### Infection Control Audit ToolA picture containing drawing  Description automatically generated

### Nursing, Residential and Supported Living Services

### Care 4 Quality Ltd

### [www.care4quality.co.uk](http://www.care4quality.co.uk)

This Infection Control Audit Tool is designed to support you in considering issues within the environment of your service.

The Audit should be completed in line with your own audit schedule and if there is an outbreak of infection at your service.

The audits should be filed in chronological order with the most recent at the top, all dated so with the last Audit and the relevant Action Plan for that Audit placed at the front of the file.

The Audit Tool focuses on **8 Domains**. The domains are appropriate for Nursing, Residential Services and Supported Living Services, however not all services will be able to complete all of the indicators within each domain, therefore where an indicator does not apply the **N/A box should be ticked**.

The ‘**Overall Scoring**’ at the end of the Domain should be calculated against the amount of ‘YES’ ticks which have been achieved. The ‘**Potential Total**’ should be completed for questions that you feel are appropriate for your service – i.e. the Potential Total is equal to the number of indicators that you have answered ‘**YES** or **NO**’ to. You will then need to calculate a percentage score for each Domain by using the following formula:

**Percentage** (Overall scoring divided by Potential Total x 100) = %

The individual Domain scores can then be entered onto the table at the bottom of the Audit Tool, this will indicate where an Action Plan is needed and what areas to focus on. An Action Plan should be completed for each “No” answer - the Action Plan Tool should be used and it should be stated clearly on this who the responsible person is and when the task will be completed.

|  |  |
| --- | --- |
| **Date of Audit:** |  |
| **Service Being Audited:** |  |
| **Audit Completed By:** |  |

1. **HAND HYGIENE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Hand Hygiene** | **Yes** | **No** | **N/A** | **Comments** |
| 1 | There are procedures for hand washing/hygiene. |  |  |  |  |
| 2 | Hand hygiene is part of the induction of all staff. |  |  |  |  |
| 3 | Staff have received training in hand hygiene procedures.  |  |  |  |  |
| 4 | Staff nails are short, clean and free from nail extensions and varnish. |  |  |  |  |
| 5 | No wrist watches, stoned rings or wrist jewellery are worn during care/treatment procedures. |  |  |  |  |
| 6 | Hand hygiene is encouraged and alcohol hand rubs are available.  |  |  |  |  |
| 7 | Posters promoting hand hygiene are available and on display. |  |  |  |  |
| 8 | There is a hand basin in each care/treatment area. |  |  |  |  |
| 9 | Hand washing facilities are clean and intact. Check sinks taps, splash backs, soap dispenser and paper towels. |  |  |  |  |
| 10 | There is easy access to the hand wash basin. |  |  |  |  |
| 11 | Elbow operated taps are available at all hand wash basins in care/treatment areas (where these areas are present). |  |  |  |  |
| 12 | Liquid soap is available at each hand wash basin. |  |  |  |  |
| 13 | Liquid soap is in the form of single use cartridge dispensers. |  |  |  |  |
| 14 | Bars of soap are not in use at hand washing basins in care/treatment areas. |  |  |  |  |
| 15 | Alcohol rub is available for use at the entry/exit of care/treatment areas. |  |  |  |  |
| 16 | Soft absorbent paper towels are available at all hand wash sinks. |  |  |  |  |
| 17 | There are no re-usable nailbrushes used or present as hand wash sinks. |  |  |  |  |
| 18 | There is a foot operated bin for waste towels in close proximity to hand wash sinks which are fully operational. |  |  |  |  |
|  | **Total:** |  |  |  |  |

**Overall Scoring:**

**Potential Total:**

**Percentage (Overall Scoring Divided by Potential Total X 100):**

**2. ENVIRONMENT**

**The general environment will be maintained to minimise the risk of cross infection.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Environment**  | **Yes** | **No** | **N/A** | **Comments** |
| 1 | The overall appearance of the environment is tidy and uncluttered with only appropriate, clean and well maintained furniture. |  |  |  |  |
| 2 | The environment and equipment smells clean, fresh and pleasant. |  |  |  |  |
| 3 | Rooms used for care/treatment practice are fit for purpose. |  |  |  |  |
| 4 | Rooms where care/treatment practice takes place are not carpeted. |  |  |  |  |
| 5 | Floor coverings are washable and impervious to moisture and sealed regularly.  |  |  |  |  |
| 6 | The complete floor, including edges and corners are visibly clean with no visible body substance, dust, dirt and debris. |  |  |  |  |
| 7 | Furniture, walls, fixtures and fittings are visibly clean with no dust, dirt or debris or adhesive tape. |  |  |  |  |
| 8 | All dispensers, fixtures and fittings are visibly clean with no dust, dirt or debris or adhesive tape. |  |  |  |  |
| 9 | Toilets are visibly clean with no body substances, dust, lime scale stains, deposits or smears including underneath toilet seat. |  |  |  |  |
| 10 | Hand wash basins are visibly clean with no body substance, dust, lime scale stains deposit or smears. |  |  |  |  |
| 11 | Hand washing basins are dedicated for this use only and are free from used equipment and inappropriate items. |  |  |  |  |
| 12 | Facilities are available for the safe disposal of sanitary towels. |  |  |  |  |
| 13 | Sanitary bins are replaced regularly to prevent overfilling. |  |  |  |  |
| 14 | Waste bins are clean, including lid and pedal. |  |  |  |  |
| 15 | Foot pedals of waste bins are in working order. |  |  |  |  |
| 16 | There is a procedure in place for regular decontamination of curtains and blinds. |  |  |  |  |
| 17 | Furniture in resident areas for example chairs and couches are made of impermeable and washable materials. |  |  |  |  |
| 18 | Chairs/couches are free from rips and tears. |  |  |  |  |
| 19 | Furniture that cannot be cleaned is condemned. |  |  |  |  |
| 20 | Tables are tidy and uncluttered to enable cleaning. |  |  |  |  |
| 21 | Medical equipment is cleaned, maintained and stored appropriately. |  |  |  |  |
| 22 | Water dispensers are visibly clean and on a planned maintenance programme. |  |  |  |  |
| 23 | Mops/buckets are clean, stored dry and inverted. |  |  |  |  |
|  | **Total:** |  |  |  |  |

**Overall Scoring:**

**Potential Total:**

**Percentage (Overall Scoring Divided by Potential Total X 100):**

1. **KITCHEN AREA**

**Kitchens will be maintained appropriately to negate the risk of cross contamination**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Environment**  | **Yes** | **No** | **N/A** | **Comments** |
| 1 | The kitchen floor is clean and dry. |  |  |  |  |
| 2 | There is no evidence of infestation in the kitchen. |  |  |  |  |
| 3 | Fly screens are in place where required. |  |  |  |  |
| 4 | Cleaning materials used in the kitchen are stored separately to other cleaning equipment and food. |  |  |  |  |
| 5 | Cleaning materials are correctly labelled. |  |  |  |  |
| 6 | There is a separate dedicated hand washing sink. Liquid soap and paper towels are available. |  |  |  |  |
| 7 | Fixtures and fittings are in good state of repair. |  |  |  |  |
| 8 | Fixtures, fittings, surfaces and appliances are clean and dry. |  |  |  |  |
| 9 | Fridges are clean and free from ice build up. |  |  |  |  |
| 10 | There is a thermometer in the refrigerator. |  |  |  |  |
| 11 | Daily temperatures are recorded and appropriate action is taken. Refrigeration temperature must be less than 8C. |  |  |  |  |
| 12 | Resident food is labelled and there is a system in place to determine when it was opened and/or when it should be used by. |  |  |  |  |
| 13 | There are no inappropriate items for example medications or specimens in the refrigerator. |  |  |  |  |
| 14 | All food products are within their use by dates. |  |  |  |  |
| 15 | Opened food is covered or stored in sealed containers.  |  |  |  |  |
| 16 | The refrigerator and freezer are serviced regularly as part of a planned maintenance programme. |  |  |  |  |
| 17 | A pedal bin (lined with a black bag) is in good working order is available for the disposal of food waste. |  |  |  |  |
|  | **Total** |  |  |  |  |

**Overall Scoring:**

**Potential Total:**

**Percentage (Overall Scoring Divided by Potential Total X 100):**

**4. WASTE DISPOSAL**

**Waste is disposed of safely without risk of contamination or injury.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Waste Disposal** | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Waste disposal procedures are available and staff are aware of them. |  |  |  |  |
| 2 | Clinical and domestic waste are kept separate. |  |  |  |  |
| 3 | Incontinence pads are disposed of as clinical waste. |  |  |  |  |
| 4 | Yellow bags used for clinical waste disposal comply with Waste Regulations. |  |  |  |  |
| 5 | Waste bags are less than 2/3 full, securely sealed and labelled with the name of the site. |  |  |  |  |
| 6 | Foot operated bins are in working order in care/treatment areas. |  |  |  |  |
| 7 | Household waste is placed in black bags and securely tied. |  |  |  |  |
| 8 | Clinical waste is stored in a secure designated area prior to collection/disposal. |  |  |  |  |
| 9 | The disposal area is locked and inaccessible to unauthorised persons and pests. |  |  |  |  |
| 10 | The disposal area is clean and tidy.  |  |  |  |  |
| 11 | Collection of clinical waste is undertaken at least weekly with a registered company and incinerated. |  |  |  |  |
| 12 | Sharps disposal boxes are available for use and conform to relevant standards. |  |  |  |  |
| 13 | Needle and syringes are disposed of after single use. |  |  |  |  |
| 14 | Sharps disposal boxes are assembled correctly and labelled with the date of assembly. |  |  |  |  |
| 15 | Sharps disposal boxes are stored safely above floor level.  |  |  |  |  |
| 16 | Sharps disposal boxes are less than 2/3 full. |  |  |  |  |
| 17 | Sharps disposal boxes are correctly locked when 2/3 full and labelled with the clinic name and date.  |  |  |  |  |
| 18 | Sharps disposal boxes are not placed in a yellow bag after locking. |  |  |  |  |
| 19 | Sharps disposal boxes are placed in a secure are prior to collection/disposal. |  |  |  |  |
| 20 | Sharps containers are not placed in waste bags prior to disposal. |  |  |  |  |
| 21 | Staff are aware of inoculation injury policy. |  |  |  |  |
| 22 | There are arrangements in place that staff and patients are immunised againstHepatitis B. |  |  |  |  |
| 23 | Staff are trained on management and actions to take following needle stick injury. |  |  |  |  |
| 24 | Posters displayed for management of needle stick/sharps injuries and or bites and splashes. |  |  |  |  |
| 25 | Re-sheathing of needles does not happen (ask a member of staff). |  |  |  |  |
|  | **Total:** |  |  |  |  |

**Overall Scoring:**

**Potential Total:**

**Percentage (Overall Scoring Divided by Potential Total X 100):**

**5. LINEN HANDLING AND DISPOSAL**

**Linen is handled appropriately to minimise the risk of cross infection**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Linen Handling and Disposal** | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Linen is separated into appropriate categories (used and fouled/infected). |  |  |  |  |
| 2 | Water soluble or alginate bags are available for fouled /infected linen. |  |  |  |  |
| 3 | Bag/containers are stored in the dirty utility/linen disposal or sluice prior to collection/washing.  |  |  |  |  |
| 4 | Clean linen is stored in a clean, dry area (not in the sluice/bathroom). |  |  |  |  |
| 5 | Residents clothing is clean and in a good state of repair. |  |  |  |  |
| 6 | Linen, curtains and towels are visibly clean and in a good state of repair.  |  |  |  |  |
| 7 | There is a system in place to identify residents’ personal clothing. |  |  |  |  |
| 8 | The washing machine is equipped with a sluice cycle and manual sluicing is not undertaken. |  |  |  |  |
| 9 | The washing machine and tumble dryer are serviced regularly as part of a planned maintenance programme. |  |  |  |  |
|  | **Total:** |  |  |  |  |

**Overall Scoring:**

**Potential Total:**

**Percentage (Overall Scoring Divided by Potential Total X 100):**

**6. PERSONAL PROTECTIVE EQUIPMENT**

**Personal protective clothing is used appropriately and standard infection control practice implemented to minimise the risk of cross infection to residents while providing appropriate protection to staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Personal Protective Equipment** | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Single use non-sterile gloves are available in both Nitrile and vinyl alternatives.  |  |  |  |  |
| 2 | Sterile gloves are available and are used appropriately. |  |  |  |  |
| 3 | Hands are washed following the removal of gloves. |  |  |  |  |
| 4 | Household gloves are available for domestic use. |  |  |  |  |
| 5 | Disposable plastic aprons are used appropriately. |  |  |  |  |
| 6 | Eye protection is available for staff use. |  |  |  |  |
| 7 | A first aid box containing an adequate supply of waterproof plasters is readily available |  |  |  |  |
| 8 | Clinical specimens are disposed of safely and appropriately. |  |  |  |  |
| 9 | Clinical specimens are transported in a safe, leak proof container. |  |  |  |  |
|  | **Total:** |  |  |  |  |

**Overall Scoring:**

**Potential Total:**

**Percentage (Overall Scoring Divided by Potential Total X 100):**

**7. DECONTAMINATION**

**The supply and use of detergents / disinfectants and antiseptics**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Decontamination** | **Yes** | **No** | **N/A** | **Comments** |
| 1 | A good general purpose detergent is available for use. |  |  |  |  |
| 2 | Disinfectants are used at the correct dilution. |  |  |  |  |
| 3 | Chemical disinfectants are used only for heat treatment. |  |  |  |  |
| 4 | Spillage and splashes of blood are removed using body fluid kits. |  |  |  |  |
| 5 | Data sheets are available on all cleaning and disinfecting products. |  |  |  |  |
| 6 | The daily and weekly housekeeping and safety checks are carried out and recorded. |  |  |  |  |
| 7 | Environmental surfaces are appropriately cleaned after each patient. |  |  |  |  |
| 8 | Most equipment used in clinical areas is single use for example ear thermometer caps. |  |  |  |  |
|  | **Total:** |  |  |  |  |

**Overall Scoring:**

**Potential Total:**

**Percentage (Overall Scoring Divided by Potential Total X 100):**

**8. SPECIMENS / MEDICINES**

**Specimens are handled in a way that negates the risk of cross infection to all staff. Medicines are stored and transported safely.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Specimens/Vaccines** | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Specimens are not stored with food. |  |  |  |  |
| 2 | Appropriate refrigeration is available. |  |  |  |  |
| 3 | Specimens that are to be sent to the microbiology laboratory are in appropriate containers. |  |  |  |  |
| 4 | Specimen testing is undertaken in designated areas. |  |  |  |  |
| 5 | Samples tested on site are discarded in a toilet or sluice. |  |  |  |  |
| 6 | Specimens sent by post are packaged in accordance with procedures. |  |  |  |  |
| 7 | Medicines are stored immediately on delivery in a dedicated cupboard/refrigerator. |  |  |  |  |
| 8 | Temperatures of clinical refrigerators are within the required limits 2-8C. |  |  |  |  |
| 9 | Medicines are not stored in the door of the fridge or in a separate drawer at the bottom of the fridge. |  |  |  |  |
| 10 | All medicines are in date. |  |  |  |  |
| 11 | The top of the medicines refrigerator is not used for storage. |  |  |  |  |
| 12 | There is a named responsible person that has overall responsibility for the ordering/storage/administration of medicines. |  |  |  |  |
|  | **Total:** |  |  |  |  |

**Overall Scoring:**

**Potential Total:**

**Percentage (Overall Scoring Divided by Potential Total X 100):**

**Total Scores as a Percentage**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HAND HYGIENE** | **ENVIRONMENT** | **KITCHEN AREA** | **WASTE DISPOSAL** | **LINEN HANDLING AND DISPOSAL** | **PERSONAL PROTECTIVE EQUIPMENT** | **DECONTAMINATION** | **SPECIMENS/****MEDICINES** |
|  |  |  |  |  |  |  |  |

**Total Overall Score:**

**Action Plan:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREA OF AUDIT:** | **ACTION REQUIRED:** | **PLANNED DATE:** | **BY WHOM:** | **ACTUAL DATE:** |
|  |  |  |  |  |
|  |  |  |  |  |
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