

# Regional Healthcare Hygiene and Cleanliness Audit Tool

## Adapted for Northern Ireland Ambulance Service



**Organisation Name:**

**Area Inspected/ Speciality:**

**Auditors:**

**Date:**

# Contents

<b>Guidance</b>	<b>3</b>
<b>Audit Tool</b>	<b>3</b>
<b>Scoring</b>	<b>4</b>
<b>Section 2.0 - General Environment</b>	<b>7</b>
2.1 Cleanliness and state of repair of the ambulance station	
2.2 Cleanliness and state of repair of vehicle (internal)	
<b>General Environment - Dirty Utility/Sluice Room</b>	<b>12</b>
2.3 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities	
<b>General Environment – Domestic Store</b>	<b>15</b>
2.4 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities	
<b>General Environment – Equipment Stores</b>	<b>18</b>
2.5 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities	
<b>General Environment - Information</b>	<b>20</b>
2.6 Availability and accessibility of appropriate information for staff	
<b>Section 3.0 - Patients Linen</b>	<b>22</b>
3.1 Effectiveness of arrangements for storage of clean linen in department	
3.2 Effectiveness of arrangements for storage of used linen	
<b>Section 4.0 - <u>Waste</u></b>	<b>25</b>
4.1 Effectiveness of arrangements for handling, segregation, storage and disposal of waste	
<b>Section 4.0 - <u>Sharps</u></b>	<b>27</b>
4.2 Availability, use and storage of sharps containers (Check at least 4 locations). Specify areas to be reviewed prior to commencing audit. If more than 3 no answers check all.	
<b>Section 5.0 - Patient Equipment</b>	<b>29</b>
5.1 Cleanliness and state of repair of general patient equipment on ambulance station	

## **Section 6.0 - Hygiene Factors NIAS and Domestic**

**33**

6.1 Availability and cleanliness of hand wash sinks and consumables in the station

6.2 Availability (access and supply), visibility and cleanliness of alcohol hand rub containers in station and in vehicles (Check at least 4 locations). Specify areas to be reviewed prior to commencing audit. If more than 3 no answers check all

6.3 Availability of PPE on department and in vehicles – **NIAS and Domestic**

6.4 Availability, storage and use of materials and equipment for general cleaning of the station and vehicles

## **Section 7.0 - Hygiene Practices Staff Questions**

**40**

7.1 Effective hand hygiene procedures undertaken by staff – **NIAS and Domestic**

7.2 Safe handling and disposal of sharps by staff - **NIAS and Domestic**

7.3 Effective use of personal protective equipment (PPE) by staff – **NIAS and Domestic**

7.4 Management of aseptic non touch technique (ANTT) practices - **NIAS staff**

7.5 Effective cleaning of station, vehicle and equipment by staff - **NIAS and Domestic**

7.6 Staff uniform and work wear

7.7 Additional questions for NIAS staff

## Guidance

The audit tool is based on the Regional Healthcare Hygiene and Cleanliness Standards. The standards incorporate the critical areas which were identified through a review of existing standards, guidance and audit tools (Appendix 2 of Regional Healthcare Hygiene and Cleanliness Standards). The standards are intended to assess healthcare hygiene, general cleanliness and state of repair of healthcare facilities and aspects of infection prevention and control, not only from a professional perspective but also as would be observed by patients, visitors and members of the public. In providing a common set of overarching hygiene and cleanliness standards for all hospitals and other healthcare facilities in Northern Ireland, all organisations should assure themselves, at board level, that they are compliant with the standards.

## Audit Tool

The audit tool follows the format of the Regional Healthcare Hygiene and Cleanliness Standards and comprises the following sections (see Regional Standards).

- 2. General Environment:** ;cleanliness and state of repair of the station infrastructure; cleanliness and state of repair of ambulance; cleanliness and state of repair of toilets, and washrooms; cleanliness and state of repair of station facilities; provision of information for staff and patients
- 3. Patient Linen:** storage of clean linen; handling and storage of used linen; station laundry facilities
- 4. Waste and Sharps:** waste handling; availability and storage of sharps containers
- 5. Patient Equipment:** cleanliness and state of repair of general patient equipment
- 6. Hygiene Factors:** hand wash facilities; alcohol hand rub; availability of PPE; availability of cleaning equipment and materials; staff changing facilities
- 7. Hygiene Practices/Staff Questions:** hand hygiene procedures; handling and disposal of sharps; use of PPE; ANTT and implementation of infection control procedures; cleaning of station and vehicle staff uniform and work wear

## Scoring

All criteria should be marked either yes/no or non-applicable.

**It is not acceptable** to enter a non-applicable response where an improvement in a standard may be achieved. For example where a regional/national standard is not being met, a non-applicable must not be used:

Section 6.0 Hygiene Factors						
Question	Guidance	Yes	No	N/A	R	Comments
1. Portable and alcohol based hand rubs are visibly clean in good repair, free from damage and in working order.	1.					
	2.					
	3.					
	4.					

**\*R = Designated area of responsibility i.e. Nursing, Estates, Cleaning**

In the example above it is not appropriate to mark non-applicable where soft absorbent towels are not in use as the national standard is to use them. Therefore if they are not in use a no score must be allocated. The action plan will then reflect the change in practice required.

If a standard is not achievable because a facility is absent or a practice is not observed, the use of non-applicable is acceptable. For example if air vents are not present.

Section 2 General Environment						
Question	Guidance	Yes	No	N/A	R	Comments
1. Air vents are clean	Visibly clean and free from excessive dust			X		

Comments should be written on the form for each of the criteria at the time of the audit clearly identifying any issues of concern and areas of good practice. These comments can then be incorporated into the final report.

### Manual scoring can be carried out as follows:

Add the total number of yes answers and divide by the total number of questions answered (including all yes and no answers) excluding the non-applicable; multiply by 100 to get the percentage.

## Formula

$$\frac{\text{Total number of yes answers}}{\text{Total number of yes and no responses}} \times 100 = \%$$

Section 6.0 Hygiene Factors						
Question	Guidance	Yes	No	N/A	R	Comments
1. Paper towel dispensers are enclosed and visibly clean	1.	√				
	2.	√				
	3.		√			
	4.	√				
2. Liquid soap is provided as single use cartridge dispensers	1.	√				
	2.		√			
	3.	√				
	4.	√				
3. Dispensers and nozzles are visibly clean	1.	√				<i>Dispenser nozzles were blocked with soap residue.</i>
	2.		√			
	3.	√				
	4.		√			

The score for the above table would be calculated as follows:

$$\frac{8}{12} \times 100 = 66.6 = 67\%$$

## Level of Compliance

Percentage scores can be allocated a level of compliance using the compliance categories below. The categories are allocated as follows:

<b>Compliant</b>	<b>85% or above</b>
<b>Partial compliance</b>	<b>76 to 84%</b>
<b>Minimal compliance</b>	<b>75% or below</b>

Each section within the audit tool will receive an overall score and individual areas within each section will receive a individual score for example in the environment there are 8 areas to be inspected therefore there will be 8 individual scores. This will identify any specific areas of partial or minimal compliance and will assist in the identification of areas were improvement is most required to ensure that the appropriate action is taken.

## **Weighting Criteria**

Millward et al (1993) reported that weighting of the criteria did not significantly influence overall scores. Therefore weighting of criteria has not been attempted.

## **Auditing**

The audits obtain information from observations in functional areas including, direct questioning and observation of clinical practice and review of relevant documentation where appropriate.

If any serious concerns are identified during the audit, these should be brought to the attention of the person in charge before the auditors leave the premises and where necessary escalated to Senior Management.

## **Feedback**

Verbal feedback of key findings should be given to the person in charge of the area prior to leaving or as soon as possible. A written copy of the findings and actions required should be made available to all relevant personnel within locally agreed timescales.

A re-audit of a functional area may be undertaken if there are concerns or a minimal compliance rating is observed to ensure action has been taken.

**Section 2.0 - General Environment****2.1 Cleanliness and state of repair of the ambulance station**

Question	Guidance	Yes	No	N/A	R	Comments
1. The area is uncluttered	1. Free from clutter					
	2. No foul or stale odours are present					
2. Walls are clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust, sticky tape etc.					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces, sticky tape					
3. Skirting is clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces					
4. Lights and fittings are clean and in a good state of repair	1. Visibly clean free from dust debris and cobwebs					
	2. Bulbs are in working order and fittings are intact					
5. Light switches/pull cords are clean and in a good state of repair	1. Visibly clean, check touch points					
	2. No visible signs of damage					
6. Radiators are clean and in good state of repair	1. Visibly clean, check top and behind for a build up of dust					
	2. No visible sign of damage or rust					
7. Mirrors are clean and in good state of repair	1. Visibly clean					
	2. No visible sign of damage					
8. Notice boards are clean, tidy and in good state of repair	1. Notice boards are clean, no adhesive tape, tidy					
	2. There are no signs of damage					
9. Flooring is clean, in good state of repair, made from impermeable material	1. The floor is visibly clean, no build up of residue/ dirt, check edges and corners are free from dust and grit					
	2. Free from rips and tears, laid correctly					
	3. Washable and impervious to moisture					
10. Doors and frames are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible sign of damage, no exposed wood					
11. External windows, frames and sills are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks					



## Section 2.0 - General Environment

### 2.1 Cleanliness and state of repair of the ambulance station

Question	Guidance	Yes	No	N/A	R	Comments
12. Internal windows frames and sills are clean and in good state of repair	1. Visibly clean					
	2. Internal glass dividing panels/windows is free from visible sign of damage, cracks					
13. Window curtains/ blinds are clean and in good state of repair	1. Visibly clean					
	2. No visible sign of damage, wear and tear, no rips					
14. Desk tops/tables are clean, in a good state of repair, uncluttered, made from impermeable material	1. Visibly clean					
	2. No visible sign of damage, no exposed wood					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture					
15. High, low and horizontal, surfaces are clean, in a good state of repair, uncluttered, made from impermeable material	1. Visibly clean					
	2. No visible sign of damage, no exposed wood					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture, smooth and with coved edges					
16. Air vents are clean	1. Visibly clean and free from excessive dust, damage					
17. Chairs stools are clean, in a good state of repair, made from impermeable material	1. Visibly clean					
	2. No visible sign of damage, no exposed wood					
	3. Washable and impervious to moisture					
18. Televisions and hand controls are clean	1. Visibly clean and free from damage					
19. Display/computer screens are clean	1. Visibly clean					
	2. Free from paper labels and adhesive tape					
20. Telephones are visibly clean including public phone	1. Visibly clean					
	2. Free from paper labels and adhesive tape					
21. Fans are clean	1. Visibly clean and free from damage					
22. Ceilings are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks, flaking paint					
	3. Tiles are secure and in place					
23. Leaflet racks and wall art are clean and in a good state of repair	1. Visibly clean and washable					
	2. No visible sign of damage					

<b>Section 2.0 - General Environment</b>						
2.1 Cleanliness and state of repair of the ambulance station						
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>R</b>	<b>Comments</b>
24. The garage is free from infestation of birds and pests.						
25. Oil and fuel spills are dealt with directly.						
26. The garage is not being used to store inappropriate items.						
27. There is a designated vehicle wash area which is clean and tidy and the drains are clear.						
28. Other aspects of the area observed during the inspection.	Record here any other areas not mentioned above					

<b>Scores</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Percentage achieved</b>			

## Section 2.0 - General Environment

### 2.2 Cleanliness and state of repair of vehicle (internal)

Question	Guidance	Yes	No	N/A	R	Comments
1. The vehicle is clean, uncluttered, fresh smelling.	1. Free from clutter					
	2. No foul or stale odours are present					
2. Walls are clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust, sticky tape etc.					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces, sticky tape					
3. Lights and fittings are clean and in a good state of repair	1. Visibly clean free from dust debris and cobwebs					
	2. Bulbs are in working order and fittings are intact					
4. Flooring is clean, in good state of repair, made from impermeable material	1. The floor is visibly clean, no build up of residue/dirt, check edges and corners are free from dust and grit					
	2. Free from rips and tears, laid correctly					
	3. Washable and impervious to moisture					
5. Doors and frames are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible sign of damage					
6. High, low and horizontal, surfaces are clean, in a good state of repair, uncluttered, made from impermeable material	1. Visibly clean					
	2. No visible sign of damage, no exposed wood					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture, smooth and with coved edges					
7. Seating in the treatment area is in a good state of repair, made from impermeable material	1. Visibly clean					
	2. No visible sign of damage, no exposed wood					
	3. Washable and impervious to moisture					
	2. Free from paper labels and adhesive tape					
8. Ceilings are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks, flaking paint					
	3. Tiles are secure and in place					
9. Storage cupboards are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks,					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture					

Section 2.0 - General Environment						
2.2 Cleanliness and state of repair of vehicle (internal)						
Question	Guidance	Yes	No	N/A	R	Comments
10. Clinical waste receiver “cat flap” is clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks,					
12. Sanitary facilities are available for staff						
13. Other aspects of the area	1.					
	2.					
	3.					

Scores	Yes	No	N/A
Percentage achieved			

## Section 2.0 - General Environment - Dirty Utility/Sluice Room

### 2.3 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities

Question	Guidance	Yes	No	N/A	R	Comments
1. The dirty utility room is uncluttered, fresh smelling	1. Free from clutter/ inappropriate items					
	2. No foul or stale odours are present					
2. Walls are clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust, sticky tape etc.					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces, sticky tape					
3. Skirting is clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust,					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces					
4. Lights and fittings are clean and in a good state of repair	1. Visibly clean free from dust debris and cobwebs					
	2. Bulbs are in working order and fittings are intact					
5. Light switches/pull cords are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible signs of damage					
6. Radiators are clean and in a good state of repair	1. Visibly clean, check top and behind for a build up of dust					
	2. No visible sign of damage or rust					
7. Notice boards are clean, tidy and in a good state of repair	1. Notice boards are clean, no adhesive tape, tidy					
	2. There are no signs of damage					
8. Flooring is clean, in a good state of repair, made from impermeable material	1. Visibly clean no build up of residue/dirt, check edges and corners are free from dust and grit					
	2. Free from rips tears, and laid correctly					
	3. Washable and impervious to moisture					
9. Doors and frames are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible sign of damage, no exposed wood					
10. External windows, frames and sills are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks					
11. Internal windows, frames and sills are clean and in a good state of repair	1. Visibly clean					
	2. Internal glass dividing panels/ windows are free from visible sign of damage, cracks					

## Section 2.0 - General Environment - Dirty Utility/Sluice Room

### 2.3 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities

Question	Guidance	Yes	No	N/A	R	Comments
12. Window curtains/ blinds are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, wear and tear, no rips					
13. High, low and horizontal surfaces are clean, in a good state of repair, uncluttered, made from impermeable material	1. Visibly clean and dust free					
	2. No visible sign of damage, no exposed wood					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture, smooth and with covered edges					
14. Air vents are clean	1. Visibly clean and free from excessive dust					
15. Cupboards are clean, in a good state of repair, uncluttered, made from impermeable material	1. Visibly clean					
	2. No visible sign of damage, no exposed wood					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture					
16. The room is free from inappropriate items	1. Free from inappropriate items e.g. hoist, boxes					
17. All equipment and products are stored appropriately	1. Stored correctly, neat and tidy, sterile single use items in original packaging					
	2. Storage is sufficient for stock and items within the room on surfaces and on top of cupboards					
	3. All products off the floor					
18. A dedicated hand wash sink is available, clean and in a good state of repair	1. Available					
	2. Visibly clean					
	3. No visible sign of damage, cracks, fitted correctly					
19. Taps are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks, fitted correctly					
	3. Free from lime scale					
20. A dedicated deep equipment sink is available, clean, in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks, fitted correctly					

Section 2.0 - General Environment - Dirty Utility/Sluice Room						
2.3 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities						
Question	Guidance	Yes	No	N/A	R	Comments
21. Ceilings are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks, flaking paint					
	3. Tiles are secure and in place					
22. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

## Section 2.0 - General Environment - Domestic Store

### 2.4 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities

Question	Guidance	Yes	No	N/A	R	Comments
1. The domestic sluice room is available, uncluttered, fresh smelling,	1. Available for storage of cleaning equipment					
	2. Free from clutter					
	3. No foul or stale odours are present					
2. Walls are clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust, sticky tape etc.					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces, sticky tape					
3. Skirting is clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces					
4. Lights and fittings are clean and in a good state of repair	1. Visibly clean free from dust debris and cobwebs					
	2. Bulbs are in working order and fittings are intact					
5. Light switches/ pull cords are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible signs of damage					
6. Radiators are clean and in a good state of repair	1. Visibly clean, check top and behind for a build up of dust					
	2. No visible sign of damage or rust					
7. Notice boards are clean, tidy and in a good state of repair	1. Notice boards are clean, no adhesive tape, tidy					
	2. There are no signs of damage					
8. Flooring is clean, in a good state of repair, made from impermeable material	1. Visibly clean, there is no build up of residue/ dirt, check edges and corners are free from dust and grit					
	2. Free from rips, tears and laid correctly					
	3. Washable and impervious to moisture					
9. Doors and frames are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible sign of damage, no exposed wood					
10. External windows, frames and sills are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks					
11. Internal windows frames and sills are clean and in a good state of repair	1. Visibly clean					
	2. Internal glass dividing panels/ windows is free from visible sign of damage, cracks					



## Section 2.0 - General Environment - Domestic Store

### 2.4 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities

Question	Guidance	Yes	No	N/A	R	Comments
12. Window curtains/ blinds are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, wear and tear, no rips					
13. High low and horizontal surfaces are clean, in a good state of repair, uncluttered, made from impermeable material	1. Visibly clean and dust free					
	2. No visible sign of damage, no exposed wood					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture, smooth and with covered edges					
14. Air vents are clean	1. Visibly clean and free from excessive dust, damage					
15. Cupboards are clean, in a good state of repair, uncluttered, made from impermeable material	1. Visibly clean					
	2. No visible sign of damage, no exposed wood					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture					
16. The room is free from inappropriate items	1. Free from inappropriate items e.g. hoist, boxes etc.					
17. All equipment and products are stored appropriately	1. Stored correctly, neat and tidy					
	2. Storage is sufficient for stock and items within the room on surfaces and on top of cupboards					
	3. All products off the floor					
18. A dedicated hand wash sink is available, clean and in a good state of repair	1. Available					
	2. Visibly clean					
	3. No visible sign of damage, cracks, fitted correctly					
19. Taps are clean and in a good state of repair	1. Visibly clean					
	2. No visible signs of damage, cracks, fitted correctly					
	3. Free from lime scale					
20. A domestic sluice/ equipment sink is available, clean, in a good state of repair	1. Available					
	2. Check if visibly clean					
	3. No visible sign of damage, cracks, fitted correctly					

Section 2.0 - General Environment - Domestic Store						
2.4 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities						
Question	Guidance	Yes	No	N/A	R	Comments
21. Ceilings are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks, flaking paint					
	3. Tiles are secure and complete					
22. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

## 2.0 - General Environment - Equipment stores

### 2.5 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities

Question	Guidance	Yes	No	N/A	R	Comments
1. The store room is, uncluttered, fresh	1. Available					
	2. Free from clutter					
	3. No foul or stale odours are present					
2. Walls are clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust, sticky tape etc.					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces, sticky tape					
3. Skirting is clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust,					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces					
4. Lights and fittings are clean and in a good state of repair	1. Visibly clean free from dust debris and cobwebs					
	2. Bulbs are in working order and fittings are intact					
5. Light switches/ pull cords are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible signs of damage					
6. Radiators are clean and in a good state of repair	1. Visibly clean, check top and behind for a build up of dust					
	2. No visible sign of damage or rust					
7. Flooring is clean, in a good state of repair, made from impermeable material	1. The floor is visibly clean, there is no build up of residue/ dirt, check edges and corners are free from dust and grit					
	2. Free from rips tears and laid correctly					
	3. Washable and impervious to moisture					
8. Doors including frames are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible sign of damage, no exposed wood					
9. External windows, frames and sills are clean and in good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks					
10. Internal windows, frames and sills are clean and in a good state of repair	1. Visibly clean					
	2. Internal glass dividing panels/ windows are free from visible sign of damage, cracks					
11. Window curtains/ blinds are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, wear and tear, no rips					

**2.0 - General Environment - Equipment stores****2.5 Cleanliness, storage space, state of repair and layout of the ambulance station department/facilities**

Question	Guidance	Yes	No	N/A	R	Comments
12. High low and horizontal surfaces are clean, in a good state of repair, uncluttered, made from impermeable material	1. Visibly clean and dust free					
	2. No visible sign of damage, no exposed wood					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture, smooth and with covered edges					
13. Air vents are clean	1. Visibly clean and free from excessive dust, damage					
14. Cupboards are clean, in a good state of repair, uncluttered, made from impermeable material	1. Visibly clean					
	2. No visible sign of damage, no exposed wood					
	3. Clutter free and tidy					
	4. Washable and impervious to moisture					
15. The room is free from inappropriate items	1. Free from inappropriate items e.g. hoist, boxes etc					
16. All equipment and products are stored appropriately	1. Stored correctly, neat and tidy, sterile single use items in original packaging					
	2. Storage is sufficient for stock and items within the room on surfaces and on top of cupboards					
	3. All products off the floor					
17. Ceilings are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks, flaking paint					
	3. Tiles are secure and in place					
18. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

## Section 2.0 - General Environment - Information

### 2.6 Availability and accessibility of appropriate information for staff

Question	Guidance	Yes	No	N/A	R	Comments
1. Hand hygiene posters are displayed at hand washing sinks, and visible to staff and visitors	1. Displayed at hand washing sinks					
	2. Displayed in general clinical areas					
	3. Visible to staff and visitors					
2. Information leaflets are available on hand hygiene and infection prevention and control/manual/processes.	1. Hand hygiene leaflets are available.					
	2. Infection prevention and control are available.					
3. Up to date cleaning schedules, detailing all equipment and staff responsibilities for dedicated areas and equipment are clearly displayed.	1. Are available and up to date – May be private contractor					
	2. Detail all equipment present in area and staffs role and responsibilities					
	3. Clearly displayed and easily accessed by staff					
	4. Specific to area and equipment					
4. Household and clinical waste segregation posters are clearly displayed	1. Available					
	2. Clearly displayed					
5. Colour coding posters on NPSA guidelines for cleaning equipment are clearly displayed NPSA	1. Available					
	2. Clearly displayed for domestic staff					
	3. Clearly displayed for NIAS staff					
6. Linen segregation posters are clearly displayed	1. Available					
	2. Clearly displayed					
7. A poster on the management of an inoculation injury is clearly displayed	1. Available					
	2. Clearly displayed					
8. All posters are laminated or cleanable and attached appropriately to wall or notice board	1. Laminated or easily cleaned					
	2. Fixed to notice board, clip board or wall appropriately i.e. no tape					
9. Local contact numbers are available for staff to obtain advice on infection prevention and control.	1. Contact control room in NIAS.					
	2. Who will contact PHA or services on call					

Section 2.0 - General Environment - Information						
2.6 Availability and accessibility of appropriate information for staff						
Question	Guidance	Yes	No	N/A	R	Comments
10. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

### Section 3.0 Patient Linen

#### 3.1 Effectiveness of arrangements for storage of clean linen in the department.

Question	Guidance	Yes	No	N/A	R	Comments
1. A designated storage area for clean linen is available	1. A designated room or segregated storage area					
2. Clean linen is stored separately from used linen	1. Clean linen is stored separately from used linen					
3. Clean linen is stored appropriately and above floor level	1. In bags, tidy					
	2. Above floor level					
4. The clean linen store is visibly clean, uncluttered, free from inappropriate items and in a good state of repair	1. Area is visibly clean					
	2. Free from clutter					
	3. No non linen items are present amongst linen					
	4. Free from any visible damage i.e. chipped paintwork, exposed wood, damaged surfaces					
5. Shelving is impermeable, visibly clean and in a good state of repair	1. Washable and impervious to moisture					
	2. Visibly clean, no obvious signs of splashes, stains, dust, sticky tape etc.					
6. Walls are visibly clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces, sticky tape					
7. Skirting is clean and in a good state of repair	1. Visibly clean, no obvious signs of splashes, stains, dust					
	2. Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces					
8. Lights and fittings are clean and in a good state of repair	1. Visibly clean free from dust debris and cobwebs					
	2. Bulbs are in working order and fittings are intact					
9. Light switches/ pull cords are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible sign of damage					
10. Radiators are clean and in a good state of repair	1. Visibly clean, check top and behind for a build up of dust					
	2. No visible sign of damage or rust					

### Section 3.0 Patient Linen

#### 3.1 Effectiveness of arrangements for storage of clean linen in the department.

Question	Guidance	Yes	No	N/A	R	Comments
11. Flooring is clean, in a good state of repair, made from impermeable material	1. Visibly clean, no build up of residue/dirt, check edges and corners are free from dust and grit					
	2. Free from rips, tears and laid correctly					
	3. Washable and impervious to moisture					
12. Doors and frames are clean and in a good state of repair	1. Visibly clean especially around touch points					
	2. No visible sign of damage, no exposed wood					
13. Windows, frames and sills are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, cracks					
14. Window blinds/ curtains are clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, rips, tears					
15. Air vents are clean	1. Visibly clean and free from excessive dust, damage					
16. All linen is visibly clean and in a good state of repair	1. No unwashed marks or stains, no holes, rips, tears					
17. clean linen is available for each patient	1. Adequate supply of clean linen to ensure availability for each patient					
18. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			



### Section 3.0 Patient Linen

#### 3.2 Effectiveness of arrangements for handling and storage of used linen.

Question	Guidance	Yes	No	N/A	R	Comments
1. Used linen is placed into the appropriate colour coded bag/ container. Observe or ask	1.					
	2.					
	3.					
2. Water soluble bags are used for heavily soiled or infected linen. Observe or ask	1.					
	2.					
	3.					
3. Used linen bags/containers are less than 2/3 full	1. Bags/containers can be secured					
	2. Are less than 2/3 full					
4. Linen skips/cages are visibly clean and in a good state of repair	1. Visibly clean (if rigid skips check top and underneath lid					
	2. No visible sign of damage or rust					
5. Re usable linen bags are visibly clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage					
6. Stored in an appropriate, designated area until collection	1. Stored in an appropriate, designated inaccessible area until collection					
	2.					
	3.					
7. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

## Section 4.0 WASTE

4.1 Effectiveness of arrangements for handling, segregation, storage and disposal of waste.

(If more than 3 no answers check all)

Question	Guidance	Yes	No	N/A	R	Comments
1. Waste is segregated and disposed of into appropriate waste bin according to trust policy	1.					
	2.					
	3.					
	4.					
2. Household waste bins are available at all dedicated hand wash facilities for the disposal of paper products. Bins are clean and in good repair	1.					
	2.					
	3.					
	4.					
3. Clinical waste bins are available in clinical areas. Bins are clean and in good repair including vehicle	1.					
	2.					
	3.					
	4.					
4. A Magpie box is available and used correctly	1. Available					
	2. Used correctly, check contents					
5. An orange lidded burn bin is available for the disposal of fluids	1. Available					
	2. Used correctly, check contents					
6. Waste bags tied securely	1. Tied securely					
	2. Clinical waste bags secured with fast text tag					
7. Waste bags are not tied onto trolleys or containers	1. Observe practice					
8. Waste bags are stored appropriately prior to collection	1. In a designated and secure area					
9. Suction waste is disposed of in a manner to prevent spillage	1. Check canister has a liner, gel, or disposable canister					
10. Different sized yellow clinical waste bags are available for garbage bins and vehicle bins.						

<b>Section 4.0 WASTE</b> 4.1 Effectiveness of arrangements for handling, segregation, storage and disposal of waste. (If more than 3 no answers check all)						
Question	Guidance	Yes	No	N/A	R	Comments
11. Outside waste containers/ storage compound area are secure, clean and tidy	1. Containers secured					
	2. Storage compound area is secure					
	3. Compound visibly clean and tidy					
12. Other aspects of the area observed during the inspection	Record here any other issues regarding waste bins not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

## Section 4.0 **SHARPS**

4.2 Availability, use and storage of sharps containers (Check at least 4 locations). Specify areas to be reviewed prior to commencing audit. If more than 3 no answers check all

Question	Guidance	Yes	No	N/A	R	Comments
1. Sharps containers conform to BS7320 (1990)/ UN 9291	1. Do all bins observed conform					
2. Sharps containers are assembled correctly	1.					
	2.					
	3.					
	4.					
3. Sharps containers are labelled/ tagged with date, locality and signature on assembly	1.					
	2.					
	3.					
	4.					
4. Sharps containers are changed according to local policy	1.					
5. Sharps containers are free from protruding sharps and have not been filled above the fill line	1.					
	2.					
	3.					
	4.					
6. Sharps containers are visibly clean free from dust, blood splatters	1.					
	2.					
	3.					
	4.					
7. Sharps container lids are temporarily closed between use	Vehicle 1.					
	Vehicle 2.					
	Vehicle 3.					
	Vehicle 4.					
8. Sharps containers are safely positioned, wall bracket in use as appropriate, when in use and out of reach of vulnerable people	Vehicle 1.					
	Vehicle 2.					
	Vehicle 3.					
	Vehicle 4.					

**Section 4. SHARPS**

4.2 Availability, use and storage of sharps containers (Check at least 4 locations). Specify areas to be reviewed prior to commencing audit. If more than 3 no answers check all

Question	Guidance	Yes	No	N/A	R	Comments
9. Locked, tagged, signed sharps containers are stored in a secure facility.	1. Locked					
	2. Tag in place					
	3. Signed					
	4. In a secure area					
10. Sharps boxes are readily available in kit bags and designated areas of vehicle.	Record here any other areas not mentioned above					
11. Other aspects of the area observed during the inspection						

Scores	Yes	No	N/A
Percentage achieved			

## Section 5.0 - Patient Equipment

### 5.1 Cleanliness and state of repair of general patient equipment on ambulance station

Question	Guidance	Yes	No	N/A	R	Comments
1. Sterile single use items remain in packaging until ready to use, are in date and there is evidence of stock rotation	1. Sterile items are stored correctly in sterile packaging prior to use sealed and undamaged (i.e. check laryngoscope blades, airways, endotracheal tubes, syringes)					
	2. Expiry date					
	3. Is stock rotated					
2. Urinals/bedpans are clean, in a good state of repair, stored correctly to minimise contamination	1. Disposable					
	2. Emptied immediately after use					
	1. Visibly clean and dust free, no body substances, or adhesive tape					
	2. No visible sign of damage					
	3. Free from clutter					
3. Stored patient equipment is clean, in a good state of repair, ready for use i.e. mattresses, pumps.	1. Visibly clean					
	2. No visible sign of damage, rust, cracks, tears etc.					
	3. Trigger tape in place to identify clean and ready for use					
4. IV stands are clean, in a good state of repair hooks.	1. Visibly clean					
	2. No visible sign of damage, adhesive tape					
5. ECG machine visibly clean and in a good state of repair (monitor/defibrillator)	1. Visibly clean, no body substances, dust ,dirt or adhesive tape					
	2. No visible sign of damage					
	3. Integral kitbag					
6. Oxygen saturation probes are visibly clean	1. Visibly clean, no body substances, dust ,dirt, damage or adhesive tape					
7. Kitbag bags (for PPE gear ) are clean, uncluttered, in a good state of repair	1. Visibly clean and dust free, no body substances, or adhesive tape					
	2. No visible sign of damage					
	3. Free from clutter					
8. Items on/in the kit bags are visibly clean and free from dust and body fluids	1. Visibly clean and dust free, no body substances, or adhesive tape					
	2. No visible sign of damage					
	3. Free from clutter					

## Section 5.0 - Patient Equipment

### 5.1 Cleanliness and state of repair of general patient equipment on ambulance station

Question	Guidance	Yes	No	N/A	R	Comments
9. Blood pressure monitoring equipment is visibly clean and in a good state of repair	1. Visibly clean, no body substances, dust, dirt or adhesive tape					
	2. No visible sign of damage					
	3. Can be part of defib					
10. Blood pressure cuffs are visibly clean and in a good state of repair	1. Disposable					
	2. Visibly clean, no body substances, dust, dirt or adhesive tape					
	3. No visible sign of damage					
11. Tourniquets ( for venepuncture )are visibly clean and in a good state of repair	1. Disposable					
	2. If reusable, check if visibly clean, no body substances, dust, dirt or adhesive tape					
	3. No visible sign of damage					
12. Stethoscopes are visibly clean	1. Visibly clean, no body substances, dust, dirt adhesive tape or damage					
13. Blood glucose monitoring equipment is visibly clean	1. Visibly clean, no body substances, dust, dirt adhesive tape or damage					
14. Disposable suction liners/ canisters are visibly clean and in a good state of repair	1. Look at the inside canisters. If disposable canisters/ liners are used, check process for disposal with staff					
	2. Changed when full and between patient use					
15. Suction machines are visibly clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage					
16. Suction catheters single use (clean cover acceptable in some emergency situations)	1. Visibly clean and dry if in use by patient (covered)					
	2. If not in use still in original packaging and only attached in some emergency situations.					
17. Nebuliser chambers are visibly clean and dry	1. Visibly clean and dry					
	2. Are staff aware of policy for changing/cleaning					
	3. Look at storage when not in use i.e. in packaging					
18. Nebuliser masks are visibly clean and dry	1. Visibly clean and dry					
	2. Staff aware of policy for changing/cleaning					

## Section 5.0 - Patient Equipment

### 5.1 Cleanliness and state of repair of general patient equipment on ambulance station

Question	Guidance	Yes	No	N/A	R	Comments
19. Oxygen masks and nasal cannulae are single use and changed in accordance with local policy	1. Visibly clean and dry if in use by patient					
	2. If not in use, still in original packaging, check staff aware of policy for changing					
20. Ambu bags are visibly clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage, check if single use, disposable, that sterile packaging is sealed and undamaged					
	3. If reusable, that a filter is used and changed between Patients					
	4. Single use equipment is in original packaging and used appropriately					
21. Stretcher mattresses and chair covers are clean and free from rips and tears.	1. Visibly clean					
	2. No sign of damage					
22. Banana boards are visibly clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage					
23. Patient moving aids are visibly clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage					
24. Wheelchairs are visibly clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage					
25. Resuscitator/Microvent and Entonox equipment Bacterial filters are used.	Vehicle 1.					
	Vehicle 2.					
	Vehicle 3.					
	Vehicle 4.					
26. Replacement items, such as stretchers, are easily accessible						



<b>Section 5.0 - Patient Equipment</b>						
5.1 Cleanliness and state of repair of general patient equipment on ambulance station						
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>R</b>	<b>Comments</b>
27. Patient extraction devices are visibly clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage					
28. Scoop stretchers in compartment outside	1. Visibly clean					
	2. No visible sign of damage					
29. Longboards are visibly clean and in a good state of repair	1. Visibly clean					
	2. No visible sign of damage					
30. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

<b>Scores</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Percentage achieved</b>			

## Section 6.0 - Hygiene Factors NIAS and Domestic

### 6.1 Availability and Cleanliness of hand wash sinks and consumables in the station.

Question	Guidance	Yes	No	N/A	R	Comments
1. Hand wash sinks are visibly clean, in good repair and free from inappropriate items	1.					
	2.					
	3.					
	4.					
2. Water flow should be offset from the sink drainage outlet to prevent contamination splash back from outlet	1.					
	2.					
	3.					
	4.					
3. Mixer taps or thermostatically controlled water are available (may not always be in place due to Legionella control measures)	1.					
	2.					
	3.					
	4.					
4. Liquid soap dispensers are wall mounted, clean, in working order and free from damage	1.					
	2.					
	3.					
	4.					
5. Paper towel dispensers are visibly clean, enclosed, filled, in good repair	1.					
	2.					
	3.					
	4.					
6. Hand moisturiser is available in staff changing rooms or in one location in the station	1. Available					
	2. Dispenser or pump in good working order					
7. Pump operated hand moisturiser dispensers are visibly clean	1. Visibly clean, especially underneath					

**Section 6.0 - Hygiene Factors NIAS and Domestic**  
6.1 Availability and Cleanliness of hand wash sinks and consumables in the station.

Question	Guidance	Yes	No	N/A	R	Comments
8. There is a process in place to allow staff to decontaminate hands that are physically dirty, particularly when soap and water are not available	Ask staff					Guide from NIAS
9. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

Section 6.0 - Hygiene Factors						
6.2 Availability (access and supply), visibility and cleanliness of alcohol hand rub containers in station and in vehicles (Check at least 4 locations). Specify areas to be reviewed prior to commencing audit. If more than 3 no answers check all						
Question	Guidance	Yes	No	N/A	R	Comments
1. Portable and alcohol based hand rubs are available in all vehicles and at the point of care	1.					
	2.					
	3.					
	4.					
2. Alcohol dispensers are visibly clean, free from damage, in working order	1.					
	2.					
	3.					
	4.					
3. Alcohol dispensers have sufficient content for the next two uses	1.					
	2.					
	3.					
	4.					
4. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

## Section 6.0 - Hygiene Factors

### 6.3 Availability of PPE on department and in vehicles - NIAS and Domestic

Question	Guidance	Yes	No	N/A	R	Comments
1. Single use plastic aprons are available	1. Are readily available					
	2. Including full body, fluid repellent and hooded overalls if required					
2. Single use plastic aprons are stored appropriately away from the risk of contamination but accessible.	1.					
	2.					
	3.					
	4.					
3. A range of sizes of powder free non-sterile gloves conforming to CE mark (European Community Standards) is available	Readily available					
4. A range of powder free sterile gloves conforming to CE mark (European Community Standards) is available	Readily available					
5. Powder free non-sterile gloves are stored appropriately away from the risk of contamination or heat sources. Check at least 4 dispensers/vehicles	1.					
	2.					
	3.					
	4.					
6. Powder free sterile gloves are stored appropriately away from the risk of contamination or heat sources	Look at location					
7. Disposable Face protection is available where there is a risk of bodily fluid splashing onto the face and eyes	1. Face shields for general use					
	2. On resuscitation trolley/in kit bag					
	3. In vehicles					

Section 6.0 - Hygiene Factors						
6.3 Availability of PPE on department and in vehicles - NIAS and Domestic						
Question	Guidance	Yes	No	N/A	R	Comments
8. FFP 3 masks are available where there is a risk of a bodily fluid splashing	1. In Vehicle					
9. Protective disposable clothing is available	1. In vehicle					
10. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

## Section 6.0 - Hygiene Factors NIAS and Domestic

### 6.4 Availability, storage and use of materials and equipment for general cleaning of the station and vehicles

Question	Guidance	Yes	No	N/A	R	Comments
1. Cleaning/disinfectant products are available for the decontamination of equipment and environment	1. Check availability i.e. cloths					
	2. Products in use comply with local policy					
2. Cleaning/disinfectant products are stored appropriately in accordance with COSHH	1.					
	2.					
	3.					
	4.					
3. Spillage kits/or equivalent PPE and products are available for use in blood and body fluid spillages	Spillage kits or equivalent are available					
4. Mop handles are visibly clean, in good repair, stored appropriately	1. Visibly clean					
	2. In good repair					
	3. Stored and used appropriately					
	4. Made of easily cleanable material					
	5. Colour coded per NPSA guidelines					
5. Mop buckets and wringers are visibly clean, in good repair, stored appropriately	1. Visibly clean, remove and check underneath					
	2. In good repair					
	3. Stored and used appropriately, stored inverted and dry Large buckets may be stored upright but must be dry					
	4. Colour code per NPSA guidelines					
6. Dust pans are visibly clean, in good repair, stored appropriately	1. Visibly clean					
	2. In good repair					
	3. Stored and used appropriately					
	4. Made of easily cleanable material					
	5. Colour coded per NPSA guidelines					

Section 6.0 - Hygiene Factors NIAS and Domestic						
6.4 Availability, storage and use of materials and equipment for general cleaning of the station and vehicles						
Question	Guidance	Yes	No	N/A	R	Comments
7. Brushes and shafts are cleanable, and colour coded in line with NPSA guidelines	1. Visibly clean					
	2. In good repair					
	3. Stored and used appropriately					
	4. Made of easily cleanable material					
	5. Colour coded per NPSA guidelines					
8. Equipment and machinery used for cleaning is visibly clean check atleast 4						
9. Equipment and machinery used for cleaning is in a good state of repair. Check at least 4	1.					
	2.					
	3.					
	4.					
10. Equipment and machinery used for cleaning is stored appropriately. Check at least 4	1.					
	2.					
	3.					
	4.					
11. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			



## Section 7.0 - Hygiene Practices Staff Questions

### 7.1 Effective hand hygiene procedures undertaken by staff - NIAS and Domestic

Question	Guidance	Yes	No	N/A	R	Comments
1. The correct hand wash/rub technique is used. Check seven step technique in use. Observe if possible / ask up to 3 staff	1.					
	2.					
	3.					
2. Hand hygiene is performed at each of the WHO moments of care. Observe if possible / ask up to 3 staff	1.					
	2.					
	3.					
	4.					
	5.					
3. Staff can indicate when it is appropriate to use alcohol hand rub. Ask at least 3 staff	1.					
	2.					
	3.					
4. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

**Section 7.0 - Hygiene Practices Questions (some observations may be included)**
**7.2 Safe handling and disposal of sharps by staff NIAS and Domestic**

Question	Guidance	Yes	No	N/A	R	Comments
1. Sharps are disposed of safely at the point of use	1. Disposed of directly into a sharps box, not transported to sharps box or through unit.					
	2. Dispose of immediately after use i.e. at patient bedside					
2. Used sharps are disposed of without re-sheathing	1.					
	2.					
	3.					
	4.					
3. Used needles and syringes are discarded as a complete single unit. Check syringe and needle have not been disconnected.	1.					
	2.					
	3.					
	4.					
4. Training has been provided where needle safe devices are in use	Ask staff if needle safe devices are in use, if yes ask staff to explain how device works					
5. Staff are aware of how to manage a needle stick/ inoculation contamination injury. Ask up to 3 staff who deliver direct care	1.					
	2.					
	3.					
6. Support and advice is available if there is potential need for post-exposure prophylaxis. Ask 3 staff	1.					
	2.					
	3.					
7. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

**Section 7.0 - Hygiene Practices Questions to ask**
**7.3 Effective use of personal protective equipment (PPE) by staff - Domestic and NIAS**

Question	Guidance	Yes	No	N/A	R	Comments
1. Staff are aware of when single use aprons are worn (when in contact or anticipated contact with blood/ body fluids, contaminated items, or significant physical contact)	1.					Need to check with NIAS the policy before scoring staff practice
	2.					
	3.					
2. Staff are aware single use aprons are worn as single use items, (changed between every patient or changed between different episodes of care)	1.					
	2.					
	3.					
3. Staff are aware single use aprons are disposed of immediately after use and into correct waste stream	1.					
	2.					
	3.					
4. Staff are aware polythene gloves are only used for non care activities	Only used for activities such as food handling					
5. Staff are aware of when gloves are to be worn (when in contact or anticipated contact with blood/ body fluid, potential contact with contaminated items or changed on completion of task and worn as single use)	1.					
	2.					
	3.					
6. Staff are aware of when to remove gloves (after each patient activity, disposed into correct waste stream and hand hygiene is performed)	1.					
	2.					
	3.					

## Section 7.0 - Hygiene Practices Questions to ask

### 7.3 Effective use of personal protective equipment (PPE) by staff - Domestic and NIAS

Question	Guidance	Yes	No	N/A	R	Comments
7. Staff are aware of when to remove and change face/ eye protection ( removed and changed between every patient and disposed of immediately after use)	1. Face / eye protection changed on completion of task and worn as single use, ask staff					
	2. Disposed of immediately after use and into correct waste stream, observe/ ask staff					
8. Staff are aware of when face, eye protection is to be worn (when anticipating contact with blood/ body fluids and chemicals with a high risk of splashing into eyes).	1. Contact or anticipated contact with blood/ body fluid, ask staff					
	2. Chemicals with a high risk of splashing into eyes, observe/ ask staff					
9. Staff are aware of when PPE should be worn	1.					
	2.					
	3.					
10. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

## Section 7.0 - Hygiene Practices Questions

### 7.4 Management of aseptic non touch technique (ANTT) practices - NIAS staff

Question	Guidance	Yes	No	N/A	R	Comments
1. Staff can access policy/guidance for asepsis	1.					Need to also check with NIAS staff mandatory training and workbook they use
	2.					
	3.					
2. Regular audits are carried out on ANTT	1.					
	2.					
	3.					
3. Training is provided in relation to asepsis and insertion of invasive devices	1.					
	2.					
	3.					
4. Staff are aware of the correct process if asepsis cannot be maintained due to the urgency of a situation	1.					
	2.					
	3.					

Scores	Yes	No	N/A
Percentage achieved			

## Section 7.0 - Hygiene Practices Questions

7.5 Effective cleaning of station, vehicle and equipment by staff - **NIAS and Domestic**

**IF INCORRECT PRACTICE IS OBSERVED INCREASE THE NUMBER OF OBSERVATIONS**

Question	Guidance	Yes	No	N/A	R	Comments
1. All equipment is routinely cleaned between patients with general purpose detergent or as per local policy, manufacturer's guidelines where this differs	Ask staff, Observe, check cleaning schedule, local policy, manufacturer's guidelines					
2. Staff can describe which solutions should be used for routine cleaning. Ask at least 3 staff	1.					
	2.					
	3.					
3. Staff are aware of procedures to follow when removing blood and body spillages. Ask at least 3 staff	1.					
	2.					
	3.					
4. Staff are aware of correct dilution rates for disinfectants in use. Ask at least 3 staff	1.					
	2.					
	3.					
5. Staff are aware of the need for decontamination and a certificate before equipment is maintained/ serviced/ repaired.	Ask person in charge					
6. Manufacturer's instructions are available for the decontamination of patient equipment	Available and accessible					
7. Staff are aware to contact IPC for advice prior to purchasing new equipment	Ask person in charge					
8. Information on disinfectants and dilution charts is available for staff	Available and displayed for reference					

## Section 7.0 - Hygiene Practices Questions

7.5 Effective cleaning of station, vehicle and equipment by staff – **NIAS and domestic staff**

**IF INCORRECT PRACTICE IS OBSERVED INCREASE THE NUMBER OF OBSERVATIONS**

Question	Guidance	Yes	No	N/A	R	Comments
9. Data sheets are available for disinfectants used by staff (COSHH)	1. Available and accessible for NIAS staff					
	2. Available and accessible for domestic staff					
10. There is a mechanism to ensure that urgent cleaning of vehicles can be carried out as needed (rapid response)	Check if available and accessible Outline detail					
11. Regular audits are carried out to assure prescribed cleaning schedules and practices are being followed	1.					
	2.					
	3.					
12. Equipment in contact with patients or at risk of contamination from blood or body fluids is single use or if reusable are decontaminated between patients	1. Reusable equipment is decontaminated between patients (check process with staff)					
13. Staff are aware of actions to take after transporting a patient with a known infection	1. Take advice of dispatching team					
	2. Contact control/line manager					
14. Replacement items, such as stretchers, are easily accessible	1.					
	2.					
	3.					
15. Staff are aware of the process for getting damaged equipment repaired	1.					
	2.					
	3.					
16. Symbol for single use is known by staff.	1.					
	2.					
	3.					

**Section 7.0 - Hygiene Practices Questions**7.5 Effective cleaning of station, vehicle and equipment by staff – **NIAS and domestic staff****IF INCORRECT PRACTICE IS OBSERVED INCREASE THE NUMBER OF OBSERVATIONS**

Question	Guidance	Yes	No	N/A	R	Comments
17. Oxygen masks and nasal cannulae are single use and changed in accordance with local policy (Visibly clean and dry if in use by patient. If not in use, still in original packaging, check staff aware of policy for changing)	1.					
	2.					
	3.					
18. Stretcher mattresses are regularly cleaned with both warm water and detergent or appropriate wet wipes between patient uses.	1.					
	2.					
	3.					
19. Other aspects of the area observed during the inspection. Record here any other areas not mentioned above	1.					
	2.					
	3.					

Scores	Yes	No	N/A
Percentage achieved			



## Section 7.0 - Hygiene Practices (observed and ask questions)

### 7.6 Staff uniform and work wear

1. Staff carrying out clinical procedures wear short sleeves or roll sleeves to elbow length, adhere to bare below the elbow. Check at least 3 staff	1.					
	2.					
	3.					
2. Staff do not wear loose/ unsecure clothing such as ties or scarves. Check at least 3 staff	1.					
	2.					
	3.					
3. Uniforms/ clothing are changed when practically possible if visibly soiled or contaminated with fluids. Check at least 3 staff	1.					
	2.					
	3.					
4. All staff working in clinical areas should secure long hair, tied back and off the collar length. Check at least 3 staff	1.					
	2.					
	3.					
5. Wrist or hand jewellery must not be worn by clinical staff when carrying out clinical procedures according to policy (NIAS policy allows wrist watch )	1. Jewellery check 3 staff					
	2. Hand jewellery (a single plain wedding band ring is acceptable					
6. Clinical staff finger nails are short and clean. Check at least 3 staff	1.					
	2.					
	3.					
7. Clinical staff do not wear false nails or nail varnish for direct patient care. Check atleast 3 staff	1.					
	2.					
	3.					

## Section 7.0 - Hygiene Practices (observed and ask questions)

### 7.6 Staff uniform and work wear

8. Footwear in clinical areas should be suitable for purpose and comply with health and safety requirements. Check at least 3 staff	1.					
	2.					
	3.					
9. Changing/shower facilities are available for staff if uniform becomes contaminated	Check wash/shower and changing facilities are available					
10. Other aspects of the area observed during the inspection	Record here any other areas not mentioned above					

Scores	Yes	No	N/A
Percentage achieved			

<b>Hygiene Practices</b>						
7.7 Additional questions for NIAS staff						
1. Mandatory IPC training is up to date	1.					RATC Training Centre
	2.					
	3.					
2. Staff receive regular audit results	1.					
	2.					
	3.					
3. Staff are made aware when a patient has an infection	1.					
	2.					
	3.					
4. Guidance is available for transporting patients from one setting to another	1.					
	2.					
	3.					

Scores	Yes	No	N/A
Percentage achieved			

Additional notes on \_\_\_\_\_ - \_\_HSCT\_\_/\_/\_/\_\_\_

Additional notes on \_\_\_\_\_ - \_\_HSCT\_\_/\_/\_/\_\_\_\_

Additional notes on \_\_\_\_\_ - \_\_HSCT\_\_/\_/\_/\_\_\_\_

Additional notes on \_\_\_\_\_ - \_\_HSCT\_\_/\_/\_/\_\_\_\_

Additional notes on \_\_\_\_\_ - \_\_HSCT\_\_/\_/\_/\_\_\_\_