

Safe management of the care environment Audit Tool for General Practice

Standard: The environment should be clean, free from dust, dirt and body fluid stains and spillages.

Action	<p>This audit tool should be completed weekly by the Lead person for Infection Prevention and Control or other nominated individual and is in addition to the <i>National Standards of Healthcare Cleanliness 2021</i>.</p> <p>In the event of non-compliance, action plans should be produced and reviewed regularly.</p> <p>Completed audit tools should be kept locally for good practice assurance and as evidence for CQC inspections.</p>		
Audit completed by		Job title	
Premises audited		Date	

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1.	Overview of the environment (Please circle the answer)	Room/area	Entrance/lobby	Reception	Waiting area(s)	Consultation /therapy rooms	Clinical rooms/ treatment/minor surgery rooms	Sluice/dirty utility	Toilets	Cleaner's room	Staff rest room	Kitchen areas	Corridors	Pharmacy	Admin offices/medical records	Comments
1.	All high, low and middle surfaces are free from dust, e.g. horizontal surfaces, shelving, curtain tracks, door frames and in a good state of repair	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	
2.	Walls and wall tiles are wipeable, visibly clean, e.g. free from splashes, stains, marks and in a good state of repair.	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	
3.	Tiles and grouting are in good condition, clean and free from mould, e.g. no holes or cracks.	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	
4.	Light fittings and shades are clean, e.g. free from dust, cobwebs, insects.	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	
5.	The floor covering is impervious and washable (clinical areas should not be carpeted. If carpets are used in non-clinical areas, a documented risk assessment has been made).	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	
6.	The floor is in good condition, clean and free from dust including all floor corners and behind doors.	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	

1.	Overview of the environment (Please circle the answer)	Room/area N/A	Entrance/lobby	Reception	Waiting area(s)	Consultation /therapy rooms	Clinical rooms/ treatment/minor surgery rooms	Sluice/dirty utility	Toilets	Cleaner's room	Staff rest room	Kitchen areas	Corridors	Pharmacy	Admin offices/medical records	Comments
7.	To facilitate floor cleaning, the floor is either free from stored items or items stored on the floor are in wheeled wipeable lidded containers.	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	
8.	Curtains/blinds are in good condition and clean.	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	
9.	Fixtures and fittings, e.g. radiator covers, are impervious, in good condition and clean.	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	
10.	Furniture, including chairs, desks and foot stools, are in good condition and clean (check under removable seat cushions and underside of foot stools).	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	

1.	Overview of the environment (Please circle the answer)	Room/area	Entrance/lobby	Reception	Waiting area(s)	Consultation /therapy rooms	Clinical rooms/ treatment/minor surgery rooms	Sluice/dirty utility	Toilets	Cleaner's room	Staff rest room	Kitchen areas	Corridors	Pharmacy	Admin offices/medical records	Comments
11.	Waste bins are in good condition and clean inside and out. Bins in clinical areas and toilets have a foot operated lid and bin liner. Waste bins in other areas, e.g. offices, should have a liner, but do not need to have a lid.	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	N/A	
12.	The area is free from inappropriate items and clutter.	N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	Yes No N/A	

After completing the above 'Overview of the environment', please complete the additional questions below.

Environment		Yes	No	N/A	Comments
2.	Consultation/therapy rooms				
1.	Dedicated hand hygiene facilities, including a clinical handwash basin (with lever taps which are not aligned to run directly into the drain aperture, no plug or overflow), wall mounted dispensers for liquid soap (with single use cartridge) and paper towels, are available, in good condition and clean.				
2.	A laminated 'Hand hygiene technique for staff' poster is displayed.				see Resource No. 3.7
3.	Access to the handwash basin is clear.				

Environment		Yes	No	N/A	Comments
4.	The handwash basin is free from clutter, e.g. used items.				
5.	Items identified as single use (by the wording 'single use' or the symbol ) are always disposed of after use and not reused, e.g. instruments, scissors, medicine pots. Check drawers, cupboards to verify.				
6.	There is appropriate storage of sterile/clean items, e.g. off the floor in a dust free environment (cupboard/wipeable lidded container).				
3.	Clinical rooms/treatment/minor surgery rooms				
1.	Dedicated hand hygiene facilities, including a clinical handwash basin (with lever taps which are not aligned to run directly into the drain aperture, no plug or overflow), wall mounted dispensers for liquid soap (with single use cartridge) and paper towels, are available, in good condition and clean.				
2.	A laminated 'Hand hygiene technique for staff' poster is displayed.				see Resource No. 3.7
3.	Access to the handwash basin is clear.				
4.	The handwash basin is free from clutter, e.g. used items.				
5.	Items identified as single use (by the wording 'single use' or the symbol ) are always disposed of after use and not reused, e.g. instruments, scissors, medicine pots. Check drawers, cupboards to verify.				
6.	There is appropriate storage of sterile/clean items, e.g. off the floor in a dust free environment (cupboard/wipeable lidded container).				
4.	Sluice/dirty utility				
1.	The room is free from inappropriate items and clutter, e.g. sterile items, unused equipment, medical equipment that has been cleaned/decontaminated, general equipment storage.				
2.	Dedicated hand hygiene facilities, including a clinical handwash basin (with lever taps which are not aligned to run directly into the drain aperture, no plug or overflow), wall mounted dispensers for liquid soap (with single use cartridge) and paper towels, are available, in good condition and clean.				
3.	A laminated 'Hand hygiene technique for staff' poster is displayed.				see Resource No. 3.7
4.	Access to the handwash basin is clear.				
5.	The handwash basin is free from clutter, e.g. used items.				
6.	A dedicated sink is available for decontamination of equipment.				

Environment		Yes	No	N/A	Comments
7.	Sanitary ware and fittings are in good condition, clean and free from lime scale and stains.				
8.	pH neutral detergent, disinfectant wipes and disinfectants are available.				
5. Toilets					
1.	There is a facility for offensive waste, e.g. continence pads, disposal-				
2.	Hand hygiene facilities, including wall mounted dispensers for liquid soap (with single use cartridge) and paper towels, are available, in good condition and clean.				
3.	A 'Stop the spread of germs – please wash your hands' poster is displayed.				see Resource No. 3.12
4.	Access to the handwash basin is clear.				
5.	The handwash basin is free from clutter, e.g. used items.				
6.	Sanitary ware and fittings are in good condition, clean and free from lime scale and stains.				
7.	All surfaces of toilets are clean, e.g. seats, lids, hinges, handles and rails.				
8.	All surfaces of raised toilet seats, e.g. risers, support frame, are clean.				
9.	Supplies of toilet roll, waste bags, etc., are minimal and items are not stored on open surfaces.				
10.	Each toilet has its own toilet brush which is clean (no visible soiling or staining), there is no standing water in the brush holder and is air dried in toilet brush holder.				
6. Cleaner's room					
1.	Dedicated hand hygiene facilities, including a handwash basin with a lever tap (stand alone or part of a space saving janitorial unit), wall mounted dispensers for liquid soap (with single use cartridge) and paper towels, are available, in good condition and clean.				
2.	A laminated 'Hand hygiene technique for staff' poster is displayed.				see Resource No. 3.7
3.	The handwash basin is free from clutter, e.g. used items and access to the handwash basin is clear.				

Environment		Yes	No	N/A	Comments
4.	A separate decontamination sink is available, in good condition and clean.				
5.	A slop hopper/bucket sink (stand alone or part of a space saving janitorial unit) is available, in good condition and clean.				
6.	A laminated poster identifying the 'National colour coding for cleaning materials' is displayed.				see Resource No. 3.9
7.	Cleaning equipment is colour coded in accordance with National guidance.				
8.	Cleaning and nursing staff can describe the National colour coding for cleaning materials and equipment: RED for sanitary areas including sinks in sanitary areas BLUE for general areas, e.g. waiting rooms and consulting rooms (including sinks in general areas) GREEN for kitchens YELLOW for treatment and minor operation rooms				
9.	A cleaning schedule is available.				
10.	Cleaning products comply with 'Safe management of the care environment Policy', e.g. chlorine releasing tablets, such as Haztabs, Actichlor or liquids. Alternatively, a '2 in 1' product, which contains both a detergent and a disinfectant, e.g. Chlor-Clean or Actichlor Plus tablets, are available.				
11.	PPE is available; colour coded, e.g. aprons in red , blue , green and yellow .				
12.	Disposable cloths are disposed of daily and when visibly soiled.				
13.	Used mops are washed in detergent and warm water and rinsed after use (then disinfected and rinsed if required), excess moisture removed and stored upright to air dry.				
14.	Disposable mop heads are disposed of after use.				
15.	Reusable mop heads are replaced regularly depending on the frequency of use				
16.	Mop buckets should be washed in detergent and warm water and rinsed after use (then disinfected if required), and stored upside down to air dry.				
17.	Buckets are clean and free from dirt/grime.				
7. Kitchen areas					
1.	All appliances, work surfaces, sink, taps, are in a good condition, clean and free from food and beverage stains.				

Environment		Yes	No	N/A	Comments
2.	Cupboards and cutlery drawers/container are clean and free from dust and debris.				

References

Department of Health (July 2015) *The Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance*

Department of Health (2013) *Health Building Note 00-09: Infection control in the built environment*

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National Institute for Health and Care Excellence (2012) *Healthcare-associated infections: prevention and control in primary and community care Clinical Guidelines 139*

National Patient Safety Agency (2008) *Clean Hands Save Lives, Service user Safety Alert Second Edition 2nd September 2008*

National Patient Safety Agency (2007) *National Colour Coding Scheme for cleaning materials and equipment*

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