

# **Regional Healthcare Hygiene and Cleanliness Audit Tool**

**Organisation Name:**

**Area Inspected/ Speciality:**

**Auditors:**

**Date:**

## Contents

|   |           |
|---|-----------|
| <b>Guidance</b>   | <b>4</b>  |
| <b>Audit Tool</b>   | <b>4</b>  |
| <b>Scoring</b>  | <b>5</b>  |
| <b>Section 1.0 - Organisational Systems and Governance Arrangements</b>                       | <b>8</b>  |
| <b>- Trust Systems and Governance Arrangements</b>  |           |
| <b>Section 2.0 - General Environment - Reception</b>  | <b>10</b> |
| 2.1.1/ 2.1.2 Cleanliness and state of repair of general public areas.                         |           |
| <b>- General Environment - Corridors, stairs and lifts</b>                                    | <b>13</b> |
| 2.1.3 Cleanliness and state of repair of general public areas                                 |           |
| <b>- General Environment - Public Toilets</b>   | <b>15</b> |
| 2.1.4 Cleanliness and state of repair of general public areas                                 |           |
| <b>- General Environment - Ward/ department/ facility</b>                                     | <b>18</b> |
| 2.2 .1 Cleanliness and state of repair of ward/ department/ facility infrastructure           |           |
| <b>- General Environment - Patient bed area</b>   | <b>21</b> |
| 2.3 Cleanliness and state of repair of patient bed area                                       |           |
| <b>- General Environment - Bathroom, washrooms</b>  | <b>25</b> |
| 2.4.1 Cleanliness and state of repair of bathrooms, washrooms and toilets on ward/ department |           |
| <b>- General Environment - Toilets</b>  | <b>28</b> |
| 2.4.2 Cleanliness and state of repair of toilets on ward /department                          |           |
| <b>- General Environment - Treatment Room/Clinical room or work area</b>                      | <b>31</b> |
| 2.5.1 Cleanliness, storage space, state of repair and layout of ward/department/ facilities   |           |
| <b>- General Environment - Clean Utility Room</b>   | <b>34</b> |
| 2.5.2 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities  |           |
| <b>- General Environment - Dirty Utility/ Sluice Room</b>                                     | <b>37</b> |
| 2.5.3 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities  |           |

|   |           |
|---|-----------|
| - <b>General Environment - Domestic Store / Sluice Room</b>   | <b>40</b> |
| 2.5.4 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities                        |           |
| - <b>Kitchen</b>  | <b>43</b> |
| 2.5.5 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities                        |           |
| - <b>General Environment - Equipment Stores</b>   | <b>46</b> |
| 2.5.6 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities                        |           |
| - <b>General Environment - Isolation</b>  | <b>48</b> |
| 2.6 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities                          |           |
| - <b>General Environment - Information</b>  | <b>53</b> |
| 2.7 Availability and accessibility of appropriate information for staff, patients and visitors                      |           |
| <b>Section 3.0 - Patients Linen</b>   | <b>55</b> |
| 3.1 Effectiveness of arrangements for storage of clean linen on ward/ department                                    |           |
| - <b>Patients Linen</b>   | <b>57</b> |
| 3.2 Effectiveness of arrangements for storage of used linen on ward/ department                                     |           |
| - <b>Patients Linen</b>   | <b>58</b> |
| 3.3 Laundry facilities on ward (if available)   |           |
| <b>Section 4.0 - Waste and Sharps (WASTE)</b>   | <b>61</b> |
| 4.1 Effectiveness of arrangements for handling, segregation, storage and disposal of Waste on ward/ department      |           |
| - <b>Waste and Sharps (SHARPS)</b>  | <b>65</b> |
| 4.2 Availability, use and storage of sharps containers on ward/ department  |           |
| <b>Section 5.0 - Patient Equipment</b>  | <b>67</b> |
| 5.1 Cleanliness and state of repair of general patient equipment on ward/ department                                |           |
| <b>Section 6.0 - Hygiene Factors</b>  | <b>73</b> |
| 6.1 Availability and cleanliness of hand wash sinks and consumables on ward / department                            |           |
| <b>Hygiene Factors</b>  | <b>77</b> |
| 6.2 Availability (access and supply), visibility and cleanliness of alcohol hand rub Containers on ward/ department |           |

|   |           |
|---|-----------|
| <b>Hygiene Factors</b>  | <b>79</b> |
| 6.3 Availability of Personal Protective Equipment (PPE) on ward/ department   |           |
| <b>Hygiene Factors</b>  | <b>81</b> |
| 6.4 availability, storage and use of materials and equipment for general cleaning of the Ward/ department             |           |
| <b>Section 7.0 - Hygiene Practices (observed)</b>   | <b>85</b> |
| 7.1 Effective hand hygiene procedures undertaken by staff   |           |
| <b>Hygiene Practices (observed)</b>   | <b>87</b> |
| 7.2 Safe handling and disposal of sharps  |           |
| <b>Hygiene Practices (observed)</b>   | <b>88</b> |
| 7.3 Effective use of Personal Protective Equipment (PPE)  |           |
| <b>Hygiene Practices (observed)</b>   | <b>90</b> |
| 7.4 Correct use of isolation using single room facilities and implementation of Infection control procedures by staff |           |
| <b>Hygiene Practices (observed)</b>   | <b>93</b> |
| 7.5 Effective cleaning of ward department   |           |
| <b>Hygiene Practices (observed)</b>   | <b>95</b> |
| 7.6 Staff uniform and work wear   |           |

## 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).

1. **Organisational Systems and Governance:** Policies and procedures in relation to key hygiene and cleanliness issues; communication of policies and procedures; roles and responsibilities for hygiene and cleanliness issues; internal monitoring arrangements; arrangements to address issues identified during internal monitoring; communication of internal monitoring results to staff
2. **General Environment:** cleanliness and state of repair of public areas; cleanliness and state of repair of ward/ department infrastructure; cleanliness and state of repair of patient bed area; cleanliness and state of repair of toilets, bathrooms and washrooms; cleanliness and state of repair of ward/ department facilities; availability and cleanliness of isolation facilities; provision of information for staff, patients and visitors
3. **Patient Linen:** storage of clean linen; handling and storage of used linen; ward/ department 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 Facilities:** hand wash facilities; alcohol hand rub; availability of PPE; availability of cleaning equipment and materials; staff changing facilities
7. **Hygiene Practices:** hand hygiene procedures; handling and disposal of sharps; use of PPE; use of isolation facilities and implementation of infection control procedures; cleaning of ward/ department; 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. Paper towel dispensers are enclosed and visibly clean. Check at least 4 locations | 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 15 areas to be inspected therefore there will be 15 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 1.0 - Organisational Systems and Governance Arrangements.

| Criteria  | Evidence required  |
|---|--|
| 1. The trust/ facility has established and communicated policies and procedures in relation to key hygiene and cleanliness issues (including environmental cleanliness, infection prevention and control, cleaning, waste linen and equipment management, sharps handling, decontamination, disinfection, staff uniform and work wear which includes the availability of changing facilities, inoculation injury, planned programmes for mattress and curtain replacement). | 1. The relevant policies and procedures are in place and all staff have access either by hard copy or the intranet. Strategies for Environmental Hygiene and Infection Prevention and Control have an associated and implemented delivery plan   |
|   | 2. Reports are available of the controls assurance standards, internal and external audit reports and subsequent action plans.   |
|   | 3. There is evidence to indicate how organisations are complying with Quality/ Minimum standards of care in relation to hygiene, cleanliness and infection prevention and control  |
|   | 4. Annual Trust reports for Environmental Hygiene and Infection Prevention and Control are available.  |
|   | 5. Governance reports/ action plans  |
|   | 6. Internal audits   |
|   | 7. The sections of the risk register in relating to Infection Prevention and Control and Environmental Hygiene is kept up to date in line with the overall risk management strategy  |
|   | 8. Local risk assessments have been undertaken which outline challenges to effective infection prevention  |
| 2. The trust/ facility has effectively communicated policies and procedures in relation to key hygiene and cleanliness issues to staff, through appropriate induction and ongoing training commensurate with their roles.   | 1. Induction programmes  |
|   | 2. Mandatory training records. A system is in place to ensure all non attendees are followed up  |
|   | 3. All IPC link staff are provided with enhanced training such as the E-learning programme or equivalent .   |
|   | 4. A training strategy has been developed and a training needs assessment has been undertaken for all groups of staff, this should include whether staff have access to and undertake the E-learning infection prevention and control programme. |
| 3. The trust/ facility has established clear roles and responsibilities for key hygiene and cleanliness issues with clear lines of accountability throughout the organisation, including at Board level.  | 1. Trust Board/ Management agenda and minutes  |
|   | 2. Job descriptions  |
|   | 3. Organisational flow charts  |

**Section 1.0 - Organisational Systems and Governance Arrangements.**

| Criteria   | Evidence required   |
|--|---|
| 4. The trust/ facility has established effective ongoing internal monitoring arrangements in relation to key hygiene and cleanliness processes and procedures. Including appropriate mechanisms to deal with medical devices | 1. Internal monitoring systems and audits have been developed for Environmental Hygiene and Infection Prevention and control.   |
|  | 2. Managerial and Leadership walkabouts are undertaken  |
|  | 3. There is evidence of user involvement on relevant committees and audits  |
|  | 4. A record of complaints relevant to hygiene, cleanliness and infection prevention and control is available  |
|  | 5. There is a process for reporting serious adverse incidents in relation to infection prevention and control and hygiene and records are available of any such incidents |
|  | 6. There is a process for reporting serious adverse incidents in relation to infection prevention and control and hygiene and records are available of any such incidents |
|  | 7. There is evidence of Root Cause Analysis and training provided - feedback, communication and dissemination of the learning process                                     |
| 5. The trust/ facility has robust arrangements in place to ensure that issues identified during internal monitoring and audit are addressed in a timely and effective manner.  | 1. Evidence is available of the various types of audits undertaken and includes action plans and timescales for completion/implementation                                 |
|  | 2. There are mechanisms in place to address any areas of non compliance. Documentation is available showing corrective action time scales                                 |
|  | 3. Escalation policy for corrective actions   |
|  | 4. Staff/ business meeting minutes  |
| 6. The trust/ facility has appropriate mechanisms for communicating the results of internal monitoring and audit to the relevant staff at all levels throughout the trust.   | 1. Team meetings  |
|  | 2. Shared reports (Infection Prevention, Estates, Nursing and Support Services  |
|  | 3. Notice boards  |
|  | 4. Multidisciplinary meetings   |
|  | 5. Newsletters  |
|  | 6. Mandatory surveillance data  |

**This section is not scored. Findings will be incorporated into the report**

**Section 2.0 - General Environment - Reception**

2.1.1/ 2.1.2 Cleanliness and state of repair of general public areas.

| Question  | Guidance  | Yes | No | N/A | R | Comments |
|---|---|-----|----|-----|---|----------|
| 1. The entrance/ exit to the facility is clean, uncluttered, fresh smelling     | 1. Area is visibly clean  |     |    |     |   |          |
|   | 2. Free from clutter  |     |    |     |   |          |
|   | 3. No foul or stale odours  |     |    |     |   |          |
| 2. The reception areas are clean, uncluttered, fresh smelling                   | 1. Area is visibly clean  |     |    |     |   |          |
|   | 2. Free from clutter  |     |    |     |   |          |
|   | 3. No foul or stale odours  |     |    |     |   |          |
| 3. 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 |     |    |     |   |          |
| 4. 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              |     |    |     |   |          |
| 5. 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   |     |    |     |   |          |
| 6. 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  |     |    |     |   |          |
| 7. 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  |     |    |     |   |          |
| 8. Notice boards are clean, tidy and in a good state of repair                  | 1. Visibly clean  |     |    |     |   |          |
|   | 2. Tidy   |     |    |     |   |          |
|   | 3. No visible damage  |     |    |     |   |          |
| 9. 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 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   |     |    |     |   |          |

## Section 2.0 - General Environment - Reception

### 2.1.2 Cleanliness and state of repair of general public areas.

| Question  | Guidance  | Yes | No | N/A | R | Comments |
|---|---|-----|----|-----|---|----------|
| 11. External windows including frames and sills are clean and in a good state of repair                                 | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks  |     |    |     |   |          |
| 12. Internal windows including frames and sills are clean and in a good state of repair                                 | 1. Visibly clean  |     |    |     |   |          |
|   | 2. Internal glass dividing panels/ windows for visible sign of damage, cracks |     |    |     |   |          |
| 13. 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                          |     |    |     |   |          |
| 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, 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, exposed wood                                    |     |    |     |   |          |
|   | 3. Cutter free and tidy   |     |    |     |   |          |
|   | 4. Washable and impervious to moisture  |     |    |     |   |          |
| 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 signs of damage, rips, worn unsealed surfaces                   |     |    |     |   |          |
|   | 3. Washable and impervious to moisture  |     |    |     |   |          |
| 18. Televisions are clean   | 1. Visibly clean  |     |    |     |   |          |
| 19. Display/ computer screens are clean   | 1. Visibly clean  |     |    |     |   |          |
|   | 2. Free from paper labels and adhesive tape                                   |     |    |     |   |          |
| 20. Telephones are clean including public phone   | 1. Visibly clean  |     |    |     |   |          |
|   | 2. Free from paper labels and adhesive tape                                   |     |    |     |   |          |
| 21. Fans are clean  | 1. Visibly clean  |     |    |     |   |          |
| 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  |     |    |     |   |          |

| Section 2.0 - General Environment - Reception                          |  |     |    |     |   |          |
|--|--|-----|----|-----|---|----------|
| 2.1.2 Cleanliness and state of repair of general public areas.         |  |     |    |     |   |          |
| Question   | Guidance   | Yes | No | N/A | R | Comments |
| 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                       |     |    |     |   |          |
| 24. Other aspects of the area observed during the inspection           | 1. Record here any other areas not mentioned above |     |    |     |   |          |

| Scores              | Yes | No | N/A |
|---------------------|-----|----|-----|
|                     |     |    |     |
| Percentage achieved |     |    |     |

| <b>Section 2.0 - General Environment - Corridors, stairs and lifts</b>          |   |            |           |            |          |                 |
|---|---|------------|-----------|------------|----------|-----------------|
| 2.1.3 Cleanliness and state of repair of general public areas                   |   |            |           |            |          |                 |
| <b>Question</b>   | <b>Guidance</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 1. The corridors, stairs and lifts are clean, uncluttered, fresh smelling.      | 1. Area is visibly clean  |            |           |            |          |                 |
|   | 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. 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  |            |           |            |          |                 |
| 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 free from signs of damage, cracks  |            |           |            |          |                 |

| Section 2.0 - General Environment - Corridors, stairs and lifts   |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 2.1.3 Cleanliness and state of repair of general public areas   |   |     |    |     |   |          |
| 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. Free from 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. Furniture is clean, in a good state of repair, made from impermeable material                                       | 1. Visibly clean and dust free  |     |    |     |   |          |
|   | 2. No visible sign of damage, no exposed wood                         |     |    |     |   |          |
|   | 3. Washable and impervious to moisture                                |     |    |     |   |          |
| 16. Electrical equipment is clean   | 1. Visibly clean  |     |    |     |   |          |
| 17. Ceilings are clean, in a good state of repair   | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, flaking paint                   |     |    |     |   |          |
|   | 3. Tiles 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 |     |    |     |

| <b>Section 2.0 - General Environment - Public Toilets</b>                       |  |            |           |            |          |                 |
|---|--|------------|-----------|------------|----------|-----------------|
| 2.1.4 Cleanliness and state of repair of general public areas                   |  |            |           |            |          |                 |
| <b>Question</b>   | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 1. The toilet areas and cubicles are clean, uncluttered, fresh smelling.        | 1. Area is visibly clean   |            |           |            |          |                 |
|   | 2. Toilets are 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 sign 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. Mirrors are clean and in a good state of repair                              | 1. Visibly clean   |            |           |            |          |                 |
|   | 2. No visible sign 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 and tears, 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. Free from visible sign of damage, cracks  |            |           |            |          |                 |



| Section 2.0 - General Environment - Public Toilets  |  |     |    |     |   |          |
|---|--|-----|----|-----|---|----------|
| 2.1.4 Cleanliness and state of repair of general public areas   |  |     |    |     |   |          |
| 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. Free from 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, impervious to moisture smooth, covered edges                  |     |    |     |   |          |
| 14. Air vents are clean   | 1. Visibly clean and free from excessive dust, damage                      |     |    |     |   |          |
| 15. The toilet bowl and fittings are clean, and in a good state of repair   | 1. The bowl is clean inside and out  |     |    |     |   |          |
|   | 2. The toilet bowl is free from damage                                     |     |    |     |   |          |
|   | 3. The pipe work and cistern are clean and free from dust, dirt and damage |     |    |     |   |          |
|   | 4. Free from lime scale and residue of cleaning products                   |     |    |     |   |          |
| 16. Toilet roll holders are clean and in a good state of repair   | 1. Visibly clean   |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly                     |     |    |     |   |          |
|   | 3. Fit for purpose   |     |    |     |   |          |
| 17. Toilet brushes and holders are clean and in a good state of repair  | 1. Visibly clean, not stored in stagnant water                             |     |    |     |   |          |
|   | 2. No visible sign of damage, worn bristles                                |     |    |     |   |          |
| 18. Toilet seats and lids are clean and in a good state of repair   | 1. Visibly clean   |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly                     |     |    |     |   |          |
| 19. Excess toilet roll is not stored in toilet area   | 1. No excess toilet roll   |     |    |     |   |          |
| 20. Dedicated hand wash sinks are available, clean and in a good state of repair  | 1. Visibly clean   |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly                     |     |    |     |   |          |
| 21. Taps are clean and in a good state of repair  | 1. Visibly clean   |     |    |     |   |          |
|   | 2. No visible sign of damage   |     |    |     |   |          |
|   | 3. Free from lime scale  |     |    |     |   |          |

| Section 2.0 - General Environment - Public Toilets            |   |  |  |  |  |
|---|---|--|--|--|--|
| 2.1.4 Cleanliness and state of repair of general public areas |   |  |  |  |  |
| 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. 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>Section 2.0 - General Environment - Ward/ department/ facility</b>               |  |            |           |            |          |                 |
|---|--|------------|-----------|------------|----------|-----------------|
| 2.2 .1 Cleanliness and state of repair of ward/ department/ facility infrastructure |  |            |           |            |          |                 |
| <b>Question</b>   | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 1. The area is clean, uncluttered, fresh smelling.                                  | 1. Area is visibly clean   |            |           |            |          |                 |
|   | 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, 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 - Ward/ department/ facility   |  |     |    |     |   |          |
|--|--|-----|----|-----|---|----------|
| 2.2.1 Cleanliness and state of repair of ward/ department/ facility infrastructure                                       |  |     |    |     |   |          |
| 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   |     |    |     |   |          |
| 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   |     |    |     |   |          |
| 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   |     |    |     |   |          |

| Section 2.0 - General Environment - Ward/ department/ facility                     |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| 2.2.1 Cleanliness and state of repair of ward/ department/ facility infrastructure |   |     |    |     |   |          |
| Question   | Guidance  | Yes | No | N/A | R | Comments |
| 24. 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 - Patient bed area                              |  |     |    |     |   |          |
|---|--|-----|----|-----|---|----------|
| 2.3 Cleanliness and state of repair of patient bed area                         |  |     |    |     |   |          |
| Question  | Guidance   | Yes | No | N/A | R | Comments |
| 1. The bed area is clean, uncluttered, fresh smelling.                          | 1. Area is visibly clean   |     |    |     |   |          |
|   | 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, etc  |     |    |     |   |          |
|   | 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 on top and behind for a build up of dust   |     |    |     |   |          |
|   | 2. No visible sign of damage or rust   |     |    |     |   |          |
| 7. Mirrors are clean and in a good state of repair                              | 1. Visibly clean   |     |    |     |   |          |
|   | 2. No visible sign 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. Check internal glass dividing panels/ windows for visible sign of damage, cracks                          |     |    |     |   |          |

| Section 2.0 General Environment - Patient bed area  |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 2.3 Cleanliness and state of repair of patient bed area   |   |     |    |     |   |          |
| 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. Air vents are clean   | 1. Visibly clean and free from excessive dust, damage                 |     |    |     |   |          |
| 14. Tables 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                                |     |    |     |   |          |
| 15. Patient lockers/ bedside furniture 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                                |     |    |     |   |          |
| 16. 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                                |     |    |     |   |          |
| 17. 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 |     |    |     |   |          |
| 18. Bed/ patient trolley frames/ bases are clean and in a good state of repair  | 1. Visibly clean and free from dust                                   |     |    |     |   |          |
|   | 2. No visible signs of damage   |     |    |     |   |          |
| 19. Bed rails are clean and in a good state of repair   | 1. Visibly clean and free from dust                                   |     |    |     |   |          |
|   | 2. No visible signs of damage   |     |    |     |   |          |
| 20. Mattress covers on beds/ examination couches are clean, in a good state of repair, made from impermeable material,  | 1. Visibly clean  |     |    |     |   |          |
|   | 2. Is cover intact, no sign of damage, rips or cracks                 |     |    |     |   |          |
|   | 3. Is covered in an easily cleanable, waterproof covering             |     |    |     |   |          |
|   | 4. Is a regular audit and checking of mattress is carried out         |     |    |     |   |          |
| 21. Mattress internal foam is clean and in a good state of repair   | 1. Visibly clean  |     |    |     |   |          |
|   | 2. Is foam intact, free from stains                                   |     |    |     |   |          |

| Section 2.0 General Environment - Patient bed area   |  |     |    |     |   |          |
|--|--|-----|----|-----|---|----------|
| 2.3 Cleanliness and state of repair of patient bed area  |  |     |    |     |   |          |
| Question   | Guidance   | Yes | No | N/A | R | Comments |
| 22. Pillow protector/ cover are clean, in a good state of repair, made from impermeable material | 1. Visibly clean   |     |    |     |   |          |
|  | 2. Is cover is intact, no sign of damage, rips or cracks                               |     |    |     |   |          |
|  | 3. Is covered in an easily cleanable, impervious to moisture                           |     |    |     |   |          |
|  | 4. Changed according to local policy   |     |    |     |   |          |
| 23. Pillows are clean, in a good state of repair   | 1. Visibly clean   |     |    |     |   |          |
|  | 2. Changed according to local policy   |     |    |     |   |          |
|  | 3. Is cover intact, no sign of damage  |     |    |     |   |          |
| 24. Bed space privacy screens are clean, in a good state of repair                               | 1. Visibly clean and changed according to local policy (check curtain changing policy) |     |    |     |   |          |
|  | 2. Intact, no sign of damage   |     |    |     |   |          |
| 25. Televisions and hand controls are clean  | 1. Televisions are visibly clean   |     |    |     |   |          |
|  | 2. Hand controls are visibly clean   |     |    |     |   |          |
| 26. Patient call bells are clean, in good state of repair and visibly clean.                     | 1. Visibly clean   |     |    |     |   |          |
|  | 2. Is cover intact, no sign of damage  |     |    |     |   |          |
| 27. Electrical equipment is clean  | 1. Visibly clean   |     |    |     |   |          |
| 28. Bedside telephones/ entertainment systems are clean  | 1. Visibly clean and cleaned weekly or between patients, check documentation           |     |    |     |   |          |
|  | 2. Ear phones are changed at regular intervals for long term patients                  |     |    |     |   |          |
| 29. Fans are clean   | 1. Visibly clean   |     |    |     |   |          |
| 30. 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  |     |    |     |   |          |
| 31. Patient items are clean, stored appropriately  | 1. Personal clothing/ nightwear is free from stains                                    |     |    |     |   |          |
|  | 2. Cards, clothing and bags are stored in a neat tidy way and do not create clutter    |     |    |     |   |          |



| Section 2.0 General Environment - Patient bed area           |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| 2.3 Cleanliness and state of repair of patient bed area      |   |     |    |     |   |          |
| Question   | Guidance  | Yes | No | N/A | R | Comments |
| 32. 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>Section 2.0 General Environment - Bathroom, washrooms</b>  |  |            |           |            |          |                 |
|---|--|------------|-----------|------------|----------|-----------------|
| 2.4.1 Cleanliness and state of repair of bathrooms, washrooms and toilets on ward/ department           |  |            |           |            |          |                 |
| <b>Question</b>   | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 1. The bathrooms and washrooms are clean, uncluttered, fresh smelling and free from inappropriate items | 1. Area is visibly clean   |            |           |            |          |                 |
|   | 2. Areas are free from clutter/ inappropriate items  |            |           |            |          |                 |
|   | 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 etc   |            |           |            |          |                 |
|   | 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 sign 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. Mirrors are clean and in a good state of repair  | 1. Visibly clean   |            |           |            |          |                 |
|   | 2. No visible sign 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 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                       |            |           |            |          |                 |

| <b>Section 2.0 General Environment - Bathroom, washrooms</b>  |   |            |           |            |          |                 |
|---|---|------------|-----------|------------|----------|-----------------|
| 2.4.1 Cleanliness and state of repair of bathrooms, washrooms and toilets on ward/ department                         |   |            |           |            |          |                 |
| <b>Question</b>   | <b>Guidance</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 12. 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                  |            |           |            |          |                 |
| 13. High, low and horizontal surfaces are clean, in 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. Baths are clean and in good state of repair   | 1. Visibly clean, cleaning products are available                     |            |           |            |          |                 |
|   | 2. No visible sign of damage, chips, cracked enamel                   |            |           |            |          |                 |
| 16. Showers are clean and in good state of repair   | 1. Visibly clean, free from mould                                     |            |           |            |          |                 |
|   | 2. No visible sign of damage, chips, cracked enamel                   |            |           |            |          |                 |
| 17. Shower curtains/ doors are clean and in good state of repair  | 1. Visibly clean, free from mould                                     |            |           |            |          |                 |
|   | 2. No visible sign of damage  |            |           |            |          |                 |
| 18. Anti-slip mats are clean and in good state of repair  | 1. Visibly clean, free from mould                                     |            |           |            |          |                 |
|   | 2. No visible sign of damage  |            |           |            |          |                 |
| 19. The toilet bowl and fittings are clean, and in a good state of repair   | 1. The bowl is clean inside and out                                   |            |           |            |          |                 |
|   | 2. The toilet bowl is free from damage                                |            |           |            |          |                 |
|   | 3. The pipe work, cistern are clean and free from dust and dirt       |            |           |            |          |                 |
|   | 4. Free from lime scale and residue of cleaning products              |            |           |            |          |                 |
| 20. Toilet roll holders are clean and in good state of repair   | 1. Visibly clean  |            |           |            |          |                 |
|   | 2. No visible sign of damage, cracks, fitted correctly                |            |           |            |          |                 |
|   | 3. Fit for purpose  |            |           |            |          |                 |
| 21. Toilet brushes and holders are clean and in a good state of repair  | 1. Visibly clean, not stored in stagnant water                        |            |           |            |          |                 |
|   | 2. No visible sign of damage, worn bristles                           |            |           |            |          |                 |
| 22. Toilet seats and lids are clean and in a good state of repair   | 1. Visibly clean  |            |           |            |          |                 |
|   | 2. No visible sign of damage, cracks, fitted correctly                |            |           |            |          |                 |

| Section 2.0 General Environment - Bathroom, washrooms   |  |     |    |     |   |          |
|---|--|-----|----|-----|---|----------|
| 2.4.1 Cleanliness and state of repair of bathrooms, washrooms and toilets on ward/ department |  |     |    |     |   |          |
| Question  | Guidance   | Yes | No | N/A | R | Comments |
| 23. Raised toilet seats are clean and in a good state of repair and not stored on the floor   | 1. Visibly clean                                       |     |    |     |   |          |
|   | 2. Stored correctly                                    |     |    |     |   |          |
| 24. Excess toilet roll is not stored in the toilet area                                       | 1. No excess toilet rolls                              |     |    |     |   |          |
| 25. Handrails are clean and in a good state of repair   | 1. Visibly clean                                       |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly |     |    |     |   |          |
| 26. Shower chairs are clean and in a good state of repair                                     | 1. Visibly clean, check underside of chair             |     |    |     |   |          |
|   | 2. No visible sign of damage                           |     |    |     |   |          |
| 27. Bath hoists are clean and in a good state of repair                                       | 1. Visibly clean, check underside of hoist chair       |     |    |     |   |          |
|   | 2. No visible sign of damage                           |     |    |     |   |          |
| 28. Dedicated hand wash sinks are available, clean and in a good state of repair              | 1. Visibly clean                                       |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly |     |    |     |   |          |
| 29. Taps are clean and in good state of repair  | 1. Check if visibly clean                              |     |    |     |   |          |
|   | 2. No visible sign of damage                           |     |    |     |   |          |
|   | 3. Are free from lime scale                            |     |    |     |   |          |
| 30. Ceilings are clean and in a good state of repair  | 1. Visibly clean                                       |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, flaking paint    |     |    |     |   |          |
|   | 3. No visible sign of damage, cracks, fitted correctly |     |    |     |   |          |
| 31. Toiletries are for single patient use   | 1. Free from evidence of communal products             |     |    |     |   |          |
| 32. 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>Section 2.0 - General Environment - Toilets</b>  |  |            |           |            |          |                 |
|---|--|------------|-----------|------------|----------|-----------------|
| 2.4.2 Cleanliness and state of repair of toilets on ward/ department                              |  |            |           |            |          |                 |
| <b>Question</b>   | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 1. The toilets and cubicles free from inappropriate items are clean, uncluttered, fresh smelling, | 1. Area is visibly clean   |            |           |            |          |                 |
|   | 2. Toilets are 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 etc   |            |           |            |          |                 |
|   | 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 sign of damage   |            |           |            |          |                 |
| 6. Radiators are clean and in a good state of repair  | 1. Visibly clean, check on top and behind for a build up of dust   |            |           |            |          |                 |
|   | 2. No visible sign of damage or rust   |            |           |            |          |                 |
| 7. Mirrors are clean and in a good state of repair  | 1. Visibly clean   |            |           |            |          |                 |
|   | 2. No visible sign 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 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                       |            |           |            |          |                 |

| <b>Section 2.0 - General Environment - Toilets</b>  |  |            |           |            |          |                 |
|---|--|------------|-----------|------------|----------|-----------------|
| 2.4.2 Cleanliness and state of repair of toilets on ward/ department  |  |            |           |            |          |                 |
| <b>Question</b>   | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 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. The toilet bowl and fittings are clean, and in a good state of repair   | 1. The toilet bowl is clean inside and out                             |            |           |            |          |                 |
|   | 2. The toilet bowl free from damage                                    |            |           |            |          |                 |
|   | 3. The pipe work, cistern are clean and free from dust and dirt damage |            |           |            |          |                 |
|   | 4. Free from lime scale and residue of cleaning products               |            |           |            |          |                 |
| 16. Toilet roll holders are clean and in a good state of repair   | 1. Visibly clean   |            |           |            |          |                 |
|   | 2. No visible sign of damage, cracks, fitted correctly                 |            |           |            |          |                 |
|   | 3. Fit for purpose   |            |           |            |          |                 |
| 17. Toilet brushes and holders are clean and in a good state of repair  | 1. Visibly clean, not stored in stagnant water                         |            |           |            |          |                 |
|   | 2. No visible sign of damage, worn bristles                            |            |           |            |          |                 |
| 18. Toilet seats and lids are clean and in a good state of repair   | 1. Visibly clean   |            |           |            |          |                 |
|   | 2. No visible sign of damage, cracks, fitted correctly                 |            |           |            |          |                 |
| 19. Raised toilet seats are clean in good state of repair and not stored on the floor                                   | 1. Visibly clean   |            |           |            |          |                 |
|   | 2. Stored correctly  |            |           |            |          |                 |
| 20. Excess toilet roll is not stored in the toilet  | 1. No excess toilet rolls  |            |           |            |          |                 |
| 21. Dedicated hand wash sinks are available, clean and in good state of repair  | 1. Visibly clean   |            |           |            |          |                 |
|   | 2. No visible sign of damage, cracks, fitted correctly                 |            |           |            |          |                 |

| Section 2.0 - General Environment - Toilets                          |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| 2.4.2 Cleanliness and state of repair of toilets on ward/ department |   |     |    |     |   |          |
| Question   | Guidance  | Yes | No | N/A | R | Comments |
| 22. Taps are clean and in a good state of repair                     | 1. Visibly clean                                    |     |    |     |   |          |
|  | 2. No visible signs of damage                       |     |    |     |   |          |
|  | 3. Free from lime scale                             |     |    |     |   |          |
| 23. Ceilings are clean and in good state of repair                   | 1. Check if visibly clean                           |     |    |     |   |          |
|  | 2. No visible sign of damage, cracks, flaking paint |     |    |     |   |          |
|  | 3. Tiles are secure and in place                    |     |    |     |   |          |
| 24. 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 - Treatment Room/ Clinical room or work area               |  |     |    |     |   |          |
|--|--|-----|----|-----|---|----------|
| 2.5.1 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities |  |     |    |     |   |          |
| Question   | Guidance   | Yes | No | N/A | R | Comments |
| 1. The treatment room/ clinical work area is clean, uncluttered, fresh smelling              | 1. Area is visibly clean   |     |    |     |   |          |
|  | 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 on 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 - Treatment Room/ Clinical room or work area  |  |     |    |     |   |          |
|---|--|-----|----|-----|---|----------|
| 2.5.1 Cleanliness, storage space, state of repair and layout of ward/ 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. 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   |     |    |     |   |          |
| 14. Tables 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   |     |    |     |   |          |
| 15. Chairs/ stools 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   |     |    |     |   |          |
| 16. 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                            |     |    |     |   |          |
| 17. Air vents are clean   | 1. Visibly clean and free from excessive dust, damage  |     |    |     |   |          |
| 18. The room is free from inappropriate items   | 1. Free from inappropriate items   |     |    |     |   |          |
| 19. 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  |     |    |     |   |          |
| 20. A dedicated hand wash sink is available, clean and in a good state of repair  | 1. Visibly clean   |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly   |     |    |     |   |          |
| 21. There is a dedicated work surface for clinical procedures   | 1. Adequate and accessible for clinical procedures   |     |    |     |   |          |
|   | 2. Clutter free and tidy   |     |    |     |   |          |
|   | 3. No visible sign of damage   |     |    |     |   |          |

| Section 2.0 - General Environment - Treatment Room/ Clinical room or work area  |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 2.5.1 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities                                |   |     |    |     |   |          |
| Question  | Guidance  | Yes | No | N/A | R | Comments |
| 22. There is a dedicated deep sink for washing used equipment, the sink is clean, in a good state of repair                 | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly                                      |     |    |     |   |          |
|   | 3. Only check and mark if no clean utility area available                                   |     |    |     |   |          |
| 23. The drug refrigerator is visibly clean, free from inappropriate items, in a good state of repair and serviced regularly | 1. Visibly clean  |     |    |     |   |          |
|   | 2. Locked, only used to store medication, no specimens, food etc                            |     |    |     |   |          |
|   | 3. Temperature checks are carried out on a daily basis (to identify failures in cold chain) |     |    |     |   |          |
|   | 4. Variation outside temperature ranges are actioned  |     |    |     |   |          |
|   | 5. No visible sign of damage, cracks, flaking paint   |     |    |     |   |          |
|   | 6. Maintenance programme in place and records available                                     |     |    |     |   |          |
| 24. Ceilings are clean and in a good state of repair  | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, flaking paint   |     |    |     |   |          |
| 25. 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 - Clean Utility Room                                       |  |     |    |     |   |          |
|--|--|-----|----|-----|---|----------|
| 2.5.2 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities |  |     |    |     |   |          |
| Question   | Guidance   | Yes | No | N/A | R | Comments |
| 1. The clean utility room is clean, uncluttered, fresh smelling                              | 1. Area is visibly clean   |     |    |     |   |          |
|  | 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   |     |    |     |   |          |
|  | 2. Notice boards are tidy  |     |    |     |   |          |
|  | 3. 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 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 - Clean Utility Room   |  |     |    |     |   |          |
|--|--|-----|----|-----|---|----------|
| 2.5.2 Cleanliness, storage space, state of repair and layout of ward/ 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. Tables 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   |     |    |     |   |          |
| 17. Chairs/ stools 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. The room is free from inappropriate items  | 1. Free from inappropriate items e.g. hoist, boxes etc   |     |    |     |   |          |
| 19. All equipment and products are stored appropriately  | 1. Stored correctly, neat and tidy sterile, single use items in original packaging               |     |    |     |   |          |
| 20. There is sufficient storage space  | 1. Storage is sufficient for stock and items within the room on surfaces and on top of cupboards |     |    |     |   |          |
| 21. 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  |     |    |     |   |          |
| 22. A dedicated hand wash sink is available, clean and in a good state of repair                                       | 1. Visibly clean   |     |    |     |   |          |
|  | 2. No visible sign of damage, cracks, fitted correctly   |     |    |     |   |          |

| Section 2.0 - General Environment - Clean Utility Room  |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 2.5.2 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities                                |   |     |    |     |   |          |
| Question  | Guidance  | Yes | No | N/A | R | Comments |
| 23. Taps are clean and in good state of repair  | 1. Check if visibly clean   |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly                                      |     |    |     |   |          |
|   | 3. Free from lime scale   |     |    |     |   |          |
| 24. There is a dedicated work surface for clinical procedures   | 1. Adequate and accessible for clinical procedures  |     |    |     |   |          |
|   | 2. Clutter free and tidy  |     |    |     |   |          |
|   | 3. No visible sign of damage  |     |    |     |   |          |
| 25. 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                                      |     |    |     |   |          |
| 26. Dressing trolleys/ trays are clean, in a good state of repair, uncluttered  | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, rust, adhesive tape   |     |    |     |   |          |
|   | 3. Clutter free and tidy  |     |    |     |   |          |
| 27. The drug refrigerator is visibly clean, free from inappropriate items, in a good state of repair and serviced regularly | 1. Visibly clean  |     |    |     |   |          |
|   | 2. Used only to store medication, no specimens, food etc                                    |     |    |     |   |          |
|   | 3. Temperature checks are carried out on a daily basis (to identify failures in cold chain) |     |    |     |   |          |
|   | 4. Variation outside temperature ranges are actioned  |     |    |     |   |          |
|   | 5. No visible sign of damage, cracks, flaking paint   |     |    |     |   |          |
|   | 6. Maintenance programme in place and records available                                     |     |    |     |   |          |
| 28. 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  |     |    |     |   |          |
| 29. 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 - Dirty Utility/ Sluice Room****2.5.3 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities**

| Question  | Guidance  | Yes | No | N/A | R | Comments |
|---|---|-----|----|-----|---|----------|
| 1. The dirty utility room is clean, uncluttered, fresh smelling                 | 1. Area is visibly clean  |     |    |     |   |          |
|   | 2. Free from clutter/ inappropriate items   |     |    |     |   |          |
|   | 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 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**

## 2.5.3 Cleanliness, storage space, state of repair and layout of ward/ 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 bedpan rack and drip tray are available, clean, in a good state of repair   | 1. Available   |     |    |     |   |          |
|   | 2. Visibly clean   |     |    |     |   |          |
|   | 3. No visible sign of damage, no exposed wood  |     |    |     |   |          |
| 21. 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   |  |     |    |     |   |          |
|--|--|-----|----|-----|---|----------|
| 2.5.3 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities           |  |     |    |     |   |          |
| Question   | Guidance   | Yes | No | N/A | R | Comments |
| 22. A sluice hopper is available, clean, in good state of repair                                       | 1. Available for disposal of body waste  |     |    |     |   |          |
|  | 2. Visibly clean   |     |    |     |   |          |
|  | 3. No visible sign of damage, cracks, fitted correctly   |     |    |     |   |          |
| 23. A bedpan washer disinfectant is available, clean, in a good state of repair and serviced regularly | 1. A bedpan washer is available for cleaning of equipment  |     |    |     |   |          |
|  | 2. Visibly clean ,no labels  |     |    |     |   |          |
|  | 3. No visible sign of damage, cracks, fitted correctly   |     |    |     |   |          |
|  | 4. Bedpan washer is serviced regularly and meeting temperature 80°C for one minute, (HTM2030)records not checked at ward level |     |    |     |   |          |
| 24. The macerator is available, clean, in a good state of repair and serviced regularly                | 1. Macerator is available  |     |    |     |   |          |
|  | 2. Visibly clean ,no labels  |     |    |     |   |          |
|  | 3. No visible sign of damage, cracks, lid fits correctly   |     |    |     |   |          |
|  | 4. Macerator is working and serviced on a regularly  |     |    |     |   |          |
| 25. 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   |     |    |     |   |          |
| 26. 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/ Sluice Room                              |  |     |    |     |   |          |
|--|--|-----|----|-----|---|----------|
| 2.5.4 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities |  |     |    |     |   |          |
| Question   | Guidance   | Yes | No | N/A | R | Comments |
| 1. The domestic sluice room is available, clean, uncluttered, fresh smelling,                | 1. Available for storage of cleaning equipment   |     |    |     |   |          |
|  | 2. Area is visibly clean   |     |    |     |   |          |
|  | 3. Free from clutter   |     |    |     |   |          |
|  | 4. 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/ Sluice Room  |  |     |    |     |   |          |
|--|--|-----|----|-----|---|----------|
| 2.5.4 Cleanliness, storage space, state of repair and layout of ward/ 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   |     |    |     |   |          |
|  | 2. Storage is sufficient for stock and items within the room on surfaces and on top of cupboards |     |    |     |   |          |
| 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/ Sluice Room                              |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| 2.5.4 Cleanliness, storage space, state of repair and layout of ward/ 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 |     |    |     |

**Section 2.0 - Kitchen****2.5.5 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities**

| <b>Question</b>  | <b>Guidance</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
|--|---|------------|-----------|------------|----------|-----------------|
| 1. The kitchen is clean, uncluttered, fresh smelling, in a good state of repair  | 1. Area is visibly clean  |            |           |            |          |                 |
|  | 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  |            |           |            |          |                 |
|  | 2. Notice boards are tidy   |            |           |            |          |                 |
|  | 3. There are no signs of visible damage   |            |           |            |          |                 |
| 8. Air vents are clean   | 1. Visibly clean and free from excessive dust   |            |           |            |          |                 |
| 9. 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                                     |            |           |            |          |                 |
| 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  |            |           |            |          |                 |

**Section 2.0 - Kitchen****2.5.5 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities**

| <b>Question</b>  | <b>Guidance</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
|--|---|------------|-----------|------------|----------|-----------------|
| 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   |            |           |            |          |                 |
| 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. 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  |            |           |            |          |                 |
| 14. 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   |            |           |            |          |                 |
| 15. The room is free from inappropriate items                                    | 1. Free from inappropriate items i.e. outdoor clothing, personal belongings   |            |           |            |          |                 |
| 16. All equipment and products are stored appropriately                          | 1. Items stored off the floor, neat and tidy. Is storage sufficient, any inappropriate items on surfaces or on top of cupboards |            |           |            |          |                 |
|  | 2. Decanted products are stored in labelled, sealed containers  |            |           |            |          |                 |
| 17. A dedicated hand wash sink is available, clean and in a good state of repair | 1. Visibly clean  |            |           |            |          |                 |
|  | 2. No visible sign of damage, cracks, fitted correctly  |            |           |            |          |                 |
| 18. Taps are clean and in a good state of repair taps                            | 1. Visibly clean  |            |           |            |          |                 |
|  | 2. No visible signs of damage   |            |           |            |          |                 |
|  | 3. Free from lime scale   |            |           |            |          |                 |
| 19. An equipment sink is available, clean, in a good state of repair             | 1. Check availability for cleaning equipment  |            |           |            |          |                 |
|  | 2. Check if visibly clean   |            |           |            |          |                 |
|  | 3. No visible sign of damage, cracks, fitted correctly  |            |           |            |          |                 |
| 20. Ceilings are clean and in a good state of repair                             | 1. Check if visibly clean   |            |           |            |          |                 |
|  | 2. No visible sign of damage, cracks, flaking paint   |            |           |            |          |                 |
|  | 3. Tiles are secure and in place  |            |           |            |          |                 |
| 21. Kitchen fittings and fixtures are clean, in a good state of repair           | 1. Check if visibly clean   |            |           |            |          |                 |
|  | 2. No visible sign of damage, cracks, flaking paint   |            |           |            |          |                 |

| <b>Section 2.0 - Kitchen</b>   |   |            |           |            |          |                 |
|--|---|------------|-----------|------------|----------|-----------------|
| 2.5.5 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities                       |   |            |           |            |          |                 |
| <b>Question</b>  | <b>Guidance</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 22. Kitchen appliances are clean, in a good state of repair i.e. toaster   | 1. Visibly clean  |            |           |            |          |                 |
|  | 2. No visible sign of damage  |            |           |            |          |                 |
| 23. Food fridges are visibly clean, free from inappropriate items in a good state of repair and serviced regularly | 1. Visibly clean  |            |           |            |          |                 |
|  | 2. Used only to store food, no specimens etc  |            |           |            |          |                 |
|  | 3. Open food is labelled and dated  |            |           |            |          |                 |
|  | 4. Temperature checks are carried out and recorded on a daily basis(to identify failures in cold chain) |            |           |            |          |                 |
|  | 5. Variations outside temperature ranges are actioned   |            |           |            |          |                 |
|  | 6. No visible sign of damage  |            |           |            |          |                 |
|  | 7. Maintenance programme in place and records available   |            |           |            |          |                 |
| 24. The dishwasher is visibly clean in a good state of repair and serviced regularly                               | 1. Visibly clean  |            |           |            |          |                 |
|  | 2. Temperature checks are carried out and recorded on a daily basis(to identify failures in wash cycle) |            |           |            |          |                 |
|  | 3. No visible sign of damage  |            |           |            |          |                 |
|  | 4. Maintenance programme in place and records available   |            |           |            |          |                 |
| 25. The Microwave is visibly clean in a good state of repair   | 1. Visibly clean  |            |           |            |          |                 |
|  | 2. No visible sign of damage  |            |           |            |          |                 |
|  | 3. If used to reheat patients food guidance is available  |            |           |            |          |                 |
| 26. Is there a policy regarding restricted public access to the kitchen  | 1. There is a policy regarding access to the kitchen  |            |           |            |          |                 |
| 27. 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> |            |           |            |

## 2.0 - General Environment - Equipment stores

### 2.5.6 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities

| Question  | Guidance  | Yes | No | N/A | R | Comments |
|---|---|-----|----|-----|---|----------|
| 1. The store room is clean, uncluttered, fresh                                  | 1. Check if area is visibly clean   |     |    |     |   |          |
|   | 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  |     |    |     |   |          |

| <b>2.0 - General Environment - Equipment stores</b>  |  |            |           |            |          |                 |
|--|--|------------|-----------|------------|----------|-----------------|
| 2.5.6 Cleanliness, storage space, state of repair and layout of ward/ department/ facilities                           |  |            |           |            |          |                 |
| <b>Question</b>  | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 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  |            |           |            |          |                 |

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



## Section 2.0 General Environment - Isolation

### 2.6 Availability and cleanliness of isolation facilities (using single rooms) on ward

| Question  | Guidance   | Yes | No | N/A | R | Comments |
|---|--|-----|----|-----|---|----------|
| 1. Isolation facilities are available. Hand hygiene facilities are accessible both inside and outside the room, a dedicated en-suite toilet and bathroom facility or an allocated commode, is available, the room/ area is clean, uncluttered, fresh smelling | 1. At least one room is available in the event that isolation is required  |     |    |     |   |          |
|   | 2. Doors can be closed to separate the room from the rest of the ward  |     |    |     |   |          |
|   | 3. Hand hygiene facilities are accessible both inside and outside the room   |     |    |     |   |          |
|   | 4. A designated toilet or commode is available for the isolation room  |     |    |     |   |          |
|   | 5. A designated bathroom/ washroom facility is available for the isolation room  |     |    |     |   |          |
|   | 6. Area is visibly clean   |     |    |     |   |          |
|   | 7. Free from clutter   |     |    |     |   |          |
|   | 8. 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. Mirrors are clean and in a good state of repair  | 1. Visibly clean   |     |    |     |   |          |
|   | 2. No visible sign of damage   |     |    |     |   |          |
| 8. 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. Check for rips, tears and laid correctly  |     |    |     |   |          |
|   | 3. Washable and impervious to moisture   |     |    |     |   |          |

## Section 2.0 General Environment - Isolation

### 2.6 Availability and cleanliness of isolation facilities (using single rooms) on ward

| Question  | Guidance  | Yes | No | N/A | R | Comments |
|---|---|-----|----|-----|---|----------|
| 9. Doors and frames are clean and in a good state of repair   | 1. Touch points are clean   |     |    |     |   |          |
|   | 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 |     |    |     |   |          |
| 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. Tables/ bedside tables 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  |     |    |     |   |          |
| 16. 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  |     |    |     |   |          |
| 17. Patients lockers/ bedside furniture 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. Televisions are visibly clean  |     |    |     |   |          |
|   | 2. Hand controls are visibly clean  |     |    |     |   |          |
| 19. Display screens are clean   | 1. Visibly clean, no adhesive tape  |     |    |     |   |          |
| 20. Fans are clean  | 1. Visibly clean  |     |    |     |   |          |

**Section 2.0 General Environment - Isolation****2.6 Availability and cleanliness of isolation facilities (using single rooms) on ward**

| <b>Question</b>  | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
|--|--|------------|-----------|------------|----------|-----------------|
| 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. Bed/ patient trolley frames/ bases are clean and in good state of repair   | 1. Visibly clean and free from dust  |            |           |            |          |                 |
|  | 2. No visible signs of damage  |            |           |            |          |                 |
| 23. Bed rails are clean and in good state of repair  | 1. Visibly clean and free from dust  |            |           |            |          |                 |
|  | 2. No visible signs of damage  |            |           |            |          |                 |
| 24. Mattress covers on beds/ examination couches are clean, in a good state of repair, made from impermeable material, | 1. Visibly clean   |            |           |            |          |                 |
|  | 2. Covers are intact, no sign of damage, rips or cracks                      |            |           |            |          |                 |
|  | 3. Washable and impervious to moisture                                       |            |           |            |          |                 |
|  | 4. Regular mattresses are checked and audited                                |            |           |            |          |                 |
| 25. Mattresses internal foam are clean and in a good state of repair   | 1. Visibly clean   |            |           |            |          |                 |
|  | 2. Foam is intact, no sign of damage, rips or cracks                         |            |           |            |          |                 |
| 26. Protective pillow/ cover is clean, in a good state of repair, made from impermeable material                       | 1. Visibly clean   |            |           |            |          |                 |
|  | 2. Cover is intact, no sign of damage  |            |           |            |          |                 |
|  | 3. Covered in easily cleanable, impervious to moisture                       |            |           |            |          |                 |
| 27. Pillows are clean, in a good state of repair   | 1. Visibly clean   |            |           |            |          |                 |
|  | 2. Changed according to policy   |            |           |            |          |                 |
|  | 3. Check if cover is intact, no sign of damage                               |            |           |            |          |                 |
| 28. Bed space privacy screens are clean, in a good state of repair   | 1. Visibly clean and changed according to local policy                       |            |           |            |          |                 |
|  | 2. Check if intact, no sign of damage  |            |           |            |          |                 |
| 29. Patient call bells are clean, in a good state of repair  | 1. Visibly clean   |            |           |            |          |                 |
| 30. Bedside telephones/ entertainment systems are clean  | 1. Visibly clean and cleaned weekly or between patients, check documentation |            |           |            |          |                 |
|  | 2. Ear phones are changed at regular interval for long term patients         |            |           |            |          |                 |

| Section 2.0 General Environment - Isolation   |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 2.6 Availability and cleanliness of isolation facilities (using single rooms) on ward   |   |     |    |     |   |          |
| Question  | Guidance  | Yes | No | N/A | R | Comments |
| 31. Patient items are clean, stored appropriately                                       | 1. Personal clothing/ nightwear is free from stains                                 |     |    |     |   |          |
|   | 2. Cards, clothing and bags are stored in a neat tidy way and do not create clutter |     |    |     |   |          |
| 32. Baths are clean and in a good state of repair                                       | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, chips, cracked enamel                                 |     |    |     |   |          |
| 33. Showers are clean and in a good state of repair                                     | 1. Visibly clean, free from mould   |     |    |     |   |          |
|   | 2. No visible sign of damage, chips, cracked enamel                                 |     |    |     |   |          |
| 34. Shower curtains/ doors are clean and in a good state of repair                      | 1. Visibly clean, free from mould   |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |
| 35. Toilet roll holders are clean and in a good state of repair                         | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly                              |     |    |     |   |          |
|   | 3. Fit for purpose  |     |    |     |   |          |
| 36. Toilet brushes and holders are clean and in a good state of repair                  | 1. Visibly clean, not stored in stagnant water                                      |     |    |     |   |          |
| 37. Spare toilet rolls are not stored in the toilet                                     | 1. No excess toilet rolls   |     |    |     |   |          |
| 38. Toilet seats and lids are clean and in a good state of repair                       | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly                              |     |    |     |   |          |
| 39. Raised toilet seats are clean in a good state of repair and not stored on the floor | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly                              |     |    |     |   |          |
| 40. Handrails are clean and in a good state of repair                                   | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly                              |     |    |     |   |          |
| 41. Shower chairs are clean and in a good state of repair                               | 1. Visibly clean, check underside of chair  |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |
| 42. Bath hoists are clean and in a good state of repair                                 | 1. Visibly clean, check underside of hoist chair                                    |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |

| Section 2.0 General Environment - Isolation   |  |     |    |     |   |          |
|---|--|-----|----|-----|---|----------|
| 2.6 Availability and cleanliness of isolation facilities (using single rooms) on ward |  |     |    |     |   |          |
| Question  | Guidance   | Yes | No | N/A | R | Comments |
| 43. Dedicated hand wash sinks are available, clean and in a good state of repair      | 1. Visibly clean                                       |     |    |     |   |          |
|   | 2. Check plug hole and overflow                        |     |    |     |   |          |
| 44. Liquid soap dispensers are clean  | 1. Check if visibly clean                              |     |    |     |   |          |
|   | 2. No visible signs of damage and filled               |     |    |     |   |          |
| 45. Paper towel dispensers are clean and in a good state of repair                    | 1. Check if visibly clean                              |     |    |     |   |          |
|   | 2. No visible signs of damage                          |     |    |     |   |          |
|   | 3. Enclosed and filled                                 |     |    |     |   |          |
| 46. Taps are clean and in a good state of repair                                      | 1. Check if visibly clean                              |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks, fitted correctly |     |    |     |   |          |
|   | 3. Free from lime scale                                |     |    |     |   |          |
| 47. 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

### 2.7 Availability and accessibility of appropriate information for staff, patients and visitors

| Question  | Guidance  | Yes | No | N/A | R | Comments |
|---|---|-----|----|-----|---|----------|
| 1. Hand hygiene posters are displayed at hand washing sinks, in general clinical areas and visible to staff, patients and visitors            | 1. Displayed at hand washing sinks  |     |    |     |   |          |
|   | 2. Displayed in general clinical areas  |     |    |     |   |          |
|   | 3. Visible to staff, patients and visitors  |     |    |     |   |          |
| 2. Information leaflets are available on hand hygiene and infection prevention and control.   | 1. Hand hygiene leaflets are available for patients and visitors.                           |     |    |     |   |          |
|   | 2. Infection prevention and control are available for patients and visitors.                |     |    |     |   |          |
| 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   |     |    |     |   |          |
|   | 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 e.g. domestic/nursing                                     |     |    |     |   |          |
| 4. Clear instructions are in place for staff and visitors when a patient is in isolation  | 1. Available/ clear(known by staff)   |     |    |     |   |          |
|   | 2. Used appropriately for visitors and staff to see. Notice on door advising of precautions |     |    |     |   |          |
| 5. Information leaflets are available for patients with common infections   | 1. MRSA   |     |    |     |   |          |
|   | 2. Clostridium <i>difficile</i>   |     |    |     |   |          |
|   | 3. On general infection   |     |    |     |   |          |
| 6. Household and clinical waste segregation posters are clearly displayed   | 1. Available  |     |    |     |   |          |
|   | 2. Clearly displayed  |     |    |     |   |          |
| 7. 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 nursing staff  |     |    |     |   |          |
| 8. Linen segregation posters are clearly displayed  | 1. Available  |     |    |     |   |          |
|   | 2. Clearly displayed  |     |    |     |   |          |

| Section 2.0 - General Environment - Information   |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 2.7 Availability and accessibility of appropriate information for staff, patients and visitors          |   |     |    |     |   |          |
| Question  | Guidance  | Yes | No | N/A | R | Comments |
| 9. A poster on the management of an inoculation injury is clearly displayed                             | 1. Available  |     |    |     |   |          |
|   | 2. Clearly displayed  |     |    |     |   |          |
| 10. All posters are laminated or cleanable and attached appropriately to wall or notice board           | 1. Laminated or easily cleaned  |     |    |     |   |          |
|   | 2. Fixed to notice board or wall appropriately i.e. no tape                         |     |    |     |   |          |
| 11. Local contact numbers are available for staff to obtain advice on infection prevention and control. | 1. Infection Prevention and Control Team  |     |    |     |   |          |
|   | 2. Microbiologist   |     |    |     |   |          |
|   | 3. Public Health Agency   |     |    |     |   |          |
|   | 4. Accessible to staff, staff aware of location and how to contact relevant persons |     |    |     |   |          |
| 12. Other aspects of the area observed during the inspection  | Record here any other areas not mentioned above                                     |     |    |     |   |          |

| Scores                     | Yes | No | N/A |
|----------------------------|-----|----|-----|
|                            |     |    |     |
| Percentage achieved        |     |    |     |
|                            |     |    |     |
| Overall Scores Section 2.0 | Yes | No | N/A |
|                            |     |    |     |
| Percentage achieved        |     |    |     |

### Section 3.0 Patient Linen

#### 3.1 Effectiveness of arrangements for storage of clean linen on ward/ 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 on ward/ department.**

| <b>Question</b>  | <b>Guidance</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
|--|---|------------|-----------|------------|----------|-----------------|
| 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. 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 3.0 Patient Linen

3.2 Effectiveness of arrangements for handling and storage of used linen on ward/ department.

| Question   | Guidance   | Yes | No | N/A | R | Comments |
|--|--|-----|----|-----|---|----------|
| 1. Used linen is placed immediately into the appropriate colour coded bag/ container at the point of use (bedside). 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 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. Not observed in a corridor  |     |    |     |   |          |
| 7. Staff wear appropriate PPE when handling soiled/ contaminated linen. Observe or ask   | 1.   |     |    |     |   |          |
|  | 2.   |     |    |     |   |          |
|  | 3.   |     |    |     |   |          |
| 8. 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

#### 3.3 Laundry facilities on ward (if available)

| Question  | Guidance   | Yes | No | N/A | R | Comments |
|---|--|-----|----|-----|---|----------|
| 1. The area is uncluttered, free from inappropriate items, and away from food preparation areas | 1. Tidy and clutter free   |     |    |     |   |          |
|   | 2. No inappropriate items  |     |    |     |   |          |
|   | 3. Location is away from food preparation areas  |     |    |     |   |          |
| 2. Walls are visibly 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. Shelving is 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 covered edges   |     |    |     |   |          |
| 4. 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                 |     |    |     |   |          |
| 5. 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  |     |    |     |   |          |
| 6. 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  |     |    |     |   |          |
| 7. 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   |     |    |     |   |          |
| 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 were clean and in good state of repair                                      | 1. Visibly clean especially around touch points  |     |    |     |   |          |
|   | 2. No visible sign of damage, no exposed wood  |     |    |     |   |          |

### Section 3.0 Patient Linen

#### 3.3 Laundry facilities on ward (if available)

| Question  | Guidance   | Yes | No | N/A | R | Comments |
|---|--|-----|----|-----|---|----------|
| 10. Windows frames and sills are clean and in a good state of repair  | 1. Visibly clean   |     |    |     |   |          |
|   | 2. No visible sign of damage, cracks   |     |    |     |   |          |
| 11. 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 covered edges   |     |    |     |   |          |
| 12. Air vents are clean   | 1. Visibly clean and free from excessive dust, damage  |     |    |     |   |          |
| 13. Cupboards are clean, in 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   |     |    |     |   |          |
| 14. Washing machines used in agreement with IPCT. Comply with HSG95(18) if appropriate                                  | 1. On a pre-planned maintenance programme to ensure correct temperatures Check records. (Not applicable if only used by patients for personal laundry) |     |    |     |   |          |
|   | 2. If used by patients for personal laundry has IPCT approved  |     |    |     |   |          |
| 15. Situated in an appropriate, designated area   | 1. Are washing machines placed in appropriate area   |     |    |     |   |          |
| 16. An externally exhausted tumble dryer is available   | 1. Vent is clean and externally vented   |     |    |     |   |          |
|   | 2. On a pre-planned maintenance programme  |     |    |     |   |          |
| 17. A sink for hand washing patients'/ residents' clothing is available   | 1. Used only for washing unsoiled clothes  |     |    |     |   |          |
|   | 2. For patients'/ residents use or for teaching purposes   |     |    |     |   |          |
| 18. Dedicated hand hygiene facilities are available   | 1. Are hand hygiene facilities available   |     |    |     |   |          |
| 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   |     |    |     |   |          |

| Section 3.0 Patient Linen   |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 3.3 Laundry facilities on ward (if available)   |   |     |    |     |   |          |
| Question  | Guidance  | Yes | No | N/A | R | Comments |
| 20. If laundry facilities are used by patients, guidance on using the appliances is available | 1. Check guidance is available                  |     |    |     |   |          |
| 21. Other aspects of the area observed during the inspection                                  | Record here any other areas not mentioned above |     |    |     |   |          |

| Scores                     | Yes | No | N/A |
|----------------------------|-----|----|-----|
|                            |     |    |     |
| Percentage achieved        |     |    |     |
|                            |     |    |     |
| Overall Scores Section 3.0 | Yes | No | N/A |
|                            |     |    |     |
| Percentage achieved        |     |    |     |

**Section 4. WASTE and Sharps**

4.1 Effectiveness of arrangements for handling, segregation, storage and disposal of waste on ward/ department (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. 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 | 1.                                |     |    |     |   |          |
|  | 2.                                |     |    |     |   |          |
|  | 3.                                |     |    |     |   |          |
|  | 4.                                |     |    |     |   |          |
| 3. Clinical waste bins are available in clinical areas   | 1.                                |     |    |     |   |          |
|  | 2.                                |     |    |     |   |          |
|  | 3.                                |     |    |     |   |          |
|  | 4.                                |     |    |     |   |          |
| 4. A bin for disposing of sanitary waste is available in public and ward toilets. According to local policy    | 1. Public toilets                 |     |    |     |   |          |
|  | 2. Ward toilets                   |     |    |     |   |          |
| 5. A Magpie box is available and used correctly  | 1. Available                      |     |    |     |   |          |
|  | 2. Used correctly, check contents |     |    |     |   |          |
| 6. A black lidded burn bin is available for anatomical and pharmaceutical waste                                | 1. Available                      |     |    |     |   |          |
|  | 2. Used correctly, check contents |     |    |     |   |          |
| 7. A yellow lidded burn bin is available for the disposal of fluids  | 1. Available                      |     |    |     |   |          |
|  | 2. Used correctly, check contents |     |    |     |   |          |

## Section 4. **WASTE** and Sharps

### 4.1 Effectiveness of arrangements for handling, segregation, storage and disposal of waste on ward/ department

| Question  | Guidance                                  | Yes | No | N/A | R | Comments |
|---|---|-----|----|-----|---|----------|
| 8. Household waste bins are lidded, foot pedal operated, visibly clean, in good state of repair. Less than 2/3 full | <b>Area 1 Available</b>                   |     |    |     |   |          |
|   | 1. Visibly clean, including lid and pedal |     |    |     |   |          |
|   | 2. No visible sign of damage or rust      |     |    |     |   |          |
|   | 3. Lid available and in working order     |     |    |     |   |          |
|   | 4. Foot pedal opens lid                   |     |    |     |   |          |
|   | 5. Less than 2/3 full                     |     |    |     |   |          |
|   | <b>Area 2 Available</b>                   |     |    |     |   |          |
|   | 1. Visibly clean, including lid and pedal |     |    |     |   |          |
|   | 2. No visible sign of damage or rust      |     |    |     |   |          |
|   | 3. Lid available and in working order     |     |    |     |   |          |
|   | 4. Foot pedal opens lid                   |     |    |     |   |          |
|   | 5. Less than 2/3 full                     |     |    |     |   |          |
|   | <b>Area 3 Available</b>                   |     |    |     |   |          |
|   | 1. Visibly clean, including lid and pedal |     |    |     |   |          |
|   | 2. No visible sign of damage or rust      |     |    |     |   |          |
|   | 3. Lid available and in working order     |     |    |     |   |          |
|   | 4. Foot pedal opens lid                   |     |    |     |   |          |
|   | 5. Less than 2/3 full                     |     |    |     |   |          |
|   | <b>Area 4 Available</b>                   |     |    |     |   |          |
|   | 1. Visibly clean, including lid and pedal |     |    |     |   |          |
|   | 2. No visible sign of damage or rust      |     |    |     |   |          |
|   | 3. Lid available and in working order     |     |    |     |   |          |
|   | 4. Foot pedal opens lid                   |     |    |     |   |          |
|   | 5. Less than 2/3 full                     |     |    |     |   |          |

#### Section 4. **WASTE** and Sharps

##### 4.1 Effectiveness of arrangements for handling, segregation, storage and disposal of waste on ward/ department

| Question  | Guidance  | Yes | No | N/A | R | Comments |
|---|---|-----|----|-----|---|----------|
| 9. Clinical waste bins are lidded, foot pedal operated, visibly clean, in good state of repair Less than 2/3 full | <b>Area 1 Available</b>                           |     |    |     |   |          |
|   | 1. Visibly clean, including lid and pedal         |     |    |     |   |          |
|   | 2. No visible sign of damage or rust              |     |    |     |   |          |
|   | 3. Lid available and in working order             |     |    |     |   |          |
|   | 4. Foot pedal opens lid                           |     |    |     |   |          |
|   | 5. Less than 2/3 full                             |     |    |     |   |          |
|   | <b>Area 2 Available</b>                           |     |    |     |   |          |
|   | 1. Visibly clean, including lid and pedal         |     |    |     |   |          |
|   | 2. No visible sign of damage or rust              |     |    |     |   |          |
|   | 3. Lid available and in working order             |     |    |     |   |          |
|   | 4. Foot pedal opens lid                           |     |    |     |   |          |
|   | 5. Less than 2/3 full                             |     |    |     |   |          |
|   | <b>Area 3 Available</b>                           |     |    |     |   |          |
|   | 1. Visibly clean, including lid and pedal         |     |    |     |   |          |
|   | 2. No visible sign of damage or rust              |     |    |     |   |          |
|   | 3. Lid available and in working order             |     |    |     |   |          |
|   | 4. Foot pedal opens lid                           |     |    |     |   |          |
|   | 5. Less than 2/3 full                             |     |    |     |   |          |
|   | <b>Area 4 Available</b>                           |     |    |     |   |          |
|   | 1. Visibly clean, including lid and pedal         |     |    |     |   |          |
|   | 2. No visible sign of damage or rust              |     |    |     |   |          |
|   | 3. Lid available and in working order             |     |    |     |   |          |
|   | 4. Foot pedal opens lid                           |     |    |     |   |          |
|   | 5. Less than 2/3 full                             |     |    |     |   |          |
| 10. Waste bags tied securely  | 1. Tied securely                                  |     |    |     |   |          |
|   | 2. Clinical waste bags secured with fast text tag |     |    |     |   |          |
| 11. Waste bags are not tied onto trolleys or containers   | 1. Observe practice                               |     |    |     |   |          |



| Section 4. <b>WASTE</b> and Sharps   |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| 4.1 Effectiveness of arrangements for handling, segregation, storage and disposal of waste on ward/ department |   |     |    |     |   |          |
| Question   | Guidance  | Yes | No | N/A | R | Comments |
| 12. Waste bags are stored appropriately prior to collection  | 1. In a designated and secure area                                    |     |    |     |   |          |
| 13. Suction waste is disposed of in a manner to prevent spillage   | 1. Check canister has a liner, gel, or disposable canister            |     |    |     |   |          |
| 14. 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                                    |     |    |     |   |          |
| 15. 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. Waste and **SHARPS**

4.2 Availability, use and storage of sharps containers on ward/ department (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   | 1.                              |     |    |     |   |          |
|   | 2.                              |     |    |     |   |          |
|   | 3.                              |     |    |     |   |          |
|   | 4.                              |     |    |     |   |          |
| 8. Sharps containers are safely positioned, wall bracket in use as appropriate, when in use and out of reach of vulnerable people | 1.                              |     |    |     |   |          |
|   | 2.                              |     |    |     |   |          |
|   | 3.                              |     |    |     |   |          |
|   | 4.                              |     |    |     |   |          |

#### Section 4. Waste and **SHARPS**

4.2 Availability, use and storage of sharps containers on ward/ department (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 away from public access until collected for disposal | 1. Locked                                       |     |    |     |   |          |
|  | 2. Tag in place                                 |     |    |     |   |          |
|  | 3. Signed                                       |     |    |     |   |          |
|  | 4. In a secure area                             |     |    |     |   |          |
| 10. Sharps trays are available, compatible with the sharps containers in use   | 1. Available                                    |     |    |     |   |          |
|  | 2. Compatible                                   |     |    |     |   |          |
| 11. Sharps trays are visibly clean   | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
|  | 4.  |     |    |     |   |          |
| 12. The sharps container on the emergency trolley is secured or empty  | 1. Secure or empty                              |     |    |     |   |          |
|  | 2. Changed in accordance with local policy      |     |    |     |   |          |
| 13. Other aspects of the area observed during the inspection   | Record here any other areas not mentioned above |     |    |     |   |          |

| Scores                     | Yes | No | N/A |
|----------------------------|-----|----|-----|
|                            |     |    |     |
| Percentage achieved        |     |    |     |
|                            |     |    |     |
| Overall Scores Section 4.0 | Yes | No | N/A |
|                            |     |    |     |
| Percentage achieved        |     |    |     |

## Section 5.0 - Patient Equipment

### 5.1 Cleanliness and state of repair of general patient equipment on ward/ department

| 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. 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. Single use equipment is in original packaging and used appropriately  |     |    |     |   |          |
|  | 2. Reusable equipment is decontaminated between patients (check process with staff)  |     |    |     |   |          |
|  | 3. Reusable equipment decontaminated in a CSSD department (Transported in a sealed, easily cleanable, rigid container)   |     |    |     |   |          |
| 3. Equipment shared between departments is decontaminated prior to use   | 1. Visibly clean. Trigger tape in situ (does not include single use or CSSD items in their original packaging)   |     |    |     |   |          |
| 4. Symbol for single use is known by staff. Ask at least 3 staff   | 1.   |     |    |     |   |          |
|  | 2.   |     |    |     |   |          |
|  | 3.   |     |    |     |   |          |
| 5. Bedpans are clean, in a good state of repair, stored correctly to minimise contamination  | 1. Visibly clean   |     |    |     |   |          |
|  | 2. No visible sign of damage, cracks   |     |    |     |   |          |
|  | 3. Stored inverted on bedpan rack  |     |    |     |   |          |
|  | 4. Emptied immediately after use   |     |    |     |   |          |
| 6. Urinals are clean, in a good state of repair, stored correctly to minimise contamination  | 1. Visibly clean   |     |    |     |   |          |
|  | 2. No visible sign of damage, cracks   |     |    |     |   |          |
|  | 3. Stored inverted   |     |    |     |   |          |
|  | 4. Emptied immediately after use   |     |    |     |   |          |
| 7. Commodes are clean, in a good state of repair, ready for use  | 1. Visibly clean   |     |    |     |   |          |
|  | 2. No visible sign of damage, rust, cracks, tears etc  |     |    |     |   |          |
|  | 3. Trigger tape/ or alternative is in place to identify clean and ready for use  |     |    |     |   |          |
| 8. Catheter stands are clean, in a good state of repair  | 1. Visibly clean   |     |    |     |   |          |
|  | 2. No visible sign of damage   |     |    |     |   |          |

## Section 5.0 - Patient Equipment

### 5.1 Cleanliness and state of repair of general patient equipment on ward/ department

| Question   | Guidance  | Yes | No | N/A | R | Comments |
|--|---|-----|----|-----|---|----------|
| 9. Patient wash bowls are visibly clean and stored correctly   | 1. Visibly clean and dry, no body substances, dust, dirt or adhesive tape |     |    |     |   |          |
|  | 2. Stored inverted  |     |    |     |   |          |
|  | 3. No visible signs of damage or cracks                                   |     |    |     |   |          |
| 10. Stored patient equipment is clean, in a good state of repair, ready for use i.e. mattresses, pumps, IV stands, bariatric equipment not in use. | 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              |     |    |     |   |          |
| 11. IV stands are clean, in a good state of repair   | 1. Visibly clean  |     |    |     |   |          |
|  | 2. No visible sign of damage, adhesive tape                               |     |    |     |   |          |
| 12. IV pumps are clean, in a good state of repair  | 1. Visibly clean  |     |    |     |   |          |
|  | 2. No visible sign of damage, adhesive tape                               |     |    |     |   |          |
| 13. ECG machine 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  |     |    |     |   |          |
| 14. Oxygen saturation probes are visibly clean   | 1. Visibly clean, no body substances, dust ,dirt, damage or adhesive tape |     |    |     |   |          |
| 15. Blood gas machine 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  |     |    |     |   |          |
| 16. Drugs trolleys are clean, uncluttered, in a good state of repair   | 1. Visibly clean  |     |    |     |   |          |
|  | 2. No visible sign of damage, adhesive tape                               |     |    |     |   |          |
|  | 3. Free from clutter  |     |    |     |   |          |
| 17. Notes trolleys are clean, uncluttered, in a good state of repair   | 1. Visibly clean  |     |    |     |   |          |
|  | 2. No visible sign of damage, adhesive tape                               |     |    |     |   |          |
|  | 3. Free from clutter  |     |    |     |   |          |
| 18. Linen trolleys are clean, uncluttered, in a good state of repair   | 1. Visibly clean  |     |    |     |   |          |
|  | 2. No visible sign of damage, adhesive tape                               |     |    |     |   |          |
|  | 3. Free from clutter  |     |    |     |   |          |

| Section 5.0 - Patient Equipment   |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 5.1 Cleanliness and state of repair of general patient equipment on ward/ department                |   |     |    |     |   |          |
| Question  | Guidance  | Yes | No | N/A | R | Comments |
| 19. Dressing/ procedure trolleys are clean, uncluttered, in a good state of repair                  | 1. Visibly clean and dust free  |     |    |     |   |          |
|   | 2. No visible sign of damage, adhesive tape   |     |    |     |   |          |
|   | 3. Free from clutter  |     |    |     |   |          |
| 20. IV Trays and Mats are visibly clean   | 1. Visibly clean and dust free  |     |    |     |   |          |
| 21. Resuscitation trolleys are clean, uncluttered, in a good state of repair                        | 2. Visibly clean and dust free, no body substances, or adhesive tape  |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |
|   | 3. Free from clutter  |     |    |     |   |          |
| 22. Items on the resuscitation trolleys/ trays 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  |     |    |     |   |          |
| 23. Patient cardiac monitoring equipment is visibly clean and in a good state of repair             | 1. Visibly clean, no body substances, dust ,dirt or adhesive tape. Leads, straps are decontaminated between patient use |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |
| 24. 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  |     |    |     |   |          |
| 25. 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  |     |    |     |   |          |
| 26. Tourniquets 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                                 |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |
| 27. Stethoscopes are visibly clean  | 1. Visibly clean, no body substances, dust, dirt adhesive tape or damage  |     |    |     |   |          |
| 28. Blood glucose monitoring equipment is visibly clean   | 1. Visibly clean, no body substances, dust, dirt adhesive tape or damage  |     |    |     |   |          |

| <b>Section 5.0 - Patient Equipment</b>   |  |            |           |            |          |                 |
|--|--|------------|-----------|------------|----------|-----------------|
| 5.1 Cleanliness and state of repair of general patient equipment on ward/ department           |  |            |           |            |          |                 |
| <b>Question</b>  | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 29. Ultrasound equipment is visibly clean and in a good state of repair                        | 1. Disposable or check if visibly clean, no body substances, dust, dirt or adhesive tape                         |            |           |            |          |                 |
|  | 2. No visible sign of damage   |            |           |            |          |                 |
|  | 3. The use and decontamination of probes are in line with local policy   |            |           |            |          |                 |
| 30. Portable nebulisers are visibly clean and in a good state of repair                        | 1. Check if visibly clean or disposable  |            |           |            |          |                 |
|  | 2. No visible sign of damage   |            |           |            |          |                 |
|  | 3. Filter in place and no tubing, mask etc attached if not in use  |            |           |            |          |                 |
| 31. 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   |            |           |            |          |                 |
| 32. Reusable suction canisters are visibly clean and in a good state of repair                 | 1. Look at the process for disposal of contents and decontamination with staff                                   |            |           |            |          |                 |
|  | 2. Changed when full and between patient use   |            |           |            |          |                 |
| 33. Suction machines are visibly clean and in a good state of repair                           | 1. Visibly clean   |            |           |            |          |                 |
|  | 2. No visible sign of damage   |            |           |            |          |                 |
| 34. 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.                     |            |           |            |          |                 |
| 35. 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   |            |           |            |          |                 |
| 36. Nebuliser masks are visibly clean and dry  | 1. Visibly clean and dry   |            |           |            |          |                 |
|  | 2. Staff aware of policy for changing/ cleaning  |            |           |            |          |                 |
| 37. 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                          |            |           |            |          |                 |

## Section 5.0 - Patient Equipment

### 5.1 Cleanliness and state of repair of general patient equipment on ward/ department

| Question  | Guidance  | Yes | No | N/A | R | Comments |
|---|---|-----|----|-----|---|----------|
| 38. 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  |     |    |     |   |          |
| 39. Water cooler is mains supplied, visibly clean and in a good state of repair and serviced regularly  | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |
|   | 3. Maintenance programme in place and records available   |     |    |     |   |          |
|   | 4. Is mains water supply  |     |    |     |   |          |
| 40. Ice Machine is mains supplied, visibly clean and in a good state of repair and serviced regularly   | 1. Visibly clean(check inside )   |     |    |     |   |          |
|   | 2. A scoop is used this is kept in a sealed container   |     |    |     |   |          |
|   | 3. No visible sign of damage  |     |    |     |   |          |
|   | 4. Maintenance programme in place and records available   |     |    |     |   |          |
|   | 5. Is mains water supply  |     |    |     |   |          |
| 41. Ventilator equipment used according to manufacturers instructions is visibly clean, used with a filter and in a good state of repair and serviced regularly | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |
|   | 3. Pre planned maintenance programme in place   |     |    |     |   |          |
|   | 4. Humidifiers  |     |    |     |   |          |
|   | 5. Expiratory/ inspiratory filter protection in use   |     |    |     |   |          |
| 42. Hoists are visibly clean and in a good state of repair  | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |
| 43. Hoist slings  | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No sign of damage  |     |    |     |   |          |
|   | 3. Single patient use   |     |    |     |   |          |
|   | 4. Reusable slings are decontaminated according to policy   |     |    |     |   |          |
| 44. Pat slides are visibly clean and in a good state of repair  | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |
| 45. Easy slides are visibly clean and in a good state of repair   | 1. Visibly clean  |     |    |     |   |          |
|   | 2. No visible sign of damage  |     |    |     |   |          |



| Section 5.0 - Patient Equipment  |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| 5.1 Cleanliness and state of repair of general patient equipment on ward/ department |   |     |    |     |   |          |
| Question   | Guidance  | Yes | No | N/A | R | Comments |
| 46. Handling belts are visibly clean and in a good state of repair                   | 1. Visibly clean                                |     |    |     |   |          |
|  | 2. No visible sign of damage                    |     |    |     |   |          |
| 47. Standing aids are visibly clean and in a good state of repair                    | 1. Visibly clean and free from tape             |     |    |     |   |          |
|  | 2. No visible sign of damage                    |     |    |     |   |          |
| 48. Walking aids are visibly clean and in a good state of repair                     | 1. Visibly clean                                |     |    |     |   |          |
|  | 2. No visible sign of damage                    |     |    |     |   |          |
| 49. Wheelchairs are visibly clean and in a good state of repair                      | 1. Visibly clean                                |     |    |     |   |          |
|  | 2. No visible sign of damage                    |     |    |     |   |          |
| 50. Toys are washable, visibly clean and in a good state of repair                   | 1. Visibly clean                                |     |    |     |   |          |
|  | 2. No visible sign of damage                    |     |    |     |   |          |
|  | 3. Toys can be easily cleaned                   |     |    |     |   |          |
| 50. Other aspects of the area observed during the inspection                         | Record here any other areas not mentioned above |     |    |     |   |          |

| Scores                     | Yes | No | N/A |
|----------------------------|-----|----|-----|
|                            |     |    |     |
| Percentage achieved        |     |    |     |
|                            |     |    |     |
| Overall Scores Section 5.0 | Yes | No | N/A |
|                            |     |    |     |
| Percentage achieved        |     |    |     |

**Section 6.0 - Hygiene Factors**

6.1 Availability and Cleanliness of hand wash sinks and consumables on ward/ department (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. Hand wash sinks are accessible and located near to the point of care/ treatment/ patient bed space, in accordance with local and national policy | 1. Numbers provided are in line with local and national policy HBN 04-01 AND HBN 11-01 |     |    |     |   |          |
|   | Accessible (not blocked by furniture or equipment)                                     |     |    |     |   |          |
| 2. Hand wash sinks are visibly clean  | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |
|   | 4.   |     |    |     |   |          |
| 3. Hand wash sinks are free from inappropriate items  | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |
|   | 4.   |     |    |     |   |          |
| 4. Hand wash sinks are in a good state of repair  | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |
|   | 4.   |     |    |     |   |          |
| 5. Hand wash sinks are plug free  | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |
|   | 4.   |     |    |     |   |          |
| 6. Hand wash sinks are overflow free  | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |
|   | 4.   |     |    |     |   |          |

## Section 6.0 - Hygiene Factors

6.1 Availability and Cleanliness of hand wash sinks and consumables on ward/ department (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 |
|--|----------|-----|----|-----|---|----------|
| 7. Water flow should be off set from the sink drainage outlet to prevent contamination splash back from outlet   | 1.       |     |    |     |   |          |
|  | 2.       |     |    |     |   |          |
|  | 3.       |     |    |     |   |          |
|  | 4.       |     |    |     |   |          |
| 8. Elbow operated or sensor taps are available in a clinical area. If no elbow operated or sensor taps available answer yes if staff are able to describe how to turn off taps with a paper towel or observe | 1.       |     |    |     |   |          |
|  | 2.       |     |    |     |   |          |
|  | 3.       |     |    |     |   |          |
|  | 4.       |     |    |     |   |          |
| 9. Mixer taps or thermostatically controlled water are available (may not always be in place due to Legionella control measures)   | 1.       |     |    |     |   |          |
|  | 2.       |     |    |     |   |          |
|  | 3.       |     |    |     |   |          |
|  | 4.       |     |    |     |   |          |
| 10. Liquid soap dispensers are wall mounted  | 1.       |     |    |     |   |          |
|  | 2.       |     |    |     |   |          |
|  | 3.       |     |    |     |   |          |
|  | 4.       |     |    |     |   |          |
| 11. Liquid soap dispensers are visibly clean (Check underneath)  | 1.       |     |    |     |   |          |
|  | 2.       |     |    |     |   |          |
|  | 3.       |     |    |     |   |          |
|  | 4.       |     |    |     |   |          |
| 12. Liquid soap dispensers are dispensed from a single use cartridge   | 1.       |     |    |     |   |          |
|  | 2.       |     |    |     |   |          |
|  | 3.       |     |    |     |   |          |
|  | 4.       |     |    |     |   |          |

**Section 6.0 - Hygiene Factors**

6.1 Availability and Cleanliness of hand wash sinks and consumables on ward/ department (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 |
|---|----------|-----|----|-----|---|----------|
| 13. Liquid soap dispensers are in working order                                     | 1.       |     |    |     |   |          |
|   | 2.       |     |    |     |   |          |
|   | 3.       |     |    |     |   |          |
|   | 4.       |     |    |     |   |          |
| 14. Liquid soap dispensers are free from damage                                     | 1.       |     |    |     |   |          |
|   | 2.       |     |    |     |   |          |
|   | 3.       |     |    |     |   |          |
|   | 4.       |     |    |     |   |          |
| 15. Liquid soap dispensers have sufficient content to allow for the next two washes | 1.       |     |    |     |   |          |
|   | 2.       |     |    |     |   |          |
|   | 3.       |     |    |     |   |          |
|   | 4.       |     |    |     |   |          |
| 16. Paper towel dispensers are enclosed and filled                                  | 1.       |     |    |     |   |          |
|   | 2.       |     |    |     |   |          |
|   | 3.       |     |    |     |   |          |
|   | 4.       |     |    |     |   |          |
| 17. Paper towel dispensers are free from damage                                     | 1.       |     |    |     |   |          |
|   | 2.       |     |    |     |   |          |
|   | 3.       |     |    |     |   |          |
|   | 4.       |     |    |     |   |          |
| 18. Paper towel dispensers are visibly clean  | 1.       |     |    |     |   |          |
|   | 2.       |     |    |     |   |          |
|   | 3.       |     |    |     |   |          |
|   | 4.       |     |    |     |   |          |
| 19. Paper towel dispensers are adequately stocked                                   | 1.       |     |    |     |   |          |
|   | 2.       |     |    |     |   |          |
|   | 3.       |     |    |     |   |          |
|   | 4.       |     |    |     |   |          |

| <b>Section 6.0 - Hygiene Factors</b><br>6.1 Availability and Cleanliness of hand wash sinks and consumables on ward/ department (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 |
| 20. Hand moisturiser is available in staff changing rooms or in one location in the ward/ department  | 1. Available                                    |     |    |     |   |          |
|   | 2. Dispenser or pump in good working order      |     |    |     |   |          |
| 21. Pump operated hand moisturiser dispensers are visibly clean   | 1. Visibly clean, especially underneath         |     |    |     |   |          |
| 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 6.0 - Hygiene Factors**

6.2 Availability (access and supply), visibility and cleanliness of alcohol hand rub containers on ward/ department (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. Alcohol based hand rubs are available at the point of care/ treatment/ bed space | 1.               |     |    |     |   |          |
|   | 2.               |     |    |     |   |          |
|   | 3.               |     |    |     |   |          |
|   | 4.               |     |    |     |   |          |
| 2. Wall mounted alcohol based hand rubs are dispensed from a single use cartridge   | 1.               |     |    |     |   |          |
|   | 2.               |     |    |     |   |          |
|   | 3.               |     |    |     |   |          |
|   | 4.               |     |    |     |   |          |
| 3. Alcohol dispensers are in working order  | 1.               |     |    |     |   |          |
|   | 2.               |     |    |     |   |          |
|   | 3.               |     |    |     |   |          |
|   | 4.               |     |    |     |   |          |
| 4. Alcohol based hand rubs are visibly clean (Check under nozzle)                   | 1.               |     |    |     |   |          |
|   | 2.               |     |    |     |   |          |
|   | 3.               |     |    |     |   |          |
|   | 4.               |     |    |     |   |          |
| 5. Alcohol dispensers are free from damage  | 1.               |     |    |     |   |          |
|   | 2.               |     |    |     |   |          |
|   | 3.               |     |    |     |   |          |
|   | 4.               |     |    |     |   |          |
| 6. Alcohol dispensers have sufficient content for the next two uses                 | 1.               |     |    |     |   |          |
|   | 2.               |     |    |     |   |          |
|   | 3.               |     |    |     |   |          |
|   | 4.               |     |    |     |   |          |
| 7. Portable alcohol based hand rub bottles are on clinical procedure trolleys       | 1. Available     |     |    |     |   |          |
|   | 2. Visible clean |     |    |     |   |          |
| 8. Alcohol based hand rub is available at entrance and exit to ward                 | 1. Available     |     |    |     |   |          |
|   | 2. Visible clean |     |    |     |   |          |

| Section 6.0 - Hygiene Factors   |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 6.2 Availability (access and supply), visibility and cleanliness of alcohol hand rub containers on ward/ department (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. Alcohol based hand rub is available in clinical areas  | 1. Available                                    |     |    |     |   |          |
|   | 2. Visible clean                                |     |    |     |   |          |
| 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****6.3 Availability of PPE on ward/ department- Medical, Nursing, Domestic and Multidisciplinary**

| 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 if required |     |    |     |   |          |
| 2. Single use plastic aprons are stored appropriately away from the risk of contamination but accessible. Check at least 4 locations        | 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 | 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. Face protection is available where there is a risk of bodily fluid splashing onto the face and eyes                                      | 1. Face masks and goggles, visors, for general use  |     |    |     |   |          |
|   | 2. On resuscitation trolley                         |     |    |     |   |          |



| Section 6.0 - Hygiene Factors  |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| 6.3 Availability of PPE on ward/ department- <b>Medical, Nursing, Domestic and Multidisciplinary</b> |   |     |    |     |   |          |
| Question   | Guidance  | Yes | No | N/A | R | Comments |
| 8. 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 Medical, Nursing, Domestic and Multidisciplinary**

## 6.4 Availability, storage and use of materials and equipment for general cleaning of the ward/ department

| 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. The correct dilution of cleaning products for routine cleaning of equipment and the environment is used. Ask at least 3 staff   | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
| 4. Cleaning products for routine cleaning of equipment and the environment are discarded according to manufacturer's guidelines or local policy. Ask at least 3 domestic staff | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
| 5. Spillage kits/ or equivalent PPE and products are available for use in blood and body fluid spillages   | Spillage kits or equivalent are available   |     |    |     |   |          |
| 6. Re-usable bedpans are processed through a washer disinfector. Observe or ask staff  | 1. Washer disinfector available   |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
|  | 4. If no washer disinfector available there is a decontamination protocol is in place |     |    |     |   |          |

## Section 6.0 - Hygiene Factors Medical, Nursing, Domestic and Multidisciplinary

### 6.4 Availability, storage and use of materials and equipment for general cleaning of the ward/ department

| Question   | Guidance   | Yes | No | N/A | R | Comments |
|--|--|-----|----|-----|---|----------|
| 7. Re-usable urinals are processed through a washer disinfector observe or ask staff | 1. Washer disinfector available  |     |    |     |   |          |
|  | 2.   |     |    |     |   |          |
|  | 3.   |     |    |     |   |          |
|  | 4. If no washer disinfector available there is a protocol in place   |     |    |     |   |          |
| 8. 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  |     |    |     |   |          |
| 9. Mop heads are visibly clean, in good repair, stored appropriately                 | 1. Visibly clean   |     |    |     |   |          |
|  | 2. In good repair  |     |    |     |   |          |
|  | 3. Stored and used appropriately   |     |    |     |   |          |
|  | 4. Laundered (daily) process, frequency of changes, may be disposable (handles to stand upright)                 |     |    |     |   |          |
| 10. 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<br>Large buckets may be stored upright but must be dry |     |    |     |   |          |
|  | 4. Colour code per NPSA guidelines   |     |    |     |   |          |
| 11. 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  |     |    |     |   |          |
| 12. 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  |     |    |     |   |          |

| Section 6.0 - Hygiene Factors Medical, Nursing, Domestic and Multidisciplinary                            |   |     |    |     |   |          |
|---|---|-----|----|-----|---|----------|
| 6.4 Availability, storage and use of materials and equipment for general cleaning of the ward/ department |   |     |    |     |   |          |
| Question  | Guidance  | Yes | No | N/A | R | Comments |
| 13. Equipment and machinery used for cleaning is visibly clean  | Visibly clean. Check at least 4 items and specify below |     |    |     |   |          |
|   | 1.  |     |    |     |   |          |
|   | 2.  |     |    |     |   |          |
|   | 3.  |     |    |     |   |          |
|   | 4.  |     |    |     |   |          |
| 14. Equipment and machinery used for cleaning is in a good state of repair. Check at least 4              | 1.  |     |    |     |   |          |
|   | 2.  |     |    |     |   |          |
|   | 3.  |     |    |     |   |          |
|   | 4.  |     |    |     |   |          |
| 15. Equipment and machinery used for cleaning is stored appropriately. Check at least 4                   | 1.  |     |    |     |   |          |
|   | 2.  |     |    |     |   |          |
|   | 3.  |     |    |     |   |          |
|   | 4.  |     |    |     |   |          |
| 16. 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 (observed)   |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| 7.1 Effective hand hygiene procedures undertaken by staff - Multidisciplinary i.e Medical, Nursing, Domestic, all healthcare professionals |   |     |    |     |   |          |
| IF INCORRECT PRACTICE IS OBSERVED INCREASE THE NUMBER OF OBSERVATIONS  |   |     |    |     |   |          |
| Question   | Guidance  | Yes | No | N/A | R | Comments |
| 1. The correct hand wash technique is used. Check seven step technique in use. Observe / ask up to 3 staff                                 | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
| 2. The correct hand rub technique is used. Check seven step technique. Observe / ask up to 3 staff   | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
| 3. Hand hygiene is performed at each of the WHO moments of care. Observe / ask up to 5 staff   | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
|  | 4.  |     |    |     |   |          |
|  | 5.  |     |    |     |   |          |
| 4. Staff can indicate when it is appropriate to use alcohol hand rub. Ask at least 3 staff of various disciplines                          | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
| 5. Staff can indicate when it is appropriate to use antibacterial solutions. Ask at least 3 staff of various disciplines                   | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
| 6. Patients are offered hand hygiene facilities after using the commode/ bedpan  | Are patients offered wipes/ hand washing facilities |     |    |     |   |          |
| 7. Patients are offered hand hygiene facilities before meals   | Are patients offered wipes/ hand washing facilities |     |    |     |   |          |
| 8. Staff perform hand hygiene before serving meals Observe up to 3 staff   | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |

| <b>Section 7.0 - Hygiene Practices (observed)</b><br>7.1 Effective hand hygiene procedures undertaken by staff - <b>Multidisciplinary i.e Medical, Nursing, Domestic, all healthcare professionals</b><br><b>IF INCORRECT PRACTICE IS OBSERVED INCREASE THE NUMBER OF OBSERVATIONS</b> |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| Question   | Guidance  | Yes | No | N/A | R | Comments |
| 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 7.0 - Hygiene Practices (observed)   |   |     |    |     |   |          |
|--|---|-----|----|-----|---|----------|
| 7.2 Safe handling and disposal of sharps by staff Medical, Nursing, Domestic and Multidisciplinary                                       |   |     |    |     |   |          |
| IF INCORRECT PRACTICE IS OBSERVED INCREASE THE NUMBER OF OBSERVATIONS  |   |     |    |     |   |          |
| 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. Observe |     |    |     |   |          |
|  | 2. Dispose of immediately after use i.e. at patient bedside                                       |     |    |     |   |          |
| 2. Used sharps are disposed of without re-sheathing. Check 4 areas   | 1.  |     |    |     |   |          |
|  | 2.  |     |    |     |   |          |
|  | 3.  |     |    |     |   |          |
|  | 4.  |     |    |     |   |          |
| 3. Used needles and syringes are discarded as a complete single unit. Check syringe and needle have not been disconnected. Check 4 areas | 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. 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 (observed)**

 7.3 Effective use of personal protective equipment (PPE) by staff- **Medical, Nursing, Domestic and Multidisciplinary**
**IF INCORRECT PRACTICE IS OBSERVED INCREASE THE NUMBER OF OBSERVATIONS**

| Question  | Guidance                                       | Yes | No | N/A | R | Comments |
|---|--|-----|----|-----|---|----------|
| 1. Single use aprons are worn when in contact or anticipated contact with blood/ body fluids, contaminated items, or significant physical contact                                   | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |
| 2. Single use aprons are worn when serving meals and drinks.  | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |
| 3. Single use aprons are worn as single use items, changed between every patient or changed between different episodes of care  | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |
| 4. Single use aprons are disposed of immediately after use and into correct waste stream  | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |
| 5. Polythene gloves are only use for non care activities  | Only used for activities such as food handling |     |    |     |   |          |
| 6. Gloves are 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.   |     |    |     |   |          |
| 7. Gloves are removed after each patient activity, disposed into correct waste stream and hand hygiene is performed   | 1.   |     |    |     |   |          |
|   | 2.   |     |    |     |   |          |
|   | 3.   |     |    |     |   |          |



**Section 7.0 - Hygiene Practices (observed)**7.3 Effective use of personal protective equipment (PPE) by staff- **Medical, Nursing, Domestic and Multidisciplinary****IF INCORRECT PRACTICE IS OBSERVED INCREASE THE NUMBER OF OBSERVATIONS**

| Question   | Guidance  | Yes | No | N/A | R | Comments |
|--|---|-----|----|-----|---|----------|
| 8. Face, eye protection is 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/ observe staff |     |    |     |   |          |
|  | 2. Disposed of immediately after use and into correct waste stream, observe/ ask staff            |     |    |     |   |          |
| 9. Face, eye protection is worn when anticipating contact with blood/ body fluids and chemicals with a high risk of splashing into eyes. Check | 1. Contact or anticipated contact with blood/ body fluid, observe/ ask staff                      |     |    |     |   |          |
|  | 2. Chemicals with a high risk of splashing into eyes, observe/ ask staff                          |     |    |     |   |          |
| 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>Section 7.0 - Hygiene Practices (observed)</b>  |  |            |           |            |          |                 |
|--|--|------------|-----------|------------|----------|-----------------|
| 7.4 Correct use of isolation using single room facilities and implementation of infection control procedures by staff            |  |            |           |            |          |                 |
| <b>Question</b>  | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
| 1. Patients requiring isolation are in a single room or appropriate cohort area  | Ask staff. If cohort must be same infection  |            |           |            |          |                 |
| 2. If a single room is not available and cohort is not feasible there is a documented risk assessment of the patients/ residents | Ask staff and check records  |            |           |            |          |                 |
| 3. Care pathways/ plans are maintained for patients/ residents with alert conditions/ organisms                                  | Ask staff and check records<br>How many and which ward transfers have taken place (There should be no ward to ward transfer of patients with CDI)<br>Acceptable in an emergency i.e. ICU |            |           |            |          |                 |
| 4. An assessment of the ongoing need for all precautions is made   | 1. Made daily or as decided by IPCT or attending doctor  |            |           |            |          |                 |
|  | 2. Decisions are documented (Review patient/ resident records)   |            |           |            |          |                 |
| 5. PPE is available before they enter the isolation room   | Observe supply and location  |            |           |            |          |                 |
| 6. PPE is worn when in contact with a patient or resident, immediate environment   | 1. In contact with the patient/ resident   |            |           |            |          |                 |
|  | 2. Their immediate environment   |            |           |            |          |                 |
| 7. PPE is removed and disposed of in the isolation room  | Observe practice, ask staff  |            |           |            |          |                 |
| 8. Hand hygiene is performed before/ on entering and before/ after leaving the room/ cohort area                                 | 1. Observe practice if lobby to isolation room is available or cohort area,  |            |           |            |          |                 |
|  | 2. If no lobby, ask staff  |            |           |            |          |                 |
| 9. All waste is disposed of immediately into the hazardous waste stream (clinical waste)   | Observe practice, ask staff  |            |           |            |          |                 |

**Section 7.0 - Hygiene Practices (observed)****7.4 Correct use of isolation using single room facilities and implementation of infection control procedures by staff**

| <b>Question</b>  | <b>Guidance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>R</b> | <b>Comments</b> |
|--|--|------------|-----------|------------|----------|-----------------|
| 10. Used linen is placed in an alginate bag and then placed in an appropriate colour coded linen skip for removal to designated area | Observe practice, ask staff  |            |           |            |          |                 |
| 11. Staff and visitors are made aware of any additional precautionary measures   | Look for notices, signs, information leaflets                                  |            |           |            |          |                 |
| 12. The patient/ resident is aware of the rationale for their placement under contact precautions                                    | If possible, ask patient/ carer and staff                                      |            |           |            |          |                 |
| 13. Patients/ carers are provided with a relevant information leaflet where available  | If possible ask patient/ carer, and staff                                      |            |           |            |          |                 |
| 14. Coughing patients/ residents are taught respiratory etiquette  | Ask staff, may not be appropriate for all i.e. confused patients/ residents    |            |           |            |          |                 |
| 15. Reusable equipment is dedicated for the patient's/ resident's use  | Observe practice, ask staff  |            |           |            |          |                 |
|  | Dedicated commode if no en-suite or dedicated toilet, hoist sling, monitor etc |            |           |            |          |                 |
| 16. The patient's/ resident's environment is cleaned daily with a suitable detergent and/ or disinfectant                            | Observe, ask staff. Check local policy and cleaning schedule                   |            |           |            |          |                 |
| 17. Separate colour coded cleaning equipment is in use for contact precautions areas/ rooms, (NPSA guidelines)                       | Observe, ask staff   |            |           |            |          |                 |
| 18. Separate colour coded cleaning equipment used for contact precautions areas/ rooms is cleaned and stored appropriately after use | Observe, ask staff   |            |           |            |          |                 |

**Section 7.0 - Hygiene Practices (observed)**

7.4 Correct use of isolation using single room facilities and implementation of infection control procedures by staff

| Question   | Guidance  | Yes | No | N/A | R | Comments |
|--|---|-----|----|-----|---|----------|
| 19. 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 (observed)**7.5 Effective cleaning of ward/ department by staff- **Medical, Nursing, Domestic and Multidisciplinary****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 | 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 nurse in charge   |     |    |     |   |          |
| 8. Information on disinfectants and dilution charts is available for staff   | Available and displayed for reference                                     |     |    |     |   |          |

**Section 7.0 - Hygiene Practices (observed)**7.5 Effective cleaning of ward/ department by staff- **Medical, Nursing, Domestic and Multidisciplinary****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 nursing/ domestic staff (COSHH )  | 1. Available and accessible for nursing staff   |     |    |     |   |          |
|  | 2. Available and accessible for domestic staff  |     |    |     |   |          |
| 10. A colour coding system is in place for cleaning equipment and information on the colour coding system is clearly displayed (NPSA guidelines) | 1. In place and known to nursing staff          |     |    |     |   |          |
|  | 2. Clearly displayed                            |     |    |     |   |          |
|  | 3. In a place known to domestic staff           |     |    |     |   |          |
|  | 4. Clearly displayed                            |     |    |     |   |          |
| 11. There is a mechanism to ensure that urgent cleaning(i.e. toilets, isolation rooms/ areas can be carried out as needed (rapid response)       | Check if available and accessible               |     |    |     |   |          |
| 12. 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 (observed)

### 7.6 Staff uniform and work wear

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

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| 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  | 1. Wrist watch/ jewellery check 3 staff                            |  |  |  |  |  |
|  | 2.   |  |  |  |  |  |
|  | 3.   |  |  |  |  |  |
|  | 1. Hand jewellery (a single plain wedding band ring is acceptable) |  |  |  |  |  |
|  | 2.   |  |  |  |  |  |
|  | 3.   |  |  |  |  |  |
| 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 at least 3 staff  | 1.   |  |  |  |  |  |
|  | 2.   |  |  |  |  |  |
|  | 3.   |  |  |  |  |  |

**Section 7.0 - Hygiene Practices (observed)**

## 7.6 Staff uniform and work wear

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

|   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| 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. Staff change into their uniforms on arriving and prior to leaving work. (this may vary for certain staff for example community staff) Check or observe | 1. Nursing staff                                |  |  |  |  |  |
|   | 2. Medical staff                                |  |  |  |  |  |
|   | 3. Domestic staff                               |  |  |  |  |  |
| 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        |     |    |     |
| Overall Scores Section 7.0 | Yes | No | N/A |
|                            |     |    |     |
| Percentage achieved        |     |    |     |



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

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

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

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

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