

[Name of Practice]

[Date]

## Health and Safety – Infection Control Checklist (worked example)

Instructions on [how to use checklists](#) in the 'Practice Support Manual' (PSM) are provided. Note that a blank example Infection Control checklist is also provided for reference.

<b>Dental Practice Name:</b>	Smiletown dental practice
<b>Overall Responsibility for Checklist:</b>	A. Molar (Practice Manager)
<b>Year:</b>	2020

	<b>Team Member Responsible</b>	<b>Date to be Completed</b>	<b>Documentation Storage Site / Supplier details</b>	<b>Completed?</b>	<b>Comments</b>	<b>Review Date</b>
<b>Infection Control Policy/ies</b>						
Ensure Infection Control policy (or policies) and procedures are in place and up to date, that include: <ul style="list-style-type: none"><li>• staff training <sup>PI</sup></li></ul>	A. Molar	April 2020	Folder in office	Yes		April 2021

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<ul style="list-style-type: none"><li>• confidentiality (regarding patient histories and staff health information)</li><li>• immunisation and health clearance (including hepatitis B status) <sup>PI</sup></li><li>• occupational exposure management (including sharps) and post exposure protocol <sup>PI</sup></li><li>• hand hygiene <sup>PI</sup></li><li>• personal protective equipment (PPE) <sup>PI</sup></li><li>• environmental cleaning (cleaning schedule and routine monitoring) <sup>PI</sup></li><li>• legionella risk management procedures <sup>PI</sup></li><li>• safe disposal of waste, in appropriate red, orange,</li></ul>						
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<p>yellow waste streams, including retention of waste consignment notes. <sup>PI</sup></p> <ul style="list-style-type: none"><li>• dedicated gypsum disposal <sup>PI</sup></li><li>• procurement of infection control and decontamination items (including, single use items, reusable instruments and equipment) <sup>PI</sup></li><li>• decontamination of reusable instruments (including cleaning and disinfection, transportation, sterilization and storage) <sup>PI</sup></li><li>• processing and dispatch to laboratories <sup>PI</sup> and suppliers</li><li>• dispatch of pathology specimens</li><li>• infection control for</li></ul>						
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domiciliary visits.						
Ensure staff are aware of practices infection control policies (e.g. initialled polices when read)	A. Molar	April 2020	Folder in office	Yes	Remind staff to read and sign	April 2021
<b>Health Clearance and Immunisation</b>						
Staff immunisation provision available (e.g. local Health Board or Occupational Health Service). <sup>PI</sup>	A. Molar	Jan 2020	HB contact details in folder	Yes	Confirmed with health board	Jan 2021
All staff are immunised, or have antibody levels as required for Hepatitis B, and are fit to work. <sup>PI</sup>	A. Molar	Jan 2020	Kept in HR files in locked drawer	Yes	Checked prior to starting work at practice	Jan 2021
If required for Health Board, local OHS notified of staff Hepatitis B status, for correct advice if needlestick occurs. <sup>PI</sup>	A. Molar	Jan 2020	HB contact details in folder	Yes	Is required for HB	Jan 2021

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New staff have standard Health Clearance or fit slip. <sup>PI</sup>					No new staff this year	Jan 2021
Each job role risk assessed for Exposure Prone Procedures (EPPs) and level of health clearance required. <sup>PI</sup>	P. Dentist A. Molar	Jan 2020		Yes	Check dental nurses have additional health clearance for EPP	Jan 2021
Keep confidential records of fitness to work.	A. Molar P. Dentist		Kept in locked drawer	Yes		
<b>Training in Infection Control</b>						
Record of Infection Control (including decontamination) training by NES Quality Improvement in Practice Training Infection control team (at least every 3 years). <sup>PI</sup>	A. Molar	Feb 2021	Record of training in folder. CPD certificates for each staff in folder	Yes	Last training 2019, booked for Feb 2021	Feb 2021

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NES QIiPT Infection control team action plan. <sup>PI</sup>	A. Molar H. Nurse	By Feb 2021	Action plan in folder	Yes	All actions completed	After next training
<b>Hand Hygiene</b>						
Hand washing sinks and hand hygiene products are available. <sup>PI</sup>	H. Nurse	April 2020		Yes		April 2021
<b>Occupational Exposure Management (including sharps)</b>						
Inform staff of changes to procedures as required. <sup>PI</sup>	A. Molar	As required	Meeting minutes in folder	Yes	At staff meetings.	
COSHH risk assessment. <sup>PI</sup>	A. Molar	Dec 2020	Folder in office	Yes		Dec 2021
Secured safe disposal containers are close to work area. <sup>PI</sup>	H. Nurse	Dec 2020		Yes	Each surgery has sharps and clinical bins	Dec 2021
<b>Control of Legionella</b>						
Risk assessment for legionella and	P. Dentist					

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written control scheme <sup>PI</sup>	A. Molar	Dec 2020				
Keep up to date with changes to legionella guidance.	P. Dentist A. Molar	Dec 2020			Waiting future correspondence	
Written procedure for flushing/draining waterlines and record of completion. <sup>PI</sup>	H. Nurse	Dec 2020	In folder in office	Yes		Dec 2021
Procedure for dental water bottle (or as determined by the manufacturer) <sup>PI</sup>	H. Nurse	Dec 2020	Procedure in folder in office, and in each surgery	Yes	Training for new start staff members	Dec 2021
<b>Environmental Cleaning</b>						
Risk assessment of cleaning required between treatments.	H. Nurse	Oct 2020	Folder in office	Yes		Oct 2021
Surfaces are intact, and without damage.	H. Nurse P. Dentist	Oct 2020			As required	Oct 2021

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Clean and dirty zones clearly marked. <sup>PI</sup>	H. Nurse A. Molar	Oct 2020	Tape in LDU drawer		As required	Oct 2021
Procedure for blood and body fluid spillages.	P. Dentist H. Nurse	Oct 2020	In Folder in office	Yes		Oct 2021
Cleaning schedule for non-clinical areas.	H. Nurse	Oct 2020	In each surgery	Yes		Oct 2021
Suitable products for cleaning and disinfection. <sup>PI</sup>	P. Dentist A. Molar H. Nurse	Oct 2020	Stored under LDU sink  Paperwork and materials safety data sheets in office	Yes		Oct 2021
<b>Decontamination of Dental Instruments</b>						
Local decontamination unit or off-site central facility. <sup>PI</sup>				Yes, LDU in practice		

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Good condition of LDU confirmed e.g. sealed floor covering without gaps, suitable ventilation. <sup>PI</sup>	H. Nurse				Regular checks	
Machinery serial numbers, installation dates and instruction manuals stored. <sup>PI</sup>	H. Nurse A. Molar	Nov 2020	Folder in officer	Yes		Nov 2021
Periodic servicing, maintenance and testing documents for revalidation stored. <sup>PI</sup>	A. Molar	Nov 2020	Service reports in office	Yes	Serviced Nov 2020	Nov 2021
Record of Written Scheme of Examination, safety testing/inspection (at least every 14 months). <sup>PI</sup>	A. Molar	Nov 2020	Reports in office	Yes	Serviced Nov 2020	Nov 2021
Machinery cycle logs stored. <sup>PI</sup>	H. Nurse	Dec 2020	In folder	Yes		Dec 2021

### Managing Decontamination in Dental Practice (MDDP)

## Health and Safety-Infection Control Checklist (worked example)

MDDP checklist reviewed and items updated, if necessary.	P. Dentist	April 2020		Yes		April 2021
<b>Procurement of Infection Control and Decontamination Items</b>						
New items checked for CE or UKCA mark.	H. Nurse	Jan 2020		Yes	Check orders from suppliers	Jan 2020
<b>Disinfection of Impressions and Appliances before dispatch</b>						
Laboratory policy for items disinfection checked for compatibility with practice procedures.	A. Molar	Dec 2020	Correspondence with lab in folder	Yes	Confirmed with lab	Dec 2021
Items are disinfected prior to dispatch.	A. Molar	Dec 2020	Correspondence with lab in folder	Yes	Confirmed with lab	Dec 2021
Method of informing laboratory items have been disinfected verified.	Molar	Dec 2020	Correspondence with lab in folder	Yes	Confirmed with lab	Dec 2021

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<b>Decontamination of Equipment and Instruments before repair</b>						
Items are clean, disinfected, and, if possible decontaminated prior to being sent.	A. Molar	Dec 2020		Yes		Dec 2021
Recipient is informed of the method of decontamination.	A. Molar	Dec 2020	Correspondence with lab in folder	Yes	Confirmed with lab	Dec 2021
<b>Dispatching biological specimens</b>						
Containers for shipment are triple layered, leakproof and rigid.	H. Nurse	Dec 2020	In each surgery	Yes		Dec 2020
Paperwork for specimens contains all necessary details.	H. Nurse	Dec 2020	In each surgery	Yes		Dec 2020
<b>Infection Control for Domiciliary Visits</b>						
Single use items that can be disposed of on site are available.	H. Nurse	Dec 2020		Yes	Check use by dates on instruments	Dec 2021

## Health and Safety-Infection Control Checklist (worked example)

Container marked "used medical equipment" is available for return of reusable instruments.	H. Nurse	Dec 2020		Yes	Plastic lockable box in LDU	Dec 2021
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**PI** – Practice Inspection item