# Health and Safety – Infection Control Checklist

Instructions on [how to use checklists](https://www.psm.sdcep.org.uk/checklists/how-to-use-checklists/) in the ‘*Practice Support Manual’* (PSM) are provided. Note that a worked example Infection Control checklist is also provided for reference.

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| **Dental Practice Name:** |  |
| **Overall Responsibility for Checklist:** |  |
| **Year:** |  |

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|  | Team Member Responsible | Date to be Completed | | Documentation Storage Site / Supplier details | Completed? | Comments | Review Date |
| **Infection Control Policy/ies** |  |  | |  |  |  |  |
| Ensure Infection Control policy (or policies) and procedures are in place and up to date, that include:   * staff training PI * confidentiality (regarding patient histories and staff health information) * immunisation and health clearance (including hepatitis B status) PI * occupational exposure management (including sharps) and post exposure protocol PI * hand hygiene PI * personal protective equipment (PPE) **PI** * environmental cleaning (cleaning schedule and routine monitoring) PI * legionella risk management procedures PI * safe disposal of waste, in appropriate red, orange, yellow waste streams, including retention of waste consignment notes. PI * dedicated gypsum disposal PI * procurement of infection control and decontamination items (including, single use items, reusable instruments and equipment) PI * decontamination of reusable instruments (including cleaning and disinfection, transportation, sterilization and storage) PI * processing and dispatch to laboratories PI and suppliers * dispatch of pathology specimens * infection control for domiciliary visits. |  |  |  | |  |  |  |
| Ensure staff are aware of practices infection control policies (e.g. initialled polices when read) |  |  |  | |  |  |  |
| **Health Clearance** **and Immunisation** |  |  |  | |  |  |  |
| Staff immunisation provision available (e.g. local Health Board or Occupational Health Service). PI |  |  |  | |  |  |  |
| All staff are immunised, or have antibody levels as required for Hepatitis B, and are fit to work. PI |  |  |  | |  |  |  |
| If required for Health Board, local OHS notified of staff Hepatitis B status, for correct advice if needlestick occurs. PI |  |  |  | |  |  |  |
| New staff have standard Health Clearance or fit slip. PI |  |  |  | |  |  |  |
| Each job role risk assessed for Exposure Prone Procedures (EPPs) and level of health clearance required. PI |  |  |  | |  |  |  |
| Keep confidential records of fitness to work. |  |  |  | |  |  |  |
| **Training in Infection Control** |  |  |  | |  |  |  |
| Record of Infection Control (including decontamination) training by NES Quality Improvement in Practice Training Infection control team (at least every 3 years). **PI** |  |  |  | |  |  |  |
| NES QIiPT Infection control team action plan. **PI** |  |  |  | |  |  |  |
| **Hand Hygiene** |  |  |  | |  |  |  |
| Hand washing sinks and hand hygiene products are available. PI |  |  |  | |  |  |  |
| **Occupational Exposure Management (including sharps)** |  |  |  | |  |  |  |
| Inform staff of changes to procedures as required. PI |  |  |  | |  |  |  |
| COSHH risk assessment. PI |  |  |  | |  |  |  |
| Secured safe disposal containers are close to work area. PI |  |  |  | |  |  |  |
| **Control of Legionella** |  |  |  | |  |  |  |
| Risk assessment for legionella and written control scheme PI  \*awaiting clarification from NHS Scotland. |  |  |  | |  |  |  |
| Keep up to date with changes to legionella guidance. |  |  |  | |  |  |  |
| Written procedure for flushing/draining waterlines and record of completion. PI |  |  |  | |  |  |  |
| Procedure for dental water bottle (or as determined by the manufacturer) PI |  |  |  | |  |  |  |
| **Environmental Cleaning** |  |  |  | |  |  |  |
| Risk assessment of cleaning required between treatments. |  |  |  | |  |  |  |
| Surfaces are intact, and without damage. |  |  |  | |  |  |  |
| Clean and dirty zones clearly marked. PI |  |  |  | |  |  |  |
| Procedure for blood and body fluid spillages. |  |  |  | |  |  |  |
| Cleaning schedule for non-clinical areas. |  |  |  | |  |  |  |
| Suitable products for cleaning and disinfection. PI |  |  |  | |  |  |  |
| **Decontamination of Dental Instruments** |  |  |  | |  |  |  |
| Local decontamination unit or off-site central facility. PI |  |  |  | |  |  |  |
| Good condition of LDU confirmed e.g. sealed floor covering without gaps, suitable ventilation. PI |  |  |  | |  |  |  |
| Machinery serial numbers, installation dates and instruction manuals stored. PI |  |  |  | |  |  |  |
| Periodic servicing, maintenance and testing documents for revalidation stored. **PI** |  |  |  | |  |  |  |
| Record of Written Scheme of Examination, safety testing/inspection (at least every 14 months). PI |  |  |  | |  |  |  |
| Machinery cycle logs stored. PI |  |  |  | |  |  |  |
| **Managing Decontamination in Dental Practice (MDDP)** |  |  |  | |  |  |  |
| MDDP checklist reviewed and items updated, if necessary. |  |  |  | |  |  |  |
| **Procurement of Infection Control and Decontamination Items** |  |  |  | |  |  |  |
| New items checked for CE or UKCA mark. |  |  |  | |  |  |  |
| **Disinfection of Impressions and Appliances before dispatch** |  |  |  | |  |  |  |
| Laboratory policy for items disinfection checked for compatibility with practice procedures. |  |  |  | |  |  |  |
| Items are disinfected prior to dispatch. |  |  |  | |  |  |  |
| Method of informing laboratory items have been disinfected verified. |  |  |  | |  |  |  |
| **Decontamination of Equipment and Instruments before repair** |  |  |  | |  |  |  |
| Items are clean, disinfected, and, if possible decontaminated prior to being sent. |  |  |  | |  |  |  |
| Recipient is informed of the method of decontamination. |  |  |  | |  |  |  |
| **Dispatching biological specimens** |  |  |  | |  |  |  |
| Containers for shipment are triple layered, leakproof and rigid. |  |  |  | |  |  |  |
| Paperwork for specimens contains all necessary details. |  |  |  | |  |  |  |
| **Infection Control for Domiciliary Visits** |  |  |  | |  |  |  |
| Single use items that can be disposed of on site are available. |  |  |  | |  |  |  |
| Container marked “used medical equipment” is available for return of reusable instruments. |  |  |  | |  |  |  |

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| **PI** – NHS Scotland - Combined Practice Inspection item |