Hand Hygiene							
9	A designated hand wash basin is available and accessible						
10	The hand wash basin complies with HTM 64 i.e. elbow/wrist operated mixer tap, no plugs, no overflows, water from taps not directed situated above plug hole						
11	Hand wash basins are free from used equipment, bar soap and other extraneous items						
12	Liquid soap is available in a wall mounted dispenser						
13	Disposable paper towels are available						
14	Alcohol hand gel/foam is available at the point of care						
15	Is there a promotional hand hygiene poster displayed?						
Personal Protective Equipment							
16	Single use latex free sterile gloves are available						
17	Single use latex free non-sterile gloves are available						
18	Single use disposable aprons are available						
19	Eye/face protection is available for use if a risk of splashing of body fluids into eyes/face is anticipated						
20	Are gloves removed after care activity and hand hygiene performed?						
Equipment							
21	Equipment is visibly clean and in a good state of repair (including PC's)						
22	Items are stored appropriately to avoid contamination with dust or splashes						

		Rm	Rm	Rm	Rm	Rm	Comments
23	There is no evidence of the re-use of single use items						
24	Sterile items are within their use by date						
25	Sterile products are stored above floor level						
26	Are all re-usable instruments returned to a sterile services provider for decontamination						
27	There is no bench-top steam steriliser in use.						
28	There is clear demarcation of clean & dirty areas						
29	Suitable products are available for cleaning surfaces or equipment						
30	Suitable products are available for disinfecting surfaces or equipment						
31	Are items sent for service, inspection or repair, appropriately cleaned and/or disinfected, and a label of contamination status attached?						
32	Is equipment decontaminated in line with local policy						
Waste disposal							
33	Waste bins are foot operated, lidded and in good working order						
34	There is a domestic waste bin in close proximity to the hand wash sink						
35	A clinical waste bin is available						
36	There is evidence that staff are segregating waste correctly						
37	Bags are not overfilled - no more than $\frac{2}{3}$ full						
Sharps							
38	Sharps containers comply with BS 7320 & UN 3291						
39	Sharps containers are labelled with date and locality						
40	Sharps containers are correctly assembled						
41	Sharps containers are not filled beyond the indicator mark						
42	Sharps containers are off the floor and out of reach of children						
43	Temporary closure mechanism is used when not in use						
44	Sharps bin had been in use for less than 3 months.						
45	Has training been provided where needle safe devices are in use?						
Overall score per room							

Action Plan

Issue	Action	Person responsible	Timescale	Progress