

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 within the dept.

Question Set: Management of Infection Prevention and Control - Management, Procedure & Documentation

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is there a named lead person responsible for infection prevention and control? (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? (42)	Ask to see most recent audit and action plan. This must include hand hygiene audits.				
7	Is mandatory surveillance data fed back to staff? (82)	Check minutes of meetings to ensure surveillance is discussed and action resulting from root cause analysis is documented.				
8	Are there local risk assessments which document challenges to effective infection prevention? (82)	Look for risk assessments processes e.g. risk register, incident book, Datix. Check Root Cause Analysis and Action plans developed to address identified risks.				
9	Is the theatre ventilation monitored on a pre-planned maintenance programme? (41, 42)	Check for evidence of a maintenance programme for airflow checks; filter changes etc as per HTM 2025.				
10	Is there a sequence of increasingly clean zones from the entrance to operating theatre? (56)	Check all staff within the operating theatre is wearing dedicated theatre attire.				
11	Is there written guidance detailing the requirement for any person entering the operating room to change into theatre clothing/footwear? (44)	Check visitors entering the theatre area are observed to change clothing and footwear. Check if the policy is up to date and accessible to all.				

Question Set: Management of Infection Prevention and Control - Management, Procedure & Documentation

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
12	Are there dedicated protocols for the approved reprocessing of theatre uniforms? (44)	Check local policy and check that staff do not go home in any theatre attire.				

Question Set Comments/Recommendations for Management of Infection Prevention and Control - Management, Procedure & Documentation

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

Observation: 1

	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, 44, 45, 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? (44, 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.				
3	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

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is infection prevention and control included in all staff induction programmes? (77, 78, 82)	Check training includes: Hand Hygiene, PPE, Handling & Disposal of Sharps, Decontamination of Equipment, Management of blood/body fluid spillage, Waste, Specimen Handling.				
2	Have staff received mandatory training in infection prevention and control in line with local policy and training needs analysis? (77, 78, 82)	Check training records detail Infection prevention and control training.				

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

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
3	Is there a process in place to ensure all non attendees at mandatory training are followed up? (77, 78, 82)	Ask to see process for follow up of non attendees to mandatory training program.				

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

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

Observation: 1

	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, decontamination of equipment, management of blood/body fluid spillage, waste management.				
2	Is there a process in place to ensure the patient's risk of infection has been assessed and appropriate action has been taken?	Check the process for MRSA screening, CJD questions, other risk assessments BBV, diarrhoea and vomiting. Check risks have been documented and acted upon if necessary.				
3	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.				
4	Are there comprehensive written cleaning standards and procedures? (83, 85, 86)	Check cleaning schedules; ensure responsibility for cleaning all areas is clearly identified.				
5	Are there clearly outlined staff responsibilities for cleaning dedicated areas/equipment? (77, 83, 84, 85, 86, 95)	Identify who is responsible for cleaning specific pieces of equipment. Check cleaning schedule for details.				
6	Is there a written policy for the cleaning of operating theatres on a session, daily, weekly, monthly and annual basis? (44)	Check cleaning schedules and specifications.				
7	Are cleaning processes and outcomes audited regularly? (83, 85, 86)	Check audit records and action plans if non compliant.				
8	Is there a contract/SOP for a 6 monthly deep clean of the theatre environment? (42, 51)	Check cleaning schedules and specifications; include at least 6 monthly cleaning of walls, ceilings.				

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

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- 39 Department of Health (2006) "Immunisation against Infectious Disease" - "The Green Book" Department of Health TSO London
- 41 Department of Health (2007) Heating and ventilation systems Health Technical Memorandum 03-01: Specialised ventilation for healthcare premises. Part A: Design and validation. Department of health London stationary office  
[https://publications.spaceforhealth.nhs.uk/index.php?option=com\\_documents&task=list\\_search&Itemid=1](https://publications.spaceforhealth.nhs.uk/index.php?option=com_documents&task=list_search&Itemid=1)
- 42 Woodhead K, Taylor EW, Bannister G, Chesworth T, Hoffman and Humphreys (2002) Behaviours and rituals in the Operating theatre *Journal of Hospital Infection* 51 4 pg 241-256.  
[http://www.his.org.uk/\\_db/\\_documents/Rituals-02.pdf](http://www.his.org.uk/_db/_documents/Rituals-02.pdf)
- 44 AfPP Standards and Recommendations for Safe Perioperative Practice. Association for Perioperative Practice, Harrogate 2007
- 45 Department of Health (2007) Health clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New Healthcare Workers. London: Department of Health; 2007
- 47 Department of Health (2004) Hepatitis C: Action plan for England. London: Department of Health; 2004
- 48 Department of Health (2000) Hepatitis B infection healthcare workers: guidance on implementation of Health Service Circular 2000/020. London: Department of Health  
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- 49 Department of Health. HIV Post-Exposure Prophylaxis: guidance from the UK Chief Medical Officers' Expert Advisory Group of AIDS. London: Department of Health, 2008.  
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- 51 Department of Health (2007) Health Technical Memorandum 03-01: Specialised Ventilation for Healthcare Premises - Part B. London: The Stationary Office; 2007
- 56 Department of Health (1991) Health Building Notes 26: Operating Department. London: The Stationary Office.
- 77 Standards - March 2008 Healthcare Associated Infection (HAI): Quality Improvement Scotland, 2008.
- 78 Draft Infection Prevention and Control Standards: A Consultation Document: Health Information and Quality Authority, Republic of Ireland 2009
- 81 Department of Health (1998) Guidance for Clinical Health Care Workers: Protection Against Infection with Blood-borne Virus Recommendations of the Expert Advisory Group on AIDS and the Advisory Group on Hepatitis
- 82 Department of Health (2009) Code of Practice for the NHS on the prevention and control of healthcare associated infections and related guidance: Department of Health.
- 83 Cleaning Manual - Acute Hospitals. In: Quality RCC, National Hospitals Office, editor: Health Service Executive, Republic of Ireland, 2006
- 84 Control of the Environment Policy and Procedure. In: Infection Control Team HPS, editor: NHS National Services Scotland, 2009  
[www.documents.hps.scot.nhs.uk/hai/infection-control/sicp/environment/mic-p-environment-2009-02.pdf](http://www.documents.hps.scot.nhs.uk/hai/infection-control/sicp/environment/mic-p-environment-2009-02.pdf)
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- 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](http://www.scotland.gov.uk/Publications/2004/05/19319/36643)
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Module: Environmental Cleanliness

Date: \_\_\_\_\_ Auditors: \_\_\_\_\_

Standard: The environment is designed and managed effectively to minimise reservoirs for micro organisms and reduce the risk of cross infection to patients, staff and visitors.

Question Set: Environmental Cleanliness - Theatre Reception

Observation: 1

Room Function: Lobby/Reception/Entrance

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (44, 52)	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? (84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 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, 44, 52, 83, 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.				

Question Set Comments/Recommendations for Environmental Cleanliness - Theatre Reception

Question Set: Environmental Cleanliness - Theatre Staff Changing Rooms

Observation: 1

Room Function: Changing/Locker Room

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (44, 52)	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.				

Question Set: Environmental Cleanliness - Theatre Staff Changing Rooms

Observation: 1

Room Function: Changing/Locker Room

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
3	Is furniture made of impermeable and washable materials? (84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 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, 44, 52, 83, 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	Are there dedicated hand wash basins available? (15, 53, 80, 82, 90)	Dedicated means for hand washing only. Check for hand wash basin.				
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, 83, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
13	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
14	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.				
15	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
16	Is the soap dispenser visibly clean?	Check the nozzle for build up of soap and debris.				
17	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.				
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.				

Question Set: Environmental Cleanliness - Theatre Staff Changing Rooms

Observation: 1

Room Function: Changing/Locker Room

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 44, 83, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
22	Are hand care lotion dispensers available in staff changing rooms? (53)	Visually check.				
23	Are adequate supplies of theatre clothing provided? (44)	Check supplies within the changing rooms.				
24	Is theatre clothing stored in a clean environment free from likely contamination? (44)	Check storage facilities - no clothing on floor or likely to be splashed by basins etc.				
25	Is theatre clothing visibly clean? (44)	Check theatre attire.				
26	Is theatre clothing in a good state of repair? (44)	Check theatre attire.				
27	Are there adequate supplies of linen skips for staff to place used theatre scrubs in? (52)	Check.				

Question Set Comments/Recommendations for Environmental Cleanliness - Theatre Staff Changing Rooms

Question Set: Environmental Cleanliness - Theatre Staff Changing Rooms

Observation: 1

Room Function: Changing/Locker Room

Room No.: 2

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (44, 52)	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? (84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 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.				

Question Set: Environmental Cleanliness - Theatre Staff Changing Rooms

Observation: 1

Room Function: Changing/Locker Room

Room No.: 2

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
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, 44, 52, 83, 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	Are there dedicated hand wash basins available? (15, 53, 80, 82, 90)	Dedicated means for hand washing only. Check for hand wash basin.				
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, 83, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
13	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
14	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.				
15	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
16	Is the soap dispenser visibly clean?	Check the nozzle for build up of soap and debris.				
17	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.				
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, 44, 83, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
22	Are hand care lotion dispensers available in staff changing rooms? (53)	Visually check.				



Question Set: Environmental Cleanliness - Theatre Staff Changing Rooms

Observation: 1

Room Function: Changing/Locker Room

Room No.: 2

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
23	Are adequate supplies of theatre clothing provided? (44)	Check supplies within the changing rooms.				
24	Is theatre clothing stored in a clean environment free from likely contamination? (44)	Check storage facilities - no clothing on floor or likely to be splashed by basins etc.				
25	Is theatre clothing visibly clean? (44)	Check theatre attire.				
26	Is theatre clothing in a good state of repair? (44)	Check theatre attire.				
27	Are there adequate supplies of linen skips for staff to place used theatre scrubs in? (52)	Check.				

Question Set Comments/Recommendations for Environmental Cleanliness - Theatre Staff Changing Rooms

Question Set: Environmental Cleanliness - Corridors

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (53)	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? (84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 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, 44, 52, 83, 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.				

Question Set: Environmental Cleanliness - Corridors

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
9	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				

Question Set Comments/Recommendations for Environmental Cleanliness - Corridors

Question Set: Environmental Cleanliness - Store Room

Observation: 1

Room Function: Store Room

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Is there sufficient storage facilities/room for supplies and stock? (53)	Check there is no inappropriate storage of supplies and stock in inappropriate rooms and corridors.				
2	Are all items of equipment or supplies stored off the floor? (54)	There should be no equipment or supplies stored on the floor.				
3	Is the environment visibly clean? (20, 53, 83, 84, 85, 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, 44, 52, 83, 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 surfaces smooth, impervious (for easy cleaning) and with covered edges? (20, 53, 80, 84)	Check all surfaces.				
8	Is the floor visibly clean? (20, 44, 52, 83, 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.				

Question Set Comments/Recommendations for Environmental Cleanliness - Store Room

Question Set: Environmental Cleanliness - Anaesthetic Room

Observation: 1

Room Function: Anaesthetic Room

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (53)	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? (84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 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, 44, 52, 83, 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	Are all items of equipment or supplies stored off the floor? (44, 54)	There should be no equipment or supplies stored on the floor.				
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.				

Question Set: Environmental Cleanliness - Anaesthetic Room

Observation: 1

Room Function: Anaesthetic Room

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
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?	Check there are no cracks or chips.				
20	Is the hand wash basin visibly clean? (52, 83, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
21	Are hand wash basins free from extraneous items?	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?	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?	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, 44, 83, 85, 86)	Check bins are clean externally and internally.				
31	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
32	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 .				
33	Are alcohol based hand rub dispensers visibly clean? (90)	Check there is no build up on the nozzle. The dispenser should be functioning with enough solution in the dispenser for the next two uses.				
34	Are all posters able to be cleaned?	Check posters are wipe-able i.e. laminated.				

Question Set Comments/Recommendations for Environmental Cleanliness - Anaesthetic Room

Question Set: Environmental Cleanliness - Anaesthetic Room

Observation: 1

Room Function: Anaesthetic Room

Room No.: 2

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (53)	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? (84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 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, 44, 52, 83, 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	Are all items of equipment or supplies stored off the floor? (44, 54)	There should be no equipment or supplies stored on the floor.				
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.				

Question Set: Environmental Cleanliness - Anaesthetic Room

Observation: 1

Room Function: Anaesthetic Room

Room No.: 2

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
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?	Check there are no cracks or chips.				
20	Is the hand wash basin visibly clean? (52, 83, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
21	Are hand wash basins free from extraneous items?	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?	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?	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, 44, 83, 85, 86)	Check bins are clean externally and internally.				
31	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
32	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 .				

Question Set: Environmental Cleanliness - Anaesthetic Room

Observation: 1

Room Function: Anaesthetic Room

Room No.: 2

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
33	Are alcohol based hand rub dispensers visibly clean? (90)	Check there is no build up on the nozzle. The dispenser should be functioning with enough solution in the dispenser for the next two uses.				
34	Are all posters able to be cleaned?	Check posters are wipe-able i.e. laminated.				

Question Set Comments/Recommendations for Environmental Cleanliness - Anaesthetic Room

Question Set: Environmental Cleanliness - Operating Theatre

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Are all vents and grills visibly clean and free from dust? (20, 84)	Check for evidence of any dust, grit or staining and maintenance records.				
2	Are all operating theatre windows sealed? (56, 57)	Check windows.				
3	Are operating theatre doors kept closed during surgery? (44)	Check all doors are closed during surgical procedures and not wedged open.				
4	Is the operating theatre clear of non essential items? (44)	Check all operating rooms for signs of clutter and inappropriate (unused) equipment, trolleys etc.				
5	Are Ultraclean Ventilation (UCV) (Laminar flow/Howard) canopy and ceiling grills visibly clean? (56)	Check for no blood stains, dust.				
6	Are operating theatre lights visibly clean? (44)	Check overhead light/arm is clean, dust and rust free.				
7	Is the environment visibly clean? (52, 53)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
8	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.				
9	Is furniture made of impermeable and washable materials? (84, 85, 95)	Check furniture.				
10	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
11	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.				

Question Set: Environmental Cleanliness - Operating Theatre

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
12	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
13	Is the floor visibly clean? (20, 44, 52, 83, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
14	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
15	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				

Question Set Comments/Recommendations for Environmental Cleanliness - Operating Theatre

Question Set: Environmental Cleanliness - Operating Theatre

Observation: 1

Room Function: Operating Theatre

Room No.: 2

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Are all vents and grills visibly clean and free from dust? (20, 84)	Check for evidence of any dust, grit or staining and maintenance records.				
2	Are all operating theatre windows sealed? (56, 57)	Check windows.				
3	Are operating theatre doors kept closed during surgery? (44)	Check all doors are closed during surgical procedures and not wedged open.				
4	Is the operating theatre clear of non essential items? (44)	Check all operating rooms for signs of clutter and inappropriate (unused) equipment, trolleys etc.				
5	Are Ultraclean Ventilation (UCV) (Laminar flow/Howard) canopy and ceiling grills visibly clean? (56)	Check for no blood stains, dust.				
6	Are operating theatre lights visibly clean? (44)	Check overhead light/arm is clean, dust and rust free.				
7	Is the environment visibly clean? (52, 53)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
8	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.				



Question Set: Environmental Cleanliness - Operating Theatre

Observation: 1

Room Function: Operating Theatre

Room No.: 2

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
9	Is furniture made of impermeable and washable materials? (84, 85, 95)	Check furniture.				
10	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
11	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.				
12	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
13	Is the floor visibly clean? (20, 44, 52, 83, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
14	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
15	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				

Question Set Comments/Recommendations for Environmental Cleanliness - Operating Theatre

Question Set: Environmental Cleanliness - Scrub Room

Observation: 1

Room Function: Scrub Room

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Are scrub areas located away from the area where instrument trolleys are set up? (29)	Check where instruments are set up.				
2	Is the environment visibly clean? (53)	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	Is the floor visibly clean? (20, 44, 52, 83, 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.				

Question Set: Environmental Cleanliness - Scrub Room

Observation: 1

Room Function: Scrub Room

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
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 access to the scrub sink unobstructed? (44)	Check that nothing blocks access to sink e.g. trolleys.				
9	Are scrub sinks free from used equipment and inappropriate items? (44)	Check there are no items in or on the surrounding area of the sink e.g. used nailbrushes, scissors.				
10	Do scrub sinks conform to national guidance? (15, 29, 56)	Check scrub sinks are at a height to facilitate hand and arm washing without splashing clothing or the floor.				
11	Is there elbow operated or automatic taps at scrub sinks? (56)	Sensor taps should allow a minimum of 20 seconds run-on-time.				
12	Are antibacterial solutions or alcohol based solutions available in scrub rooms? (44, 60)	Check stock in scrub room.				
13	Are there single use nail brushes or nail picks available beside each scrub sink? (44)	Check stocks.				
14	Are antibacterial solutions or alcohol based solutions available in single use cartridge dispensers? (60)	Check stock.				
15	Are all dispenser nozzles on plungers visibly clean? (52)	Check dispensers. Ask staff how they are cleaned - and how often.				
16	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
17	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
18	Is the domestic waste bin visibly clean, including lid and pedal? (23, 44, 83, 85, 86)	Check bins are clean externally and internally.				
19	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
20	Are there open access/swing/automatic doors directly from scrub room into the theatre? (56)	Check that access from the scrub room will not result in contamination of scrubbed hands.				

Question Set Comments/Recommendations for Environmental Cleanliness - Scrub Room

Question Set: Environmental Cleanliness - Scrub Room

Observation: 1

Room Function: Scrub Room

Room No.: 2

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Are scrub areas located away from the area where instrument trolleys are set up? (29)	Check where instruments are set up.				
2	Is the environment visibly clean? (53)	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	Is the floor visibly clean? (20, 44, 52, 83, 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	Are all work surfaces smooth, impervious, with coved edges to facilitate easy cleaning? (20, 53, 80, 84)	Check all work surfaces.				
8	Is the access to the scrub sink unobstructed? (44)	Check that nothing blocks access to sink e.g. trolleys.				
9	Are scrub sinks free from used equipment and inappropriate items? (44)	Check there are no items in or on the surrounding area of the sink e.g. used nailbrushes, scissors.				
10	Do scrub sinks conform to national guidance? (15, 29, 56)	Check scrub sinks are at a height to facilitate hand and arm washing without splashing clothing or the floor.				
11	Is there elbow operated or automatic taps at scrub sinks? (56)	Sensor taps should allow a minimum of 20 seconds run-on-time.				
12	Are antibacterial solutions or alcohol based solutions available in scrub rooms? (44, 60)	Check stock in scrub room.				
13	Are there single use nail brushes or nail picks available beside each scrub sink? (44)	Check stocks.				
14	Are antibacterial solutions or alcohol based solutions available in single use cartridge dispensers? (60)	Check stock.				

Question Set: Environmental Cleanliness - Scrub Room

Observation: 1

Room Function: Scrub Room

Room No.: 2

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
15	Are all dispenser nozzles on plungers visibly clean? (52)	Check dispensers. Ask staff how they are cleaned - and how often.				
16	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
17	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
18	Is the domestic waste bin visibly clean, including lid and pedal? (23, 44, 83, 85, 86)	Check bins are clean externally and internally.				
19	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
20	Are there open access/swing/automatic doors directly from scrub room into the theatre? (56)	Check that access from the scrub room will not result in contamination of scrubbed hands.				

Question Set Comments/Recommendations for Environmental Cleanliness - Scrub Room

Question Set: Environmental Cleanliness - Dirty Utility Room

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (44, 52)	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? (84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 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.				

Question Set: Environmental Cleanliness - Dirty Utility Room

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
7	Is the floor visibly clean? (20, 44, 52, 83, 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 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, 83, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
20	Are hand wash basins free from extraneous items?	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?	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.				

Question Set: Environmental Cleanliness - Dirty Utility Room

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
25	Is the paper towel dispenser visibly clean?	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.				
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, 44, 83, 85, 86)	Check bins are clean externally and internally.				
30	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
31	Are there hand wipes/alcohol hand rubs available? (55, 90)	Visually check.				
32	Are alcohol based hand rub dispensers visibly clean? (90)	Check there is no build up on the nozzle. The dispenser should be functioning with enough solution in the dispenser for the next two uses.				
33	Is there a dedicated deep sink for washing used equipment? (53)	Visually check.				
34	Is there a disposal unit available for disposal of body fluids? (20, 53, 80)	Visually check.				
35	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.				
36	Can staff describe which products should be used for routine cleaning? (60)	Check responses of two staff against local guidance.				
37	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.				
38	Are staff aware of the procedures to be used when removing body fluid spillages? (60, 83, 85, 86)	Ask a member of staff to describe the procedure.				
39	Are all posters able to be cleaned?	Check posters are wipe-able i.e. laminated.				

Question Set Comments/Recommendations for Environmental Cleanliness - Dirty Utility Room

Question Set: Environmental Cleanliness - Recovery

Observation: 1

Room Function: Recovery/Resuscitation

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (44, 52)	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? (84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 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, 44, 52, 83, 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 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.				

Question Set: Environmental Cleanliness - Recovery

Observation: 1

Room Function: Recovery/Resuscitation

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
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, 83, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
20	Are hand wash basins free from extraneous items?	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?	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?	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.				
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, 44, 83, 85, 86)	Check bins are clean externally and internally.				
30	Is the domestic waste bin in good condition? (23, 83, 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	Are alcohol based hand rub dispensers visibly clean? (90)	Check there is no build up on the nozzle. The dispenser should be functioning with enough solution in the dispenser for the next two uses.				



Question Set: Environmental Cleanliness - Recovery

Observation: 1

Room Function: Recovery/Resuscitation

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
33	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 83, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.				
34	Are all posters able to be cleaned?	Check posters are wipe-able i.e. laminated.				

Question Set Comments/Recommendations for Environmental Cleanliness - Recovery

Question Set: Environmental Cleanliness - Dirty Utility (Recovery)

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
1	Is there a dirty utility/slucice facility adjacent to the recovery area? (56)	Check availability of dirty utility facilities.				
2	Is the environment visibly clean? (44, 52)	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 surfaces smooth, impervious (for easy cleaning) and with covered edges? (20, 53, 80, 84)	Check all surfaces.				
5	Is the floor visibly clean? (20, 44, 52, 83, 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	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
9	Is the dirty utility room visibly clean and tidy? (52)	Check all surfaces for clutter, signs of dust, dirt or staining.				
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.				

Question Set: Environmental Cleanliness - Dirty Utility (Recovery)

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: -----

	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, 83, 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?	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?	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, 44, 83, 85, 86)	Check bins are clean externally and internally.				

Question Set: Environmental Cleanliness - Dirty Utility (Recovery)

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
29	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
30	Are re-usable bedpans and urinals processed through a washer disinfectant? (53, 80)	Check for a washer disinfectant to process bedpans/urinals.				
31	Are bedpans and urinals visibly clean?	Visually check.				
32	Is the macerator or bedpan washer visibly clean?	Visually check.				
33	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.				
34	Is the washer heat disinfectant 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).				
35	Is there evidence of a planned maintenance contract for macerators/bedpan washers?	Ask to see maintenance documentation.				
36	Are bedpans and urinals stored correctly to minimise contamination? (84)	Check bedpans and urinals are stored inverted on racks.				
37	Is the rack visibly clean and in good condition?	Visually check.				
38	Are measuring jugs either disposable or processed through a washer disinfectant? (20)	Check for disposable jugs/washer disinfectant.				

Question Set Comments/Recommendations for Environmental Cleanliness - Dirty Utility (Recovery)

Question Set: Environmental Cleanliness - Linen Management

Observation: 1

Room Function: Linen

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
1	Is there a designated clean storage area for clean linen? (53, 56, 80)	Check for linen in sluice or bathroom and also for no inappropriate items.				
2	Is the environment visibly clean? (15, 44, 52, 53, 80)	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	Is the floor visibly clean? (20, 44, 52, 83, 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	Do patient beds which are brought into the theatre area have clean linen? (60)	Observe at least one patient's bed brought into the department.				
10	Is linen removed from patient beds outside the operating theatre? (60)	Check that bed linen does not follow patients into the operating theatre and that it is stored in a designated area.				
11	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.				
12	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.				
13	Are used linen bags/containers less than 2/3rds full? (38)	Check linen bags/containers can be secured.				
14	Are rigid linen skips visibly clean? (83, 84, 85, 86)	Check for visible cleanliness.				
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 Environmental Cleanliness - Linen Management

Question Set: Environmental Cleanliness - Housekeeper/Cleaners Room

Observation: 1

Room Function: Cleaners/Domestics Room

Room No.: 1

Room: \_\_\_\_\_

	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? (44, 52)	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	Is furniture made of impermeable and washable materials? (84, 85, 95)	Check furniture.				
5	Are all furnishings and fittings visibly clean? (20, 44, 52, 83, 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 surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
8	Is the floor visibly clean? (20, 44, 52, 83, 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	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.				

Question Set: Environmental Cleanliness - Housekeeper/Cleaners Room

Observation: 1

Room Function: Cleaners/Domestics Room

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
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, 83, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
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?	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?	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, 44, 83, 85, 86)	Check bins are clean externally and internally.				
31	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
32	Are there hand wipes/alcohol hand rubs available? (55, 90)	Visually check.				

Question Set: Environmental Cleanliness - Housekeeper/Cleaners Room

Observation: 1

Room Function: Cleaners/Domestics Room

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
33	Are alcohol based hand rub dispensers visibly clean? (90)	Check there is no build up on the nozzle. The dispenser should be functioning with enough solution in the dispenser for the next two uses.				
34	Is there a disposal unit for the disposal of contaminated waste water? (53, 56, 80)	Check there is a disposal unit.				
35	Are mops and buckets stored clean and dry? (52)	Check storage and cleanliness of mops and buckets.				
36	Are mop heads laundered or disposable? (52)	Check local policy for frequency and that mop heads are in a good state of repair.				
37	Is there a colour coding system in place for cleaning equipment? (52, 53, 80, 83, 85, 86)	Check equipment is colour coded and posters are displayed and the available equipment is coloured as per poster.				
38	Is there separate cleaning equipment for each operating theatre and for recovery?	Check designated equipment is available for each theatre which is easily identifiable.				
39	Is cleaning equipment and machinery left clean and dry after use? (52, 83, 85, 86)	Visually check.				

Question Set Comments/Recommendations for Environmental Cleanliness - Housekeeper/Cleaners Room

Question Set: Environmental Cleanliness - Waste

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
2	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
3	Is the domestic waste bin visibly clean, including lid and pedal? (23, 44, 83, 85, 86)	Check bins are clean externally and internally.				
4	Is the domestic waste bin in good condition? (23, 83, 85, 86)	Check for rust i.e. underneath lid.				
5	Is there evidence that all anatomical waste is managed safely according to national waste regulations? (23)	Check local policy reflects national guidance for waste segregation and that practice complies with this policy e.g. yellow bags for incineration.				

Question Set: Environmental Cleanliness - Waste

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
6	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.				
7	Are waste bags capable of being securely tied? (23)	Check bags are no more than two thirds full.				
8	Is waste for collection stored appropriately in a designated and secure area? (23)	Observe practice or ask a member of staff to describe procedure. Check the room is secured or inaccessible to the public.				

Question Set Comments/Recommendations for Environmental Cleanliness - Waste



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Module: Equipment / Instruments

Date: \_\_\_\_\_ Auditors: \_\_\_\_\_

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

Question Set: Equipment / Instruments - Criteria

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: \_\_\_\_\_

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, 83, 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 Is equipment decontaminated prior to being loaned to external agencies? (67)	Check the process and ask a member of staff to describe it.				
5 Is loaned equipment decontaminated prior to use unless received from an accredited sterile services department/unit? (67, 87)	Ask staff to describe the process.				
6 Are sterile products stored above floor level? (54)	Check store/clean utility/treatment etc.				
7 Are sterile packs sealed and undamaged? (54, 77, 78, 82)	Check a selection of packs.				
8 Are all sterile items in date? (54, 77, 78, 82)	Check a selection of items.				
9 Are sterile instrument trays traceable? (67)	Check processes and documentation.				
10 Are used instruments (awaiting collection) stored in a rigid, lidded container? (67)	Check all used instruments awaiting collection, are stored in a rigid, lidded container and that containers provided for this purpose are clean.				
11 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 Equipment / Instruments - Criteria

Question Set: Equipment / Instruments - Single Use

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: \_\_\_\_\_

Question	Guidance	Yes	No	N/A	Comment
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Question Set: Equipment / Instruments - Single Use

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Can staff describe the symbol used to indicate single use items? (44, 87)	Ask a member of staff to describe the symbol.				
2	Are single use items disposed of following use? (87)	Check a selection on equipment e.g. syringes medicine pots or ask a member of staff about practice.				
3	Are all re-usable instruments returned to a sterile services provider for decontamination? (67)	Check laryngoscope blades, handles, supra glottic airways.				
4	Are supra glottic airways discarded when used for patients undergoing tonsillectomy and adenoid surgery? (68)	Observe practice or ask a member of staff to describe procedure.				
5	Are breathing circuit filters changed between patients? (68)	Observe practice.				
6	Are breathing circuits changed after 7 days or changed if visibly contaminated or after an infected patient? (68)	Check date mark on circuit.				
7	Are Ambu-bags single use items or is the filter changed between patients?	Observe practice or ask a member of staff to describe procedure.				

Question Set Comments/Recommendations for Equipment / Instruments - Single Use

Question Set: Equipment / Instruments - Re-usable

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Are re-usable surgical instruments decontaminated by a sterile services provider? (53, 67)	Check evidence of where instruments are sent for sterilisation.				

Question Set Comments/Recommendations for Equipment / Instruments - Re-usable

Question Set: Equipment / Instruments - General Patient

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
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Question Set: Equipment / Instruments - General Patient

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
1	Is the theatre table/trolley visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
2	Are all patient splints/supports visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
3	Are all infusion pumps and stands visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
4	Are all flowtron boots visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
5	Are tourniquets single use or decontaminated between uses? (77, 78, 82)	Visually check.				
6	Are forced air warmers visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
7	Are Stack systems visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
8	Is manual handling equipment visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
9	Is all X-Ray equipment visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
10	Is all equipment routinely cleaned between every patient with general purpose detergent or as per local policy/manufacturer`s instructions where this differs? (44)	Observe practice or ask a member of staff to describe procedure.				
11	Is all equipment in a good state of repair? (29)	Check for evidence of the repair/replacement of damaged or broken equipment.				
12	Are computer systems visibly clean? (20, 83, 84, 85, 86)	Check up to three.				
13	Are all telephones visibly clean? (20, 83, 84, 85, 86)	Check receiver.				

Question Set Comments/Recommendations for Equipment / Instruments - General Patient

Question Set: Equipment / Instruments - Monitoring & Physiological

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Is all equipment in a good state of repair? (29, 44)	Check for evidence of the repair/replacement of damaged or broken equipment.				
2	Is blood pressure monitoring equipment visibly clean? (44, 77, 78, 82)	Check there is no sticky tape or other attachments which prevents effective cleaning.				
3	Are all stethoscopes visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
4	Is all anaesthetic equipment visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
5	Is blood glucose monitoring equipment visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
6	Are oxygen saturation probes visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
7	Is all equipment routinely cleaned between every patient with general purpose detergent or as per local policy/manufacturer's instructions where this differs? (44, 77, 78, 82)	Observe practice or ask a member of staff to describe procedure.				

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

Question Set: Equipment / Instruments - Specialised

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
1	Are Phacoemulsification machines visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
2	Are electro cautery devices visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape on the diathermy ect.				
3	Are all drill/saw consoles visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
4	Is the pressure infuser visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
5	Are all microscopes and lenses visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				

Question Set: Equipment / Instruments - Specialised

Observation: 1

Room Function: Operating Theatre

Room No.: 1

Room: -----

	Question	Guidance	Yes	No	N/A	Comment
6	Is the exsanguinator visibly clean? (44, 77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
7	Is all equipment in a good state of repair? (29)	Check for evidence of the repair/replacement of damaged or broken equipment.				
8	Is all equipment routinely cleaned between every patient with general purpose detergent or as per local policy/manufacturer`s instructions where this differs? (44, 77, 78, 82)	Observe practice or ask a member of staff to describe procedure.				

Question Set Comments/Recommendations for Equipment / Instruments - Specialised

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Module: Sharps

Date: \_\_\_\_\_ Auditors: \_\_\_\_\_

Standard: Sharps are managed safely so as to reduce risk of inoculation injury

Question Set: Sharps - Criteria

Observation: 1

	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 3291 standards? (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, 44, 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 sharps items presented to the scrubbed person via use of a neutral zone? (42, 44)	Observe practice.				
9	Are used sharps disposed of without re-sheathing? (20, 81)	Observe practice or ask a member of staff to describe procedure.				
10	Are sharps disposed of safely and at the point of use? (20, 44, 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.				
11	Are used needles and syringes discarded as a complete single unit? (20, 42, 68, 81)	Observe practice or ask a member of staff to describe procedure.				
12	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.				
13	Are locked sharps containers stored in a secure facility away from public access until collected for disposal? (20, 23)	Check sharps bins awaiting collection.				

Question Set Comments/Recommendations for Sharps - Criteria

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[www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_073132](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_073132)
- 68 AAGBI (2008) Infection control in anaesthesia AAGBI Safety Guideline: Infection Control in Anaesthesia. Anaesthesia, 63;1027-1036
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Module: Protective Clothing

Date: \_\_\_\_\_ Auditors: \_\_\_\_\_

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

Question Set: Protective Clothing - P.P.E.

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is there written guidance detailing the requirement for any person entering the operating room to change into theatre clothing/footwear?	Check visitors entering the theatre area are observed to change clothing and footwear. Check if the policy is up to date and accessible to all.				
2	Do staff working within the operating theatre department change out of theatre clothing before leaving the dept? (44)	Check Clinical Staff are not seen walking around the hospital in theatre attire. This includes removal of hats and masks. All staff must remove masks when leaving an operating theatre. Porters who take patients to/from wards are either to change out of theatre clothing OR protect their theatre attire by wearing a plastic apron when in physical contact with a patient or his/her bedding.				
3	Is protective clothing worn correctly?	Check Clinical Staff are not seen walking around the hospital in theatre attire. This includes removal of hats and masks. All staff must remove masks when leaving an operating theatre. Porters who take patients to/from wards are either to change out of theatre clothing OR protect their theatre attire by wearing a plastic apron when in physical contact with a patient or his/her bedding/theatre trolley/table.				
4	Are adequate supplies of theatre clothing provided? (44)	Check supplies within the changing rooms.				
5	Is theatre clothing stored in a clean environment free from likely contamination? (20)	Check storage facilities - no clothing on floor or likely to be splashed by basins etc.				
6	Is theatre clothing visibly clean? (44)	Check theatre attire.				
7	Is theatre clothing in a good state of repair? (44)	Check theatre attire.				
8	Are single use aprons available in all areas of the theatre? (20, 79)	Also check scrub rooms and dirty utilities.				
9	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.				

Question Set: Protective Clothing - P.P.E.

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
10	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.				
11	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.				
12	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.				
13	Are full repellent gowns available where there is risk of splashing of body fluids onto skin? (20)	Check availability and ask staff when they would wear full repellent gowns.				
14	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).				
15	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.				
16	Are gloves stored appropriately? (20, 53, 80)	Check visually that gloves are stored away from the risk of contamination and heat sources.				
17	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.				
18	Are gloves worn when in contact or anticipated contact with body fluids or in potential contact with contaminated items? (20, 79)	Observe practice such as handling of contaminated dressings/cleaning equipment.				
19	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.				
20	Are puncture indicator systems available to detect perforations? (44, 70)	Are coloured under gloves available and used in high risk surgical procedures e.g. orthopaedics.				
21	Are surgical masks available at the point of theatre entry?	Check availability.				
22	Do masks cover the mouth and nose fully? (44)	Check masks are worn correctly.				

Question Set: Protective Clothing - P.P.E.

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
23	Are masks disposed of immediately following surgical/high risk procedure? (44)	Check masks are not worn around the neck or put into pockets and re-used.				
24	Are masks changed between each patient?	Observe practice.				
25	Is full facial protection worn for all surgery with the risk of splashes/aerosol/body fluid contamination? (20, 79)	Observe practice.				
26	Does hats/headgear completely cover all of the head and facial hair? (20)	Check hair is completely covered, including beards.				
27	Does theatre footwear completely cover the foot? (20)	Check there are no perforations at the top of clogs.				
28	Is theatre footwear both visibly clean and capable of being cleaned? (20)	Check there is no blood or body fluid stains, shoes should not have laces or be incapable of being cleaned. Check facilities are available for cleaning footwear.				
29	Is there a local SOP in place for the cleaning of all staff footwear? (20)	Check SOP and that this is monitored.				

Question Set Comments/Recommendations for Protective Clothing - P.P.E.

- 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.
- 44 AfPP Standards and Recommendations for Safe Perioperative Practice. Association for Perioperative Practice, Harrogate 2007
- 53 Health Facility Note 30 Infection Control in the built environment. Stationary Office, 2003 (soon to be superseded by HBN 00-09)
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