

Safe management of the care environment compliance: Monthly IPC Audit Tool for Care Homes

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

Action	<p>This Audit Tool should be completed monthly by the Manager or IPC Lead person.</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	

Contents	Page
1. Overview of the environment	2
2. Bathrooms/shower rooms	4
3. Bedrooms	4
4. Cleaner’s room	5
5. Clinical room/clean utility	6
6. Dining room	7
7. Hairdressing room	7
8. Laundry room	7
9. Linen store room/cupboard	8
10. Lounge, sitting areas, halls/corridors	8
11. Satellite kitchen/beverage areas	9
12. Sensory room	9
13. Sluice/dirty utility	9
14. Toilets	10
References	11

1.	Overview of the environment (Please circle the answer)	Bathrooms/shower rooms (select at least 2 rooms)	Bedrooms (select at least 10%)	Cleaner's room	Clinical room/clean utility	Dining room	Hairdressing room	Laundry room	Linen store room/cupboard	Lounge, sitting areas, halls/corridors	Satellite kitchen/beverage areas	Sensory room	Sluice/dirty utility	Toilets (select at least 2 en-suite and 2 communal toilets)	Comments
1.	All high and low surfaces are in good condition, free from dust, e.g. curtain tracks, shelving, skirting boards, windowsills, window openers	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 ceilings are in good condition, free from dust and cobwebs.	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.	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.	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 <i>(Please circle the answer)</i>	Bathrooms/shower rooms (select at least 2 rooms)	Bedrooms (select at least 10%)	Cleaner's room	Clinical room/clean utility	Dining room	Hairdressing room	Laundry room	Linen store room/cupboard	Lounge, sitting areas, halls/corridors	Satellite kitchen/ beverage areas	Sensory room	Sluice/dirty utility	Toilets (select at least 2 en-suite and 2 communal toilets)	Comments
5.	The floor covering is impervious and washable and sealed at any joints. N.B. Flooring should be covered between the floor and wall in clinical areas. Bath/shower/wet/en-suite rooms should have easily cleaned slip resistant flooring.	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.	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	
7.	To facilitate cleaning floor, the floor is either free from stored items or items stored on the floor are in wheeled wipeable lidded containers.	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.	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)	Bathrooms/shower rooms (select at least 2 rooms)	Bedrooms (select at least 10%)	Cleaner's room	Clinical room/clean utility	Dining room	Hairdressing room	Laundry room	Linen store room/cupboard	Lounge, sitting areas, halls/corridors	Satellite kitchen/beverage areas	Sensory room	Sluice/dirty utility	Toilets (select at least 2 en-suite and 2 communal toilets)	Comments
9.	Fixtures and fittings, e.g. sanitary ware, extractor fans, ventilation grilles radiator covers are impervious, in good condition and clean.	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, tables and foot stools, are in good condition and clean (check under cushions and underside of tables and foot stools).	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	
11.	A foot operated lidded and lined waste bin is available, in good condition and clean inside and out.	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	
12.	The area is free from inappropriate items and clutter, ornaments are kept to a minimum and wipeable.	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.	Bathrooms/shower rooms (select at least 2 rooms)				
	State which bathrooms/shower rooms checked:				
1.	There is a facility for disposal of offensive waste, e.g. continence pads.				
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.	Access to the handwash basin is clear.				
4.	The handwash basin is free from clutter, e.g. used items.				
5.	Sanitary ware and fittings are in good condition, clean and free from lime scale and stains.				
6.	Shower chair, shower head, bathmat, bath hoist, etc., are in good condition, clean and free from lime scale and stains, including surfaces underneath.				
7.	Shower curtains are clean and free from mould and are included on the cleaning schedule.				
8.	Pull cords are wipeable, clean and in good condition.				
9.	Cleaning products are available for staff to clean communal bath, shower, and basins after each use.				
10.	Cleaning products are not stored in the bathroom unless in a locked cupboard.				
11.	Toiletries and other items, e.g. soap bars, shampoo, shower gel, facecloths, razors, etc., are for personal use, and returned to the resident's room after use, not shared between residents.				
12.	The areas are free from inappropriate storage, e.g. hoists, slings, towels, excess stocks of gloves, bags.				
3.	Bedrooms (select at least 10%)				
	State which bedrooms checked:				
1.	The room is free from offensive odour, e.g. urine.				
2.	Bed frames, headboards and mattresses are in good condition, clean and free from dust and soiling, e.g. body fluid stains.				

Environment		Yes	N/A	Comments
3.	Hand hygiene facilities, including wall mounted dispensers for liquid soap (with single use cartridge) and paper towels, are available, for staff and are in good condition and clean.			
4.	Hand hygiene facilities are available for residents to clean their hands prior to meals/snacks (skin wipes are an acceptable alternative to hand washing facilities).			
5.	Access to the handwash basin is clear.			
6.	The handwash basin is free from clutter, e.g. used items.			
4. Cleaner's room				
1.	A cleaner's/domestic's room is available.			
2.	Dedicated hand hygiene facilities, including a handwash basin with a lever tap (stand alone or part of a space saving janitorial unit, with lever or sensor mixer tap which does not 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. If a lever or sensor tap is not available, staff use a paper towel to turn off the tap(s).			
3.	A laminated 'Hand hygiene technique for staff' Poster is displayed.			
4.	Access to the handwash basin is clear.			
5.	The handwash basin is free from clutter, e.g. used items.			
6.	A dedicated bucket sink (stand alone or part of a space saving janitorial unit) is available, in good condition and clean.			
7.	A laminated poster identifying the 'National colour coding for cleaning materials' is displayed.			
8.	Cleaning equipment is colour coded in accordance with national guidance.			
9.	Cleaning and nursing staff can describe the 'National colour coding for cleaning materials and equipment': RED for bathrooms, washrooms, showers, toilets, basins and bathroom floors BLUE for general areas including lounges, offices, corridors and bedrooms GREEN for kitchen areas including satellite kitchen areas and food storage areas YELLOW for bedrooms when someone has an infection and is cared for in their own room (isolated).			
10.	Cleaning products comply with local policy e.g. 'Safe management of the care environment Policy'			
11.	All cleaning products are stored in a designated lockable area, e.g. cleaner's room, in their original containers. If products are diluted, they are in a clean container, labelled with contents and the dilution and the dates the solution was made up and expire are recorded.			

Environment		Yes	No	N/A	Comments
12.	PPE is available; colour coded, e.g. aprons in red, blue, green and yellow.				
13.	Disposable cloths are disposed of daily and when visibly soiled.				
14.	Disposable cloths are used in a resident's room when they are isolated due to a confirmed or suspected infection, e.g. <i>C. difficile</i> or viral gastroenteritis, and disposed of as infectious waste after each use.				
15.	Disposable mop heads used in a resident's room when they are isolated due to a confirmed or suspected infection, e.g. <i>C. difficile</i> , viral gastroenteritis, are disposed of as infectious waste after each use.				
16.	Disposable mop heads used in areas that are not used for isolation, are discarded daily and when visibly soiled.				
17.	Reusable mop heads used in a resident's room when they are isolated due to a confirmed or suspected infection, e.g. <i>C. difficile</i> , viral gastroenteritis, are transported to the laundry in a water soluble bag after each use and laundered at the highest temperature the mop head will withstand.				
18.	Reusable mop heads used in areas that are not used for isolation are laundered daily and when visibly soiled, at the highest temperature the mop head will withstand.				
19.	Reusable mop heads are replaced regularly depending on the frequency of use and if visibly stained.				
20.	Mop heads are thoroughly rinsed in clean warm water between use on the same day, e.g. mopping of a communal area takes place over multiple sessions, excess moisture removed and stored with the head uppermost with the use of wall mounted clips.				
21.	Mop buckets should be cleaned after use, dried with paper towels, then disinfected and dried with paper towels, or stored inverted (upside down) to air dry.				
22.	Buckets are clean and free from dirt/grime.				
23.	Domestic gloves are washed after use with general purpose neutral detergent and warm water.				
5.	Clinical room/clean utility				
1.	Dedicated hand hygiene facilities, including a clinical handwash basin (with lever or sensor mixer tap which does not 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.				
3.	Access to the handwash basin is clear.				
4.	The handwash basin is free from clutter, e.g. used items.				

Environment		Yes	No	N/A	Comments
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 and medicine trolley 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).				
6.	Dining room				
1.	Table cloths and table mats are clean.				
2.	Cutlery is clean with no dried on food.				
3.	Condiment containers, e.g. salt and pepper pots, vinegar bottles, sauce bottles, are in good condition and clean.				
4.	Cupboards and cutlery drawers/container are clean and free from dust and debris.				
5.	Hand hygiene facilities are available for residents to clean their hands prior to meals/snacks (skin wipes are an acceptable alternative to handwashing facilities).				
7.	Hairdressing room				
1.	Hair wash basin is in good condition and clean.				
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.	Access to the handwash basin is clear.				
4.	The handwash basin is free from clutter, e.g. used items.				
5.	The chair is clean and in good condition.				
6.	Clean towels are stored separate from used towels.				
7.	Hair dressing equipment, e.g. hair driers, hair rollers, hair nets, combs and brushes, are clean, free from hair and washed after use.				
8.	The hair dressing trolley is clean and free from dust and hair.				
8.	Laundry room				

Environment		Yes	No	N/A	Comments
1.	There is a dirty to clean workflow process in place, e.g. washing machines are sited in the laundry room nearest to entering the room and the tumble driers sited after the washing machines.				
2.	Only commercial washing machines and tumble driers are in use.				
3.	Machines (including dispensers) are in good condition and clean, e.g. free from dirt, dust, mould or congealed washing powder/liquid.				
4.	There is documented evidence linen is washed at 65°C for not less than 10 minutes or 71°C for not less than 3 minutes.				
5.	Dedicated hand hygiene facilities, including a clinical handwash basin (with lever or sensor mixer tap which does not 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. If a lever or sensor tap is not available, staff use a paper towel to turn off the tap(s).				
6.	A laminated 'Hand hygiene technique for staff' Poster is displayed.				
7.	Access to the handwash basin is clear.				
8.	The handwash basin is free from clutter, e.g. used items.				
9.	Laundry staff wear appropriate PPE, e.g. apron and gloves, when handling all used and infected linen.				
10.	Laundry waiting to be laundered is correctly segregated in the appropriate colour bags. <i>Used linen in a white bag.</i> <i>Infected linen in a soluble bag placed inside a red bag.</i>				
11.	Used linen and clothing is kept in a separate place from clean linen and clothing in the laundry room.				
12.	Clean linen and clothing is not stored in the laundry room, only held for a short period prior to distribution.				
9. Linen store room/cupboard					
1.	A linen store room/cupboard is available (this should be separate from the laundry room, clean linen should not be stored in a laundry room).				
2.	The room/cupboard is free from inappropriate items, e.g. fans, Christmas decorations, equipment.				
3.	Linen is stored on shelving and above floor level. If floor storage is necessary, items are in a wheel able container to avoid items becoming soiled and facilitate floor cleaning.				
4.	Shelving is impervious and in a good state of repair.				

Environment		Yes	No	N/A	Comments
10.	Lounge, sitting areas, halls/corridors				
1.	All questions are covered in Section 1 'Overview of the environment'.				
11.	Satellite kitchen/beverage areas				
1.	All appliances, work surfaces, sinks, taps, are in a good condition, clean and free from food and beverage stains.				
2.	Cupboards and cutlery drawers/container are clean and free from dust and debris.				
12.	Sensory room				
1.	Soft furnishings are clean, e.g. cushions, fidget handheld fabric items, and washed regularly at the frequency identified in the cleaning schedule and when visibly soiled.				
2.	Hard surface objects are clean and cleaned (and disinfected when necessary) regularly at the frequency identified in the cleaning schedule and when visibly soiled.				
3.	Foam floor mats are clean and cleaned (and disinfected when necessary) regularly at the frequency identified in the cleaning schedule and when visibly soiled.				
4.	Items of sensory light therapy, e.g. bubble tubes, are cleaned and disinfected as per manufacturer's instructions regularly at the frequency identified in the cleaning schedule.				
5.	Sensory equipment should be stored in smooth wipeable lidded containers.				
6.	Staff ensure resident's hands are cleaned before using the sensory room.				
13.	Sluice/dirty utility				
1.	The room is free from inappropriate items and clutter, e.g. unused equipment, medical equipment that has been cleaned/decontaminated, general equipment storage.				
2.	The room is free from clean or sterile items, e.g. resident wash bowls, combs, razors.				
3.	Dedicated hand hygiene facilities, including a clinical handwash basin (with lever or sensor mixer tap which does not 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. If a lever or sensor tap is not available, staff use a paper towel to turn off the tap(s).				
4.	A laminated 'Hand hygiene technique for staff' Poster is displayed.				
5.	Access to the handwash basin is clear.				

Environment		Yes	No	N/A	Comments
6.	The handwash basin is free from clutter, e.g. used items.				
7.	A dedicated sink is available for decontamination of equipment.				
8.	A bed pan washer/disinfector or macerator is available and is in good condition and working order. If not available, a 'Cleaning a bed or commode pan' Poster is displayed.				
9.	A slop hopper, if available, is clean and in working order.				
10.	A 'Cleaning and disinfecting a commode' Poster is displayed.				
11.	Sanitary ware and fittings are in good condition, clean and free from lime scale and stains.				
12.	Commode pans and urinals are in good condition, e.g. no evidence of cracking, scoring or staining.				
13.	Cleaning and disinfecting products, e.g. general purpose neutral detergent, disinfectant wipes and disinfectants, are available. If products are diluted, they are in a clean container, labelled with contents and the dilution and the dates the solution was made up and expire are recorded.				
14.	A 'Bristol stool form scale' Poster (laminated/colour) is displayed.				
14.	Toilets (select at least 2 en-suite and 2 communal toilets)				
	State which toilets/en-suites checked:				
1.	There is a facility for disposal of offensive waste, e.g. continence pads.				
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.				
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 including underneath are clean, e.g. seats, lids, hinges, handles and rails.				

Environment		Yes	No	N/A	Comments
8.	Pull cords are wipeable, clean and in good condition.				
9.	All surfaces of raised toilet seats including underneath, e.g. risers, support frame, are clean.				
10.	All surfaces of commodes, including underneath e.g. the cover, seat and frame are clean.				
11.	The raised toilet seats and commodes have no damage/tears/rust that impedes effective cleaning.				
12.	Staff can demonstrate how to clean a commode working from the top down.				
13.	Staff can demonstrate how to clean a commode pan.				
14.	Toiletries and other items, e.g. soap bars, shampoo, shower gel, facecloths, razors, etc., are for personal use, and returned to resident's room after use, not shared between residents.				
15.	Shower chair, shower head, bathmat, bath hoist, etc., are in good condition, clean and free from lime scale and stains.				
16.	Supplies of toilet roll, pads, waste bags, etc., are minimal and items are not stored on open surfaces. Spare supplies are minimal and stored in a cupboard, drawer or lidded wipe able container.				
17.	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.				

References

Department of Health and Social Care (Updated December 2022) *Health and Social Care Act 2008: code of practice on the prevention and control of infections and related guidance*

Loveday HP et al (January 2014) epic3: National Evidence-Based Guidelines for Preventing Healthcare-Associated Infections in NHS Hospitals in England *Journal of Hospital Infection Volume 86 Supplement 1, Pages S1-S70*

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 (2010) *National specifications for cleanliness: Guidance on setting and measuring performance outcomes in care homes*

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

NHS England (2022, updated July 2023) *National infection prevention and control manual (NIPCM) for England*

NHS England and NHS Improvement (2021) *National Standards of Healthcare Cleanliness 2021*

© Harrogate and District NHS Foundation Trust, Community Infection Prevention and Control, www.infectionpreventioncontrol.co.uk