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Infection Prevention and Control (IPC) Audit Template

Introduction

Good infection prevention and control is essential to ensure that people who use healthcare services receive safe and effective care. Effective prevention and control of infection must be part of everyday practice and be applied consistently by everyone. Care Quality Commission (CQC) will assess a registered provider on how it complies with the infection prevention requirements, including environmental cleanliness.

Purpose

The purpose of this audit is to:

- Ensure an infection prevention & control (IPC) audit is conducted on an annual basis – as a minimum
- Ensure the audit accurately reflects findings, with reference to supportive information as examples of evidence of good practice
- Promote a standardised approach to evidence gathering and supportive documentation when preparing for and undertaking an Infection Prevention & Control Annual Audit
- Ensure responsive action is taken and recorded to demonstrate delivery and progress for all findings recorded in the 'No' column

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Refer to the following QCS policies:

- Infection Control and Decontamination Policy and Procedure
- Clinical Waste Disposal Policy and Procedure
- Staff Immunisations Policy and Procedure
- Blood Spillage Policy and Procedure
- COSHH Policy and Procedure
- Cold Chain Policy and Procedure
- Legionella Policy and Procedure
- Training Policy and Procedure
- Accident and Incident Reporting Policy and Procedure
- Needlestick Injury and Sharps Policy and Procedure
- Maintenance Policy and Procedure
- Hazard Reporting Policy and Procedure
- Risk Management Policy and Procedure
- Personal Protective Equipment (PPE) Policy and Procedure
- Meetings Policy and Procedure
- Significant Event Policy and Procedure

Approach

A dedicated inspection date(s) will need to be identified, with named auditors identified to conduct the audit. **On the agreed day(s), the allocated auditor(s) will:**

- Ensure the audit tool is the most recent version
- Ensure a blank audit tool is available for use – paper or computer copy
- Ensure sufficient copies are available for auditing every room in the building, (it may be necessary to photocopy additional paperwork for replicated rooms such as consulting rooms, treatment rooms and toilets)
- Ensure the auditor(s) answer the questions honestly and objectively
- In the event of answering 'Yes' to any question, the auditor(s) will need to document and collate examples of their findings in the 'Comments' column and/or refer to examples of supportive evidence where appropriate e.g. meeting minutes and date of meeting

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This audit template covers the following areas:

- General Management of IPC
- Staff Health
- Staff Training
- Policies, Procedures and Guidelines
- Waiting Room
- Waiting Room – Toys
- Toilets
- Baby Changing Room
- Treatment Rooms
- Consulting Rooms
- Store Rooms
- Cleaners/Domestic Room
- Sluice/Dirty Room
- Sharps Handling and Disposal
- Vaccine Storage and Transportation
- Personal Protective Equipment (PPE)
- Specimen Handling
- Equipment
- Waste Management
- Infection Prevention & Control (IPC) Inspection – Action Plan

Feedback

Ensure the completed audit tool is reviewed and the findings shared with the Manager and/or Registered Manager.

Actions

- Draft an action plan in response to all questions answered 'No', to demonstrate improvements, management of risk and delivery of progress
- **The action plan must identify:**
  - The issue
  - The action(s) taken/to be taken
  - Named individuals responsible for managing and delivering the actions
  - Anticipated delivery timeframes
- Give a copy of the audit findings plus action plan to the Manager and/or Registered Manager
- Ensure the Manager shares the audit findings and actions required with staff, celebrating success, and identifying areas of improvements required

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General Management of IPC

	Question	Yes	No	Comments
1	Is there a named lead person responsible for IPC?			
2	Does the job description of the named lead person outline their responsibilities in respect of IPC?			
3	Is IPC an agenda item at meetings?			
4	Are contact details for the local IPC team up to date and available?			
5	Is there a system for reporting and documenting IPC related incidents?			
6	Have any IPC related audits been carried out? e.g. hand hygiene			
7	Is IPC monitoring fed back to staff? *e.g. at general meetings/staff meetings*			
8	Are local risk assessments available which address or conflict with IPC? *e.g. risk register, SEAs*			

Staff Health

	Question	Yes	No	Comments
1	Do policies require staff to be offered immunisation in line with current guidance?			
2	Have all staff had the necessary immunisations? *Dependent on their role*			
3	Is there a process for staff exclusion or adjustments at work regarding IPC?			
4	Are staff aware of the sharps/needlestick injury procedure?			
8	Are notices available for staff to inform them of the management of a needlestick contamination injury?			

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Staff Training

Use the QCS Staff Skills and Training Matrix

	Question	Yes	No	Comments
1	Is IPC included in induction training? *e.g. hand hygiene, PPE, sharps, needlestick injuries, waste handling*			
2	Have all staff received mandatory IPC training? *Including specimen handling & bodily fluid spillages*			
3	Is there a process to review and update all staff IPC training?			

Policies, Procedures and Guidelines

	Question	Yes	No	Comments
1	Are IPC policies up to date and accessible to all staff?			
2	Is IPC considered before purchasing equipment?			
3	Are there comprehensive written cleaning schedules, standards, and procedures?			
4	Are there clearly outlined staff responsibilities for cleaning dedicated areas and equipment?			
5	Are cleaning processes checked and audited regularly? *e.g. cleaning program*			
6	Are up-to-date cleaning schedules clearly displayed?			
7	Is there a system for carpet cleaning, where appropriate?			

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Waiting Room				
	Question	Yes	No	Comments
1	Is the environment visibly clean? *e.g. walls, windowsills, ceilings, fans and light fittings*			
2	Is the environment free from any visible damage? *e.g. flaking paint, damaged walls/doors/surfaces*			
3	Is furniture made of impermeable and washable material?			
4	Are all furnishings and fittings visibly clean?			
5	Are all furnishings and fittings in a good state of repair?			
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?			
7	Is the floor visibly clean?			
8	Is the flooring in a good state of repair?			
9	Is the environment tidy and uncluttered?			
10	Is there a record of cleaning which includes frequency of cleaning?			

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Waiting Room - Toys				
	Question	Yes	No	Comments
1	Is there a procedure for the management of toys? *If provided*			
2	Is there a record of cleaning toys which includes the frequency of cleaning?			
3	Is there a designated storage area for toys?			
4	Is the storage area or toy box visibly clean?			
5	Are all toys visibly clean?			
6	Are toys made of a cleanable material?			
7	Are children's books clean and undamaged? *If provided*			

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Toilets				
	Question	Yes	No	Comments
1	Are all the toilet environments visibly clean? *e.g. walls, windows, extraction fans, light fittings*			
2	Are all the environments free from any visible damage? *e.g. flaking paint, damaged walls/doors/ surface*			
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?			
4	Are all the toilet floors visibly clean?			
5	Are all the toilet floors washable and impervious to moisture?			
6	Are the toilet floors in a good state of repair?			
7	Are there designated hand wash sinks?			
8	Are the handwash sinks accessible? *e.g. check for obstructions*			
9	Are all handwash sinks in a good state of repair?			
10	Are all handwash sinks visibly clean? *e.g. plugholes and overflows*			
11	Are all handwash sinks free from unnecessary items? *e.g. mugs, medicine pots*			
12	Is liquid soap dispensed from a single dispenser?			
13	Are all soap dispensers wall mounted?			
14	Are all soap dispensers visibly clean? *e.g. free from build-up of soap and debris*			
15	Are paper towels available from an enclosed dispenser?			
16	Are paper towel dispensers visibly clean?			
17	Are promotional hand hygiene posters displayed in each toilet area? Laminated & clean			

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18	Are there hands-free domestic waste bins available for the disposal of paper towels?			
19	Are all foot pedals of domestic waste bins in good working order?			
20	Are all domestic waste bins visibly clean? *e.g. lid and pedal*			
21	Are the domestic waste bins in good condition?			
22	Are facilities available for sanitary waste? *e.g. sanitary bin*			
23	Are all toilets visibly clean?			
24	Are all toilets in a good state of repair? *e.g. toilet seat*			
25	Is there a system in place to ensure that toilet cleaning can be carried out as needed?			
26	Are all toilet brushes and holders visibly clean? *If provided*			

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Baby Changing Room				
	Question	Yes	No	Comments
1	Is the environment visibly clean? *e.g. walls, windows, extraction fans, light fittings*			
2	Is the environment free from any visible damage? *e.g. flaking paint, damaged walls/doors/surface*			
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?			
4	Is the floor visibly clean?			
5	Is the floor covering washable and impervious to moisture?			
6	Is the floor covering in a good state of repair?			
7	Is there a designated hand wash sink?			
8	Is the handwash sink accessible? *e.g. check for obstructions*			
9	Is the handwash sink in a good state of repair?			
10	Is the handwash sink visibly clean? *e.g. plugholes and overflows*			
11	Is the handwash sink free from unnecessary items? *e.g. mugs, medicine pots*			
12	Is liquid soap dispensed from a single dispenser?			
13	Are all soap dispensers wall mounted and out of reach of children?			
14	Is the soap dispenser visibly clean? *e.g. free from build-up of soap and debris*			
15	Are paper towels available from an enclosed dispenser?			
16	Is the paper towel dispenser visibly clean?			
17	Is a promotional hand hygiene poster displayed? Laminated & clean			

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18	Is there a hands-free domestic waste bin available for the disposal of paper towels?			
19	Is the foot pedal of the domestic waste bins in good working order?			
20	Is the domestic waste bin visibly clean? *e.g. lid and pedal*			
21	Is the domestic waste bin in good condition?			
22	Is information displayed for parents on how to keep the changing area clean after each use?			
23	Are cleaning materials available for parents to use? *If necessary*			
24	Is a soft plastic changing mat available and intact? *If provided*			
25	Is there a foot operated pedal bin designated for the disposal of nappies?			
26	Is the foot pedal of the nappy waste bin in good working order?			
27	Is the nappy waste bin visibly clean?			
28	Is the nappy waste bin in good condition?			

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Treatment Rooms

Use multiple sheets for each treatment room if required

	Question	Yes	No	Comments
1	Are the environments visibly clean? *e.g. walls, windows, light fittings*			
2	Are the environments free from any visible damage? *e.g. flaking paint, damaged walls/doors/ surfaces*			
3	Is furniture made of impermeable and washable materials? *e.g. couch, chairs*			
4	Are all furnishings and fittings visibly clean?			
5	Are all furnishings and fittings in a good state of repair?			
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?			
7	Are all floors visibly clean?			
8	Are all floor coverings washable and impervious to moisture?			
9	Are all floor coverings in a good state of repair?			
10	Are there designated hand wash sinks?			
11	Are the hand wash sinks plug free?			
12	Are the handwash basins overflow free?			
13	Are the plug holes offset so the water does not flow directly into them?			
14	Are elbow/sensor taps available?			
15	If no elbow or sensor taps, do staff know how to turn off the tap using a paper towel?			
16	Are mixer taps or thermostatically controlled water available?			

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17	Are hand wash sinks accessible? *e.g. check for obstructions*			
18	Are hand wash sinks in a good state of repair?			
19	Are hand wash sinks visibly clean?			
20	Are handwash sinks free from unnecessary items? *e.g. mugs, medicine pots*			
21	Is liquid soap dispensed from individual dispensers?			
22	Are all soap dispensers wall mounted?			
23	Are all soap dispensers visibly clean? *e.g. free from build-up of soap and debris*			
24	Are paper towels available from an enclosed dispenser?			
25	Are paper towel dispensers visibly clean?			
26	Are promotional hand hygiene posters displayed in each toilet area? Laminated & clean			
27	Are there hands-free domestic waste bins available for the disposal of paper towels?			
28	Are all foot pedals of domestic waste bins in good working order?			
29	Are all domestic waste bins visibly clean? *e.g. lid and pedal*			
30	Are the domestic waste bins in good condition?			
31	Are alcohol-based hand sanitisers wall mounted?			
32	Are there designated work surfaces/trolleys for clinical procedures? *e.g. dressings*			
33	Are dressing trolleys/trays structurally sound and in a good state of repair?			

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34	Are dressing trolley/trays visibly clean?			
35	Are all products stored above floor level?			
36	Is there sufficient storage space?			
37	Are all work surfaces free from clutter?			
38	Are shelves used to store sterile items visibly clean?			
39	Are all cupboards visibly clean?			
40	Are all vaccine fridges used for the storage of vaccines or medicines only? Not for any food			
41	Are all examination couch covers impervious and washable?			
42	Are all couch/chairs visibly clean? *Check frame and legs*			
43	Are all couch/chairs in a good state of repair?			
44	Are disposable couch rolls/sheets changed in between patients?			
45	Are couch rolls stored off the floor on couch roll holders?			
46	Are all curtains visibly clean and on a cleaning/ replacement schedule? *e.g. every 6 months*			
47	Are individual fabric items laundered after single use? If used e.g. blankets, pillowcases, sheets			
48	Are hands free (clinical) waste bins available for the disposal of offensive waste correctly labelled?			
49	Are all foot pedals of the offensive waste bins in good working order?			
50	Are hands free (clinical) waste bins available for the disposal of offensive waste correctly labelled?			

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51	Are all offensive waste bins in good condition? *Check for damage, rust*			
52	Are hands free waste bins available for the disposal of infectious/healthcare risk waste?			
53	Are foot pedals of the infectious/healthcare risk waste bin in good working order?			
54	Are all infectious/healthcare risk waste bins visibly clean, including lid and pedal?			
55	Are all the infectious/healthcare risk waste bins in good condition?			

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Consulting Rooms

Use multiple sheets for each consulting room if required

	Question	Yes	No	Comments
1	Are all consulting rooms visibly clean? *e.g. walls, windows, light fittings*			
2	Are consulting rooms free from any visible damage? *e.g. flaking paint, damaged walls, doors*			
3	Is all furniture made of impermeable and washable materials?			
4	Is the furniture visibly clean? *Check underside of tables*			
5	Is the furniture in a good state of repair? *Check for rips and tears*			
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?			
7	Are all floors visibly clean? *Edges & corners free from dust and grit*			
8	Is all flooring in a good state of repair? *Check for rips and tears*			
9	Are there designated hand wash sinks?			
10	Are the hand wash sinks plug free?			
11	Are the hand wash sinks overflow free? *i.e. does not have an overflow*			
12	Is the waste offset so the water does not flow directly into it? *Not directly into the plug hole*			
13	Are elbow/sensor taps available?			
14	If no elbow or sensor taps, are clinicians & staff aware of how to turn off the taps with a paper towel?			
15	Are mixer taps or thermostatically controlled water available? *Check the temperature*			
16	Are hand wash sinks accessible? *Free from obstructions e.g. equipment*			

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17	Are all hand wash sinks in a good state of repair? *No cracks or chips*			
18	Are all hand wash sinks visibly clean? *Check for build-up of limescale*			
19	Are all hand wash sinks free from extraneous items? *e.g. mugs, medicine pots*			
20	Is soap dispensed from a single use cartridge? *Check there is enough*			
21	Are liquid soap dispensers wall mounted?			
22	Are soap dispensers visibly clean? *Check nozzle for build-up of soap & debris*			
23	Are paper towels available from enclosed dispensers?			
24	Are paper towel dispensers visibly clean?			
25	Are promotional hand hygiene posters displayed?			
26	Are hands-free domestic waste bins available for the disposal of paper towels?			
27	Are foot pedals of the domestic waste bins in good working order? *Do they open the lid?*			
28	Are domestic waste bins visibly clean, including lids and pedals?			
29	Are domestic waste bins in good condition?			
30	Are alcohol-based hand rub bottles available at the point of care?			
31	Is there sufficient storage space? *e.g. not stored on the floor or tops of cupboards*			
32	Are all areas free from clutter and inappropriate items?			
33	Are all examination couch covers impervious and washable?			
34	Are disposable couch rolls/sheets changed in between patients?			
35	Are couch/chairs visibly clean? *e.g. including frame and legs*			

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36	Are couch/chairs in a good state of repair? *e.g. no rips, tears or damage*			
37	Are couch rolls stored off the floor on couch roll holders?			
38	Are all curtains visibly clean and on a cleaning/ replacement schedule? *e.g. 6 monthly checks*			
39	Are individual fabric items laundered after single use? *If used*			
40	Are hands free waste bins available for the disposal of offensive waste?			
41	Are foot pedals of the offensive waste bins in good working order?			
42	Are offensive waste bins visibly clean, including lid and pedal?			
43	Are offensive waste bins in good condition?			
44	Are hands free waste bins available for the disposal of infectious/healthcare risk waste?			
45	Are foot pedals of the infectious/healthcare risk waste bins in good working order? *Lid & pedal*			
46	Are infectious/healthcare risk waste bins visibly clean, including lid and pedal?			
47	Are infectious/healthcare risk waste bins in good condition?			

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Store Rooms				
	Question	Yes	No	Comments
1	Is the environment visibly clean? *e.g. walls, shelves, light fittings*			
2	Is the environment free from any visible damage? *e.g. flaking paint, damaged walls/shelves*			
3	Are all furnishings and fittings visibly clean?			
4	Are all furnishings and fittings in a good state of repair?			
5	Is the floor visibly clean?			
6	Is the floor covering washable and impervious to moisture? *Is it appropriate for the room?*			
7	Is the flooring in a good state of repair?			
8	Are all items of equipment or supplies stored off the floor?			
9	Is the environment tidy and uncluttered? *e.g. accessible for cleaning*			
10	Are items stored appropriately? *e.g. boxes with lids where necessary*			

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Cleaners/Domestic Room				
	Question	Yes	No	Comments
1	Is there a disposal unit for the disposal of contaminated waste water?			
2	Is the unit for the disposal of contaminated waste water visibly clean?			
3	Are mops and buckets stored clean and dry?			
4	Are detachable mop bucket wringers removed and changed daily?			
5	Are mop heads laundered or disposable?			
6	Is there a colour coding system in place for cleaning equipment? *Check poster displayed*			
7	Is cleaning equipment and machinery left clean and dry after use?			
8	Are cleaning cloths laundered or disposable?			
9	Is there a low-level facility for staff to fill buckets with water for cleaning?			

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Sluice/Dirty Room				
	Question	Yes	No	Comments
1	Is there a dedicated deep sink for washing used equipment?			
2	Is there a disposal unit available for disposal of body fluids?			
3	Are cleaning/disinfectant products available for decontamination of equipment and the environment?			
4	Are spillage kits, or alternative, available for use on body fluid spillages?			
5	Are staff aware of the procedures to be used when removing body fluid spillages?			
6	Is personal protective equipment (PPE) available?			
7	Are staff aware of the procedures to be used when removing body fluid spillages?			

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Sharps Handling and Disposal				
	Question	Yes	No	Comments
1	Are staff aware of the procedure for managing a vaccination contamination injury?			
2	Do the sharps containers conform to the safety standard?			
3	Are sharps containers assembled correctly?			
4	Are all sharps containers labelled or tagged with date, locality and a signature on assembly?			
5	Are all sharps bins free from protruding sharps?			
6	Are the contents of all sharps containers below the 'fill line'?			
7	Are sharps containers in use safely positioned and out of reach of vulnerable people?			
8	Are sharps container lids temporarily closed in between use?			
9	Are sharps disposed of safely and at the point of use?			
10	Are used needles and syringes discarded as a complete single unit?			
11	Are used sharps disposed of without re-sheathing?			
12	Has training been provided where needle safe devices are in use?			
13	Are locked sharps containers stored in a secure facility away from public access until collected for disposal?			

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Vaccine Storage and Transportation

	Question	Yes	No	Comments
1	Is there a procedure/policy for the receipt, storage and transport of vaccines available?			
2	Is an audit completed at least annually?			
3	Is there a named individual who is responsible for receiving & storing vaccines?			
4	Is there a named deputy who is responsible for receiving & storing vaccines?			
5	Have staff attended training which includes guidelines and information on vaccine, storage and the maintenance of the cold chain?			
6	Are all vaccines checked against the delivery note?			
7	Are vaccines placed in designated vaccine fridges on delivery?			
8	Are vaccine types, brands, quantities, batch numbers, expiry dates and date and time received recorded?			
9	Are the vaccines stored in designated vaccine fridges which are fit for purpose, and not a domestic type?			
10	Do fridges have an uninterrupted electrical supply?			
11	Are fridges situated away from a heat source and is air able to freely circulate around it?			
12	Are the contents evenly distributed within the fridges to allow air to circulate?			
13	Is there no more than four weeks' worth of vaccines?			
14	Are fridges locked?			
15	Are fridges kept in an area with restricted public access?			
16	Are vaccines stored in their original packaging?			

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17	Are vaccines in date?			
18	Are vaccine stocks rotated and used according to date?			
19	Are fridges serviced on a regular basis in line with the manufacturer's instructions?			
20	Are fridges checked and cleaned monthly?			
21	Are vaccines kept in an approved cool box with a maximum and minimum thermometer, or in an alternative fridge if it is necessary to move them?			
22	Are temperature checks performed and recorded each working day?			
23	Are maximum and minimum temperature thermometers used?			
24	Are recorded temperatures within the acceptable range of 2 - 8°C?			
25	Do fridges have an alarm which activates when its temperature exceeds 8°C, or when it falls below 2°C?			
26	Is there a system in place for safe disposal of expired/surplus/damaged vaccines?			
27	Are vaccines only removed from the fridge immediately before leaving for an external session? *e.g. home visit*			
28	Are vaccines returned immediately to the fridge after an external session?			
29	During transport, are vaccines wrapped in insulation material (e.g. bubble wrap) and stored in a suitable approved cool box with maximum and minimum thermometers with cool packs?			

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Personal Protective Equipment (PPE)				
	Question	Yes	No	Comments
1	Are single use plastic aprons available?			
2	Are single use plastic aprons stored appropriately away from the risk of contamination?			
3	Is a single use apron worn when in contact or anticipated contact with body fluids or contaminated items or significant physical contact?			
4	Are single use aprons worn as single use items and changed between every procedure?			
5	Is there a range of sizes of sterile and non-sterile powder free gloves available?			
6	Are gloves stored appropriately? *e.g. away from contamination and heat source*			
7	Are gloves worn when any invasive procedure is performed?			
8	Are gloves worn when in contact or anticipated contact with body fluids or in potential contact with contaminated items?			
9	Are gloves removed after care activity and hand hygiene performed?			
10	Is eye and face protection worn by staff when anticipating contact with blood and body fluids with a high risk of splashing into the face and eyes?			

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Specimen Handling				
	Question	Yes	No	Comments
1	Is there a procedure for specimen handling?			
2	Have all staff handling/transporting specimens, including reception staff, received appropriate training as specified in the procedure?			
3	Are patients provided with an appropriate specimen container if required to produce specimens at home/clinic?			
4	Are specimens in the appropriate container for the particular specimen type?			
5	Are specimen containers sealed in a designated plastic transit bag?			
6	Are specimens awaiting transit kept in a designated area away from the public and staff social/rest areas?			
7	Is a designated specimen fridge available where required?			
8	Are specimens stored in a dedicated fridge which is separate to food, medicines and vaccines?			
9	Are specimens transported in a suitable container?			
10	Are specimen transport boxes visibly clean?			

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Equipment				
	Question	Yes	No	Comments
1	Is all equipment on a cleaning schedule?			
2	Are cleaning schedules completed, signed and up to date with frequencies and responsibilities identified?			
3	Are cleaning products available for routine cleaning of equipment?			
4	Are items sent for service, inspection or repair, appropriately cleaned and/or disinfected, and a label of contamination status attached?			
5	Are single use items disposed of after use?			
6	Can staff identify single use items? *e.g. the symbol used to indicate single use items*			
7	Are sterile products stored above floor level? *If used*			
8	Are sterile packs sealed and undamaged?			
9	Are all sterile items in date?			
10	Are re-usable instruments returned to a sterile services provider for decontamination? *If used*			
11	Are sterile instrument trays traceable?			
12	Are used instruments (awaiting collection) stored in a rigid, lidded container?			
13	Is all medical equipment in a good state of repair?			
14	Is all reusable equipment routinely cleaned between every patient with general purpose detergent or as per local policy/manufacturer's instructions where this differs?			
15	Is all blood pressure monitoring equipment visibly clean?			
16	Are all stethoscopes visibly clean?			

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17	Is blood glucose monitoring equipment visibly clean?			
18	Are oxygen saturation probes visibly clean?			
19	Are ophthalmoscopes visibly clean and in a good state of repair?			
20	Are the otoscopes (auroscopes) visibly clean and in a good state of repair?			
21	Are dopplers visibly clean?			
22	Are tourniquets single use or decontaminated between uses?			

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Waste Management				
	Question	Yes	No	Comments
1	Are waste bags always tied securely?			
2	Are separate waste streams available in accordance with local guidance? *e.g. different colour bags*			
3	Are infectious/healthcare risk waste bags labelled before storage and disposal?			
4	Are offensive waste bags labelled before storage and disposal?			
5	Is infectious/healthcare risk waste stored separately to domestic waste in a secure designated storage facility/area?			
6	Is offensive waste stored separately to domestic waste in a secure designated storage facility/area?			
7	Is infectious/healthcare risk waste removed by a registered contractor with a valid licence?			
8	Is offensive waste removed by a registered contractor with a valid licence?			
9	Are outside waste containers or storage/waste compound areas secure?			
10	Are outside waste containers or storage/waste compound areas kept clean and tidy and without evidence of vermin and/or inappropriate/extraneous items?			

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Infection Prevention & Control (IPC) Inspection – Action Plan

Action Plan	
Organisation Name	
IPC Lead	
Date of IPC Audit	
Names of Staff who Carried out the Audit	

	Issue/Concern/Deficiency	Action(s) Taken/To Be Taken	By Whom (Name/Role)	Timescale/Review Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Completed and signed on behalf of the Organisation:

Name		Signature	
Designation		Date Completed	

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