

**Care Setting Process Improvement Tool : Endoscopy Environment**

Functional Area: ..... Start Date: ..... Overall Auditors: .....

Module: Environment

Date: ..... Auditors: .....

Standard: To protect patients, visitors and staff from the risk of infection the environment is managed to ensure a clean environment and reduction of microbial contamination.

Question Set: Environment - Reception/Waiting Area

Observation: 1

Room Function: Lobby/Reception/Entrance

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
9	Is the environment tidy and uncluttered?	Check all areas are accessible for cleaning.				
10	Are all telephones visibly clean? (20, 84, 85, 86)	Check receiver.				
11	Are computer systems visibly clean? (20, 84, 85, 86)	Check up to three.				

Question Set Comments/Recommendations for Environment - Reception/Waiting Area

Question Set: Environment - Procedure Room

Observation: 1

Room Function: Treatment Room

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
--	----------	----------	-----	----	-----	---------



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Procedure Room

Observation: 1

Room Function: Treatment Room

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
9	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
10	Are all areas free from clutter and inappropriate items?	Check the area can easily be cleaned.				

Question Set Comments/Recommendations for Environment - Procedure Room

Question Set: Environment - 1st Stage Recovery

Observation: 1

Room Function: Recovery/Resuscitation

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - 1st Stage Recovery

Observation: 1

Room Function: Recovery/Resuscitation

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with covered edges? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
9	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
10	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
11	Is the hand wash basin plug free? (15)	Check the hand wash basin does not have a plug.				
12	Is the hand wash basin overflow free? (15)	Check the hand wash basin does NOT have an overflow.				
13	Is the waste offset so the water does not flow directly into it? (15)	Check the water from the tap does NOT flow directly into the plug hole.				
14	Are elbow/sensor taps available? (15)	Visually check.				
15	If no elbow or sensor taps, are staff aware of how to turn off the taps with a paper towel? (15)	Observe practice or ask a member of staff to describe procedure.				
16	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.				
17	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
18	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
19	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - 1st Stage Recovery

Observation: 1

Room Function: Recovery/Resuscitation

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
20	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
21	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
22	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
23	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
24	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
25	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
26	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
27	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
28	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
29	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
30	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
31	Are alcohol based hand rub bottles available at the point of care? (55, 90)	Check it is within reach, this may be a personal dispenser .				
32	Are alcohol based hand rub dispensers visibly clean? (90)	Check there is no build up on the nozzle. The dispenser should be functioning with enough solution in the dispenser for the next two uses.				
33	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.				

Question Set Comments/Recommendations for Environment - 1st Stage Recovery



Question Set: Environment - 2nd Stage Recovery

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with covered edges? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
9	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
10	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
11	Is the hand wash basin plug free? (15)	Check the hand wash basin does not have a plug.				
12	Is the hand wash basin overflow free? (15)	Check the hand wash basin does NOT have an overflow.				
13	Is the waste offset so the water does not flow directly into it? (15)	Check the water from the tap does NOT flow directly into the plug hole.				
14	Are elbow/sensor taps available? (15)	Visually check.				
15	If no elbow or sensor taps, are staff aware of how to turn off the taps with a paper towel? (15)	Observe practice or ask a member of staff to describe procedure.				
16	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.				
17	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				



Care Setting Process Improvement Tool : Endoscopy Environment



Question Set: Environment - 2nd Stage Recovery

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
18	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
19	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
20	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
21	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
22	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
23	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
24	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
25	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
26	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
27	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
28	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
29	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
30	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
31	Are alcohol based hand rub bottles available at the point of care? (55, 90)	Check it is within reach, this may be a personal dispenser .				
32	Are alcohol based hand rub dispensers visibly clean? (90)	Check there is no build up on the nozzle. The dispenser should be functioning with enough solution in the dispenser for the next two uses.				
33	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.				



Question Set Comments/Recommendations for Environment - 2nd Stage Recovery

Question Set: Environment - Consulting Room

Observation: 1

Room Function: Consulting/Examination Room

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Is the furniture visibly clean?	Check the furniture, especially the 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? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
9	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
10	Is the hand wash basin plug free? (15)	Check the hand wash basin does not have a plug.				
11	Is the hand wash basin overflow free? (15)	Check the hand wash basin does NOT have an overflow.				
12	Is the waste offset so the water does not flow directly into it? (15)	Check the water from the tap does NOT flow directly into the plug hole.				
13	Are elbow/sensor taps available? (15)	Visually check.				
14	If no elbow or sensor taps, are staff aware of how to turn off the taps with a paper towel? (15)	Observe practice or ask a member of staff to describe procedure.				
15	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Consulting Room

Observation: 1

Room Function: Consulting/Examination Room

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
16	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
17	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
18	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
19	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
20	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
21	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
22	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
23	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
24	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
25	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
26	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
27	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
28	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
29	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
30	Are alcohol based hand rub bottles available at the point of care? (55, 90)	Check it is within reach, this may be a personal dispenser .				
31	Is there sufficient storage space?	Check there are no items stored on the floor and tops of cupboards.				
32	Are all areas free from clutter and inappropriate items?	Check the area can easily be cleaned.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Consulting Room

Observation: 1

Room Function: Consulting/Examination Room

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
33	Is the examination couch cover impervious and washable? (84, 85, 86)	Check couch for rips/tears.				
34	Are the disposable couch roll/sheets changed in between patients?	Check with member of staff that couch roll is changed in between patient use.				
35	Is the couch/chair visibly clean?	Check frame as well as top surface.				
36	Is the couch/chair in a good state of repair?	Check for damage.				
37	Are couch rolls stored off the floor on a couch roll holder?	Visually check.				
38	Are all curtains visibly clean and on a cleaning/replacement schedule? (52, 84, 85, 86)	Check local protocol for cleaning and replacement. Change every 6 months.				
39	Are individual fabric items laundered after single use?	Check visually for blankets/pillow cases/sheets or ask member of staff to describe procedure.				
40	Is there a hands free waste bin available for the disposal of offensive waste? (23, 53, 90)	Visually check.				
41	Is the foot pedal of the offensive waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
42	Is the offensive waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
43	Is the offensive waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
44	Is there a hands free waste bin available for the disposal of infectious/healthcare risk waste? (23, 53, 90)	Visually check.				
45	Is the foot pedal of the infectious/healthcare risk waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
46	Is the infectious/healthcare risk waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
47	Is the infectious/healthcare risk waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set Comments/Recommendations for Environment - Consulting Room

Question Set: Environment - Store Room

Observation: 1

Room Function: Store Room

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
4	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
5	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
6	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
7	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
8	Are all items of equipment or supplies stored off the floor? (54)	There should be no equipment or supplies stored on the floor.				
9	Is the environment tidy and uncluttered?	Check all areas are accessible for cleaning.				
10	Are items stored appropriately?	e.g. Boxes with lids.				

Question Set Comments/Recommendations for Environment - Store Room

Question Set: Environment - Toilets

Observation: 1

Room Function: Toilet

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Toilets

Observation: 1

Room Function: Toilet

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
3	Are all surfaces smooth, impervious (for easy cleaning) and with covered edges? (20, 53, 80, 84)	Check all surfaces.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Toilets

Observation: 1

Room Function: Toilet

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
22	Are toilet(s) visibly clean? (20, 52, 84, 85, 86)	Check underneath the toilet seat.				
23	Are the toilet(s) in a good state of repair?	Check for damage.				
24	Is there a mechanism to ensure that toilet cleaning can be carried out as needed? (20, 82, 84, 85, 86)	Check for supply of detergent wipes or other cleaner.			<input checked="" type="checkbox"/>	
25	Are toilets free from inappropriate items?	Check for items that are not used in a toilet.			<input checked="" type="checkbox"/>	
26	Are toilet brushes and holders visibly clean? (20, 84, 85, 86)	Check two for evidence.				
27	Are raised toilet seats visibly clean and stored off the floor? (20, 84)	Check underneath the raised seat.				

Question Set Comments/Recommendations for Environment - Toilets

Question Set: Environment - Toilets

Observation: 1

Room Function: Toilet

Room No.: 2

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all surfaces smooth, impervious (for easy cleaning) and with covered edges? (20, 53, 80, 84)	Check all surfaces.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Toilets

Observation: 1

Room Function: Toilet

Room No.: 2

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
22	Are toilet(s) visibly clean? (20, 52, 84, 85, 86)	Check underneath the toilet seat.				
23	Are the toilet(s) in a good state of repair?	Check for damage.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Toilets

Observation: 1

Room Function: Toilet

Room No.: 2

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
24	Is there a mechanism to ensure that toilet cleaning can be carried out as needed? (20, 82, 84, 85, 86)	Check for supply of detergent wipes or other cleaner.			<input checked="" type="checkbox"/>	
25	Are toilets free from inappropriate items?	Check for items that are not used in a toilet.			<input checked="" type="checkbox"/>	
26	Are toilet brushes and holders visibly clean? (20, 84, 85, 86)	Check two for evidence.				
27	Are raised toilet seats visibly clean and stored off the floor? (20, 84)	Check underneath the raised seat.				

Question Set Comments/Recommendations for Environment - Toilets

Question Set: Environment - Toilets

Observation: 1

Room Function: Toilet

Room No.: 3

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Toilets

Observation: 1

Room Function: Toilet

Room No.: 3

Room: \_\_\_\_\_

	Question	Guidance	Yes	No	N/A	Comment
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
22	Are toilet(s) visibly clean? (20, 52, 84, 85, 86)	Check underneath the toilet seat.				
23	Are the toilet(s) in a good state of repair?	Check for damage.				
24	Is there a mechanism to ensure that toilet cleaning can be carried out as needed? (20, 82, 84, 85, 86)	Check for supply of detergent wipes or other cleaner.				
25	Are toilets free from inappropriate items?	Check for items that are not used in a toilet.				
26	Are toilet brushes and holders visibly clean? (20, 84, 85, 86)	Check two for evidence.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Toilets

Observation: 1

Room Function: Toilet

Room No.: 3

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
27	Are raised toilet seats visibly clean and stored off the floor? (20, 84)	Check underneath the raised seat.				

Question Set Comments/Recommendations for Environment - Toilets

Question Set: Environment - Dirty Utility

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Is furniture made of impermeable and washable materials? (53, 84, 85, 95)	Check furniture.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
9	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
10	Are all work surfaces smooth, impervious, with coved edges to facilitate easy cleaning? (20, 53, 80, 84)	Check all work surfaces.				
11	Are all work surfaces visibly clean? (53)	Check all work surfaces throughout the room are dust free, clean and dry.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Dirty Utility

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
12	Is the dirty utility room free from clutter and inappropriate items? (20, 84)	Check that inappropriate items are not stored in the sluice which might become inadvertently contaminated.				
13	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
14	Is the hand wash basin plug free? (15)	Check the hand wash basin does not have a plug.				
15	Is the hand wash basin overflow free? (15)	Check the hand wash basin does NOT have an overflow.				
16	Is the waste offset so the water does not flow directly into it? (15)	Check the water from the tap does NOT flow directly into the plug hole.				
17	Are elbow/sensor taps available? (15)	Visually check.				
18	If no elbow or sensor taps, are staff aware of how to turn off the taps with a paper towel? (15)	Observe practice or ask a member of staff to describe procedure.				
19	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.				
20	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
21	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
22	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
23	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
24	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
25	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
26	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
27	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
28	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
29	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Dirty Utility

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
30	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
31	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
32	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				
33	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
34	Is there a dedicated deep sink for washing used equipment? (53)	Visually check.				
35	Is there a disposal unit available for disposal of body fluids? (20, 53, 80)	Visually check.				
36	Are cleaning/disinfectant products available for decontamination of equipment and the environment? (60)	Check there are cleaning and disinfectant products available as per policy and that there are instructions on use e.g. poster.				
37	Can staff describe which products should be used for routine cleaning?	Check responses of two staff against local guidance.				
38	Are spillage kits or alternative available for use on body fluid spillages? (20, 60, 84)	Kit: Check expiry date and that it contains a brush/scrapper. Alternative: Check expiry of hypochlorite.				
39	Are staff aware of the procedures to be used when removing body fluid spillages? (60, 85, 86)	Ask a member of staff to describe the procedure.				
40	Are all posters able to be cleaned?	Check posters are wipe-able i.e. laminated.				
41	Is personal protective equipment available? (20)	Check for gloves, aprons and eye protection.				
42	Are re-usable bedpans and urinals processed through a washer disinfectant? (53, 80)	Check for a washer disinfectant to process bedpans/urinals.				
43	Are bedpans and urinals visibly clean?	Visually check.				
44	Is the macerator or bedpan washer visibly clean?	Visually check.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Dirty Utility

Observation: 1

Room Function: Dirty Utility/Sluice

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
45	Is the macerator or bedpan washer in good working order?	Check macerator is working correctly by closing the lid, applying water (enough to cover seal), start machine and check for air bubbles rising from seal or small splashes. (Please check with manufacturer's instructions first and wear eye protection) If intact, no bubbles or splashing will be seen. Check macerator is empty at the end of the cycle. OR Bed pan washer is visibly clean and meeting the appropriate temperature of 80 degrees C for 1 minute.				
46	Is the washer heat disinfecter tested and maintained in line with HTM 2030 or equivalent? (15, 53)	Check: Records for periodic testing. Bedpan washer is reaching the appropriate temp of 80 degrees C for one minute (HTM 2030).				
47	Are bedpans and urinals stored correctly to minimise contamination? (84)	Check bedpans and urinals are stored inverted on racks.				
48	Is the rack visibly clean and in good condition?	Visually check.				
49	Is the room free from communal items? (20)	Check for creams, flannels, cleansing foam etc.				
50	Are measuring jugs either disposable or processed through a washer disinfecter? (20)	Check for disposable jugs/washer disinfecter.				

Question Set Comments/Recommendations for Environment - Dirty Utility

Question Set: Environment - Staff Toilet

Observation: 1

Room Function: Toilet

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
2	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
3	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Staff Toilet

Observation: 1

Room Function: Toilet

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
8	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
9	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
10	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
11	Are hand wash basins free from extraneous items? (53)	e.g. mugs, medicine pots etc.				
12	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
13	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
14	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
15	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
16	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
17	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
18	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
19	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
20	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Staff Toilet

Observation: 1

Room Function: Toilet

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
21	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
22	Are toilet(s) visibly clean? (20, 52, 84, 85, 86)	Check underneath the toilet seat.				
23	Are the toilet(s) in a good state of repair?	Check for damage.				
24	Are toilets free from inappropriate items?	Check for items that are not used in a toilet.				
25	Are toilet brushes and holders visibly clean? (20, 84, 85, 86)	Check two for evidence.				
26	Is toilet paper available from a wall mounted dispenser?	Check the underside of the dispenser for build up of dirt and debris.				
27	Is the toilet paper dispenser visibly clean?	Check the underside for build up of dirt and debris.				
28	Are facilities available for the disposal of sanitary waste?	Check for sanitary bin.				

Question Set Comments/Recommendations for Environment - Staff Toilet

Question Set: Environment - Domestic/Cleaners Room

Observation: 1

Room Function: Cleaners/Domestics Room

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is there a dedicated room for storage of cleaning equipment? (53, 80)	Check that equipment is stored in a dedicated store [separate from other items] e.g. linen, sterile supplies.				
2	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
3	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
4	Are all furnishings and fittings visibly clean? (20, 31, 52, 84, 85, 86)	Check all areas are clean, behind and under surfaces.				
5	Are all furnishings and fittings in a good state of repair? (84, 85, 95)	Where there is damage, check for evidence of action taken to ensure repair or replacement.				
6	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? (20, 53, 80, 84)	Check all surfaces.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Domestic/Cleaners Room

Observation: 1

Room Function: Cleaners/Domestics Room

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
7	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
8	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
9	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
10	Is there a designated hand wash basin? (15, 53, 80, 82, 90)	Visually check.				
11	Are mixer taps or thermostatically controlled water available? (15)	Test water temperature.				
12	Is the hand wash basin accessible? (53, 80, 90)	Check for obstructions e.g. equipment.				
13	Is the hand wash basin in a good state of repair? (15)	Check there are no cracks or chips.				
14	Is the hand wash basin visibly clean? (52, 84)	Check plugholes and overflows for cleanliness & build up of limescale.				
15	Is the soap dispensed from a single use cartridge? (53, 80, 90, 92, 94)	Check cartridge, there should be enough soap for the next two uses.				
16	Is the liquid soap dispenser wall mounted?	Check that the soap dispenser is wall mounted.				
17	Is the soap dispenser visibly clean? (90)	Check the nozzle for build up of soap and debris.				
18	Are paper towels available from an enclosed dispenser? (53, 80, 90)	Paper towels should be soft tissue with enough in the dispenser for the next two washes.				
19	Is the paper towel dispenser visibly clean? (90)	Check underside of dispenser.				
20	Is there a promotional hand hygiene poster displayed? (90)	Check for poster. It should be laminated, clean and relevant to the room.				
21	Is there a hands-free domestic waste bin available for the disposal of paper towels? (53, 56, 80)	Visually check.				
22	Is the foot pedal of the domestic waste bin in good working order? (53, 80)	Check the foot pedal opens the lid.				
23	Is the domestic waste bin visibly clean, including lid and pedal? (23, 85, 86)	Check bins are clean externally and internally.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Domestic/Cleaners Room

Observation: 1

Room Function: Cleaners/Domestics Room

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
24	Is the domestic waste bin in good condition? (23, 85, 86)	Check for rust i.e. underneath lid.				
25	Is there a disposal unit for the disposal of contaminated waste water? (53, 80)	Check there is a disposal unit.				
26	Is the unit for the disposal of contaminated waste water visibly clean? (85)	Visually check.				
27	Are mops and buckets stored clean and dry? (52)	Check storage and cleanliness of mops and buckets.				
28	Are detachable mop bucket wringers removed and cleaned daily?	Remove and check underneath.				
29	Are mop heads laundered or disposable? (52)	Check local policy for frequency and that mop heads are in a good state of repair.				
30	Is there a colour coding system in place for cleaning equipment? (52, 53, 80, 85, 86)	Check equipment is colour coded and posters are displayed and the available equipment is coloured as per poster.				
31	Is cleaning equipment and machinery left clean and dry after use? (52, 85, 86)	Visually check.				

Question Set Comments/Recommendations for Environment - Domestic/Cleaners Room

Question Set: Environment - Water Coolers/Water Dispensers

Observation: 1

Room Function:

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Are water coolers/ice machines on a portable supply e.g. mains or treated water supply? (72)	Visually check.				
2	Is the water cooler/ice making machine cleaned at least once a week according to the manufacturer's instructions? (53, 72, 80)	Ask a member of staff about practice, check local instructions.				
3	Is the water cooler/ice machine on a planned maintenance programme? (53, 80)	Ask for evidence (written).				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Environment - Water Coolers/Water Dispensers

Observation: 1

Room Function: Room No.: 1 Room: .....

	Question	Guidance	Yes	No	N/A	Comment
4	If used for consumption, does the ice making machine dispense ice from a nozzle directly into a receptacle on demand? (53, 80)	Check that it's not dispensed into a storage container.				

Question Set Comments/Recommendations for Environment - Water Coolers/Water Dispensers

Question Set: Environment - Linen Management

Observation: 1

Room Function: Linen Room No.: 1 Room: .....

	Question	Guidance	Yes	No	N/A	Comment
1	Is there a designated clean storage area for clean linen? (53, 80)	Check for linen in sluice or bathroom and also for no inappropriate items.				
2	Is the environment visibly clean? (15, 20, 52, 53, 80, 84, 86)	Check walls, windows, ceilings, fans and light fittings are free from dust/debris/insects etc.				
3	Is the environment free from any visible damage? (20, 53, 77, 80, 84, 85, 95)	Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair.				
4	Is the floor visibly clean? (20, 52, 84, 85, 86)	Check the edges and corners are clean and free of dust and grit.				
5	Is the floor covering washable and impervious to moisture? (20, 53, 80, 84)	Is the floor covering appropriate for the room.				
6	Is the flooring in a good state of repair? (52, 53)	Check for rips and tears.				
7	Is all linen stored off the floor?	Visually check.				
8	Is the area / room used to store clean linen free from inappropriate items? (53, 80)	Check linen area store for inappropriate equipment, Christmas trees, hair dressing equipment etc.				
9	Is used linen placed directly into appropriate colour coded bags/containers at the point of use? (38)	Observe practice or ask a member of staff to describe procedure.				
10	Are water-soluble bags used for soiled and/or infected linen? (38)	Observe practice or ask a member of staff to describe procedure also check availability of bags.				
11	Are used linen bags/containers less than 2/3rds full? (38)	Check linen bags/containers can be secured.				



Care Setting Process Improvement Tool : Endoscopy Environment



Question Set: Environment - Linen Management

Observation: 1

Room Function: Linen

Room No.: 1

Room: .....

	Question	Guidance	Yes	No	N/A	Comment
12	Are rigid linen skips visibly clean? (84, 85, 86)	Check for visible cleanliness.				
13	Is used linen stored in a designated area until collection, e.g. sluice room, dirty utility room? (38, 53)	Ask a member of staff which room used linen is stored in.				
14	Do staff wear disposable gloves and aprons when handling soiled linen? (20)	Observe practice or ask a member of staff to describe procedure.				

Question Set Comments/Recommendations for Environment - Linen Management

**Care Setting Process Improvement Tool : Endoscopy Environment**

- 15 Department of Health (2006) Health Technical Memorandum 64 (HTM 64): Sanitary assemblies. London: TSO
- 20 Pratt RJ, Pellowe C, Wilson JA, Loveday HP, Harper PJ, Jones SRLJ, McDougall CM, Wilcox MH. (2007) Epic2: National Evidence Based Guidelines for preventing Healthcare-Associated Infection in NHS Hospitals in England. Journal of Hospital Infection. 65 (1) Supplement 1.
- 23 Department of Health (2006) Health Technical Memorandum 07-01: Safe management of healthcare waste.  
[www.dh.gov.uk/prod\\_consum\\_dh/groups/dh\\_digitalassets/documents/digitalasset/dh\\_073328.pdf](http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_073328.pdf)
- 31 NPSA (2007) Safer Practice Notice 15 Colour Coding of Hospital Cleaning Materials and Equipment, London.  
[www.hospitalcaterers.org/news/2007/downloads/NPSA-Safer-Practice-Notice-15.pdf](http://www.hospitalcaterers.org/news/2007/downloads/NPSA-Safer-Practice-Notice-15.pdf)
- 38 Department of Health NHS Executive (1995) Guidelines. Hospital Laundry Arrangements for Used and Infected Linen. HSG (95) 18. Department of Health  
[www.dh.gov.uk/en/publicationsandstatistics/lettersandcirculars/healthserviceguidelines/dh\\_4017865](http://www.dh.gov.uk/en/publicationsandstatistics/lettersandcirculars/healthserviceguidelines/dh_4017865)
- 52 The national specifications for cleanliness in the NHS: A framework for setting and measuring performance outcomes April 2007.  
[www.nrls.npsa.nhs.uk/resources/?EntryId45=59818](http://www.nrls.npsa.nhs.uk/resources/?EntryId45=59818)
- 53 Health Facility Note 30 Infection Control in the built environment. Stationary Office, 2003 (soon to be superseded by HBN 00-09)
- 54 MDA SN (32) 1999 Storage of sterile medical devices London Medical Devices Agency
- 55 National Patient Safety Agency. Patient Safety Alert 2008. Clean Hands Saves Lives.
- 56 Department of Health (1991) Health Building Notes 26: Operating Department. London: The Stationary Office.
- 60 Ayliffe GAJ, Fraise AP, Geddes AM, Mitchell K. (2000) Control of Hospital Infection - practice handbook, 4th Edition. London: Arnold
- 72 Regulation (European Commission) number 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs
- 77 Standards - March 2008 Healthcare Associated Infection (HAI): Quality Improvement Scotland, 2008.
- 80 Scottish Health Facility Note 30: Infection Control in the Built Environment: Design and Planning. In: Scotland HF, Editor: NHS National Services Scotland, 2007
- 82 Department of Health (2009) Code of Practice for the NHS on the prevention and control of healthcare associated infections and related guidance: Department of Health.
- 84 Control of the Environment Policy and Procedure. In: Infection Control Team HPS, editor: NHS National Services Scotland, 2009  
[www.documents.hps.scot.nhs.uk/hai/infection-control/sicp/environment/mic-p-environment-2009-02.pdf](http://www.documents.hps.scot.nhs.uk/hai/infection-control/sicp/environment/mic-p-environment-2009-02.pdf)
- 85 The NHS Cleaning Manual: NPSA, 2009
- 86 The NHS Scotland National Cleaning Services Specification. In: Force HAIT, editor: NHS National Services Scotland  
[www.scotland.gov.uk/Publications/2004/05/19319/36643](http://www.scotland.gov.uk/Publications/2004/05/19319/36643)
- 90 World Health Organisation (2009) Guidelines on hand hygiene in health care. Geneva, Switzerland: World Health Organisation
- 92 Kerr J. (1998) Handwashing. Nursing Standards 12 (51) 35-42
- 94 Ward (2000) Handwashing facilities in the clinical area; a literature review. British Journal of Nursing 9 (2) 82-86
- 95 Management of Blood and Other Body Fluid Spillages Policy and Procedure. In: Infection Control Team HPS, editor: NHS National Services Scotland, 2009  
[www.documents.hps.scot.nhs.uk/hai/infection-control/sicp/spillages/mic-p-spillages-2009-02.pdf](http://www.documents.hps.scot.nhs.uk/hai/infection-control/sicp/spillages/mic-p-spillages-2009-02.pdf)



Care Setting Process Improvement Tool : Endoscopy Environment

Module: Sharps Handling and Disposal

Date: \_\_\_\_\_ Auditors: \_\_\_\_\_

Standard: Sharps are managed safely to reduce the risk of inoculation injury.

Question Set: Sharps Handling and Disposal - Sharps Handling

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Are staff aware of the procedure for managing an inoculation contamination injury? (20, 81)	Ask two members of staff to describe the procedure.			<input checked="" type="checkbox"/>	
2	Do the sharps containers conform to BS7320 (1990)/UN 3291 standards? (20)	Check all bins.				
3	Are sharps containers assembled correctly? (20, 23)	Check that the lids are secure on the sharps bins in use.				
4	Are all sharps containers labelled or tagged with date, locality and a signature on assembly? (20, 23)	Check the labels on all sharps bins in use.			<input checked="" type="checkbox"/>	
5	Are all sharps bins free from protruding sharps? (20, 81)	Check all sharps bins in use.			<input checked="" type="checkbox"/>	
6	Are the contents of all sharps containers below the 'fill line'? (20, 48, 68)	Check all sharps containers are not overfilled.				
7	Are sharps container lids temporarily closed in between use? (20, 23, 81)	Visually check.				
8	Are used sharps disposed of without re-sheathing? (20, 81)	Observe practice or ask a member of staff to describe procedure.				
9	Are sharps disposed of safely and at the point of use? (20, 81)	Observe practice or ask a member of staff to describe procedure. Also check that clean trays/bins are available and are compatible with the bins in use.				
10	Are used needles and syringes discarded as a complete single unit? (20, 68, 81)	Observe practice or ask a member of staff to describe procedure.				
11	Has training been provided where needle safe devices are in use? (20)	Ask a member of staff to explain how a device works where in use.				
12	Are locked sharps containers stored in a secure facility away from public access until collected for disposal? (20, 23)	Check sharps bins awaiting collection.			<input checked="" type="checkbox"/>	
13	Are in use sharps containers safely positioned and out of reach of vulnerable people? (20, 81)	Check bins are not stored in an open access area and are positioned at a safe height.				



Question Set Comments/Recommendations for Sharps Handling and Disposal - Sharps Handling

- 20 Pratt RJ, Pellowe C, Wilson JA, Loveday HP, Harper PJ, Jones SRLJ, McDougall CM, Wilcox MH. (2007) Epic2: National Evidence Based Guidelines for preventing Healthcare-Associated Infection in NHS Hospitals in England. Journal of Hospital Infection. 65 (1) Supplement 1.
- 23 Department of Health (2006) Health Technical Memorandum 07-01: Safe management of healthcare waste.  
[www.dh.gov.uk/prod\\_consum\\_dh/groups/dh\\_digitalassets/documents/digitalasset/dh\\_073328.pdf](http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_073328.pdf)
- 48 Department of Health (2000) Hepatitis B infection healthcare workers: guidance on implementation of Health Service Circular 2000/020. London: Department of Health  
[www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_073132](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_073132)
- 68 AAGBI (2008) Infection control in anaesthesia AAGBI Safety Guideline: Infection Control in Anaesthesia. Anaesthesia, 63;1027-1036
- 81 Department of Health (1998) Guidance for Clinical Health Care Workers: Protection Against Infection with Blood-borne Virus Recommendations of the Expert Advisory Group on AIDS and the Advisory Group on Hepatitis

Module: Patient Equipment

Date: ..... Auditors: .....

Standard: All patient equipment is cleaned and maintained appropriately to prevent cross infection.

Question Set: Patient Equipment - Management of Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is all equipment detailed on a cleaning schedule? (77, 78, 82, 83, 84, 85, 86)	Ask to see cleaning schedule and check it is comprehensive. Is all equipment documented?				
2	Are schedules completed, signed and up to date with frequencies and responsibilities identified? (77, 78, 82, 84, 85, 86)	Check schedules are completed, signed and up to date.				
3	Are items sent for service, inspection or repair, appropriately cleaned and/or disinfected, and a label of contamination status attached? (82, 87)	Ask to see labels used to mark items being sent for service, inspection or repair.				
4	Is loaned equipment decontaminated prior to use unless received from an accredited sterile services department/unit? (67, 87)	Ask staff to describe the process.				
5	Are sterile products stored above floor level? (54)	Check store/clean utility/treatment etc.				
6	Are sterile packs sealed and undamaged? (54, 77, 78, 82)	Check a selection of packs.				
7	Are all sterile items in date? (54, 77, 78, 82)	Check a selection of items.				
8	Can staff describe the symbol used to indicate single use items? (87)	Ask a member of staff to describe the symbol.				
9	Are all re-usable instruments returned to a sterile services provider for decontamination? (67)	Check laryngoscope blades, handles, supra glottic airways.				
10	Are cleaning products available for routine cleaning of equipment? (68)	Check against local policy/guidelines. Check availability, for example look in dirty utility rooms.				

Question Set Comments/Recommendations for Patient Equipment - Management of Equipment

Question Set: Patient Equipment - Monitoring & Physiological Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is all equipment in a good state of repair? (29)	Check for evidence of the repair/replacement of damaged or broken equipment.				



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Patient Equipment - Monitoring & Physiological Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
2	Is blood pressure monitoring equipment visibly clean? (77, 78, 82)	Check there is no sticky tape or other attachments which prevents effective cleaning.				
3	Are all stethoscopes visibly clean? (77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
4	Is blood glucose monitoring equipment visibly clean? (77, 78, 82)	Check for body substances, dust, dirt, debris or adhesive tape.				
5	Is all equipment routinely cleaned between every patient with general purpose detergent or as per local policy/manufacturer`s instructions where this differs? (77, 78, 82)	Observe practice or ask a member of staff to describe procedure.				
6	Are IV stands/pumps visibly clean? (77, 78, 82)	Inspect up to three.				
7	Are monitoring leads/straps decontaminated between patients? (77, 78, 82)	Check three.				
8	Are tourniquets single use or decontaminated between uses? (77, 78, 82)	Visually check.				

Question Set Comments/Recommendations for Patient Equipment - Monitoring & Physiological Equipment

Question Set: Patient Equipment - Resuscitation Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is the resuscitation trolley visibly clean? (85)	Check trolley for dust and debris.				
2	Are items on the resuscitation trolley visibly clean? (77, 78, 82)	Check three items on the trolley.				
3	Is resuscitation equipment either single use or reprocessed through a sterile services provider? (77, 78, 82, 87)	Check laryngoscope blades, ambu bags, face masks.				

Question Set Comments/Recommendations for Patient Equipment - Resuscitation Equipment

Question Set: Patient Equipment - Respiratory Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
--	----------	----------	-----	----	-----	---------



Care Setting Process Improvement Tool : Endoscopy Environment

Question Set: Patient Equipment - Respiratory Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is the suction machine visibly clean and dry? (77, 78, 82)	Check.				
2	Are disposable suction liners used and changed between patients? (77, 78, 82)	Observe practice or ask a member of staff to describe procedure.				
3	Are nebulisers stored clean and dry between use? (77, 78, 82)	Check they are cleaned as per manufacturer's instructions or local guidelines.				

Question Set Comments/Recommendations for Patient Equipment - Respiratory Equipment

Question Set: Patient Equipment - Manual Handling Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is manual handling equipment stored appropriately? (77, 78, 82, 84)	Check there are none stored in an inappropriate areas such as sluice or bathroom.				
2	Are manual handling slings/sheets single use or laundered after use? (77, 78, 82)	Inspect in use slings/question staff.				
3	Are PAT (Patient Assisted Transfer) slides stored off the floor? (77, 78, 82, 84)	Visually check.				

Question Set Comments/Recommendations for Patient Equipment - Manual Handling Equipment

**Care Setting Process Improvement Tool : Endoscopy Environment**

- 29 Department of Health (2006) Water Systems Health Technology Memorandum 04-01 (HTM 04-01): The control of Legionella, hygiene, safe hot water, cold water and drinking water systems. Part A: Design, Installation and Testing. London: The Stationary Office; 2006
- 54 MDA SN (32) 1999 Storage of sterile medical devices London Medical Devices Agency
- 67 Department of Health (2007) Health Technology Memorandum 01-01: Decontamination of re-usable medical devices Part A. London: The Stationary Office
- 68 AAGBI (2008) Infection control in anaesthesia AAGBI Safety Guideline: Infection Control in Anaesthesia. Anaesthesia, 63;1027-1036
- 77 Standards - March 2008 Healthcare Associated Infection (HAI): Quality Improvement Scotland, 2008.
- 78 Draft Infection Prevention and Control Standards: A Consultation Document: Health Information and Quality Authority, Republic of Ireland 2009
- 82 Department of Health (2009) Code of Practice for the NHS on the prevention and control of healthcare associated infections and related guidance: Department of Health.
- 83 Cleaning Manual - Acute Hospitals. In: Quality RCC, National Hospitals Office, editor: Health Service Executive, Republic of Ireland, 2006
- 84 Control of the Environment Policy and Procedure. In: Infection Control Team HPS, editor: NHS National Services Scotland, 2009  
[www.documents.hps.scot.nhs.uk/hai/infection-control/sicp/environment/mic-p-environment-2009-02.pdf](http://www.documents.hps.scot.nhs.uk/hai/infection-control/sicp/environment/mic-p-environment-2009-02.pdf)
- 85 The NHS Cleaning Manual: NPSA, 2009
- 86 The NHS Scotland National Cleaning Services Specification. In: Force HAIT, editor: NHS National Services Scotland  
[www.scotland.gov.uk/Publications/2004/05/19319/36643](http://www.scotland.gov.uk/Publications/2004/05/19319/36643)
- 87 Medicines and Healthcare Products Regulatory Agency (2006) Single use medical devices: implications and consequences of reuse. MDA DB 2006(04)  
[www.mhra.gov.uk/Publications/Safetyguidance/DeviceBulletins/CON2024995](http://www.mhra.gov.uk/Publications/Safetyguidance/DeviceBulletins/CON2024995)



Care Setting Process Improvement Tool : Endoscopy Environment

Module: Personal Protective Equipment

Date: Auditors:

Standard: Protective clothing is available and worn for all aspects of care which may involve contact with blood or body fluids or where asepsis is required.

Question Set: Personal Protective Equipment - Personal Protective Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Are single use plastic aprons available? (20, 79)	Check they are readily available.				
2	Are single use plastic aprons stored appropriately away from the risk of contamination? (20, 53, 80)	e.g. not stored in the dirty utility room.				
3	Is a single use apron worn when in contact or anticipated contact with body fluids or contaminated items or significant physical contact? (20, 79)	Observe practice or ask a member of staff to describe procedure.			<input checked="" type="checkbox"/>	
4	Are single use aprons worn as single use items and changed between every patient? (20, 79)	Observe staff during the audit to assess whether aprons are changed between patients.				
5	Are single use aprons changed between different episodes of care on the same patient? (20, 75, 79)	Check apron is changed when moving from dirty procedure to clean procedure.			<input checked="" type="checkbox"/>	
6	Is there a range of sizes of sterile and non-sterile powder free gloves available? (20, 75, 79)	Check gloves are readily available by obtaining a pair. Check gloves conform to CE mark (European Community standards).				
7	Are polythene gloves only used for non care activities? (20, 75, 79)	Gloves may be used for food handling. Observe practice or ask a member of staff to describe procedure.				
8	Are gloves stored appropriately? (20, 53, 80)	Check visually that gloves are stored away from the risk of contamination and heat sources.				
9	Are gloves worn when any invasive procedure is performed? (20)	Observe practice such as insertion of invasive device e.g. catheter or ask a member of staff to describe the procedure.				
10	Are gloves worn when in contact or anticipated contact with body fluids or in potential contact with contaminated items? (20, 79)	Observe practice such as handling of contaminated dressings/cleaning equipment.			<input checked="" type="checkbox"/>	
11	Are gloves removed after care activity and hand hygiene performed? (20)	Check gloves are not worn when handling records, answering phone etc. Moment 3 - after body fluid exposure.			<input checked="" type="checkbox"/>	



Question Set: Personal Protective Equipment - Personal Protective Equipment

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
12	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? (20, 75)	Observe practice or ask a member of staff to describe procedure.				

Question Set Comments/Recommendations for Personal Protective Equipment - Personal Protective Equipment

- 20 Pratt RJ, Pellowe C, Wilson JA, Loveday HP, Harper PJ, Jones SRLJ, McDougall CM, Wilcox MH. (2007) Epic2: National Evidence Based Guidelines for preventing Healthcare-Associated Infection in NHS Hospitals in England. Journal of Hospital Infection. 65 (1) Supplement 1.
- 53 Health Facility Note 30 Infection Control in the built environment. Stationary Office, 2003 (soon to be superseded by HBN 00-09)
- 75 Pellowe CM , Pratt RJ , Harper P , Loveday HP , Robinson N , Jones SR , MacRae ED , Mulhall A , Smith GW , Bray J , Carroll A , Chieveley, Williams S , Colpman D , Cooper L , McInnes E , McQuarrie I , Newey JA , Peters J , Pratelli N , Richardson G , Shah PJ , Silk D , Wheatley C , Guideline Development Group . ( 2003 ) Infection control: prevention of healthcare-associated infections in primary and community care. Guidelines for preventing healthcare-associated infections during long-term urinary catheterisation in primary and community care. Simultaneously published in: Journal of Hospital Infection December 2003; 55 (Supplement 2): 1–127 and British Journal of Infection Control December 2003 (Supplement): 4(6): 1-100.  
<http://www.epic.tvu.ac.uk/PDF%20Files/epic2/epic2-final.pdf>
- 79 Personal Protective Equipment Policy and Procedure (an element of Standard Infection Control Precautions). In: Health protection Scotland, editor, 2009
- 80 Scottish Health Facility Note 30: Infection Control in the Built Environment: Design and Planning. In: Scotland HF, Editor: NHS National Services Scotland, 2007



Module: Waste management

Date: ..... Auditors: .....

Standard: Waste is managed safely and in accordance with legislation so as to minimise the risk of infection or injury to residents, staff and the public.

Question Set: Waste management - Waste Management

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Are separate waste streams available in accordance with local guidance? (23)	Check that different coloured bags are available e.g. for offensive and infectious/healthcare risk waste.				
2	Are waste bags capable of being securely tied? (23)	Check bags are no more than two thirds full.				
3	Are infectious/healthcare risk waste bags labelled before storage and disposal? (23)	Observe practice or ask a member of staff to describe procedure.				
4	Are offensive waste bags labelled before storage and disposal? (23)	Observe practice or ask a member of staff to describe procedure.				
5	Is infectious/healthcare risk waste stored separately to domestic waste in a secure designated storage facility/area? (23)	Check waste is stored separately and the area is locked.				
6	Is offensive waste stored separately to domestic waste in a secure designated storage facility/area? (23)	Check waste is stored separately and the area is locked.				

Question Set Comments/Recommendations for Waste management - Waste Management

- 23 Department of Health (2006) Health Technical Memorandum 07-01: Safe management of healthcare waste. [www.dh.gov.uk/prod\\_consum\\_dh/groups/dh\\_digitalassets/documents/digitalasset/dh\\_073328.pdf](http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_073328.pdf)