



The **Regulation** and  
**Quality Improvement**  
Authority

**Criminal Justice Inspection**  
**Northern Ireland**  
*a better justice system for all*



**Roe House (Landing 4)**

**Maghaberry Prison**

**Unannounced Inspection  
of Infection Prevention and Hygiene**

**8 July 2010**



informing and improving health and social care  
[www.rqia.org.uk](http://www.rqia.org.uk)

## Contents

		<b>Page</b>
<b>1</b>	<b>The Regulation and Quality Improvement Authority</b>	<b>1</b>
<b>2</b>	<b>The Criminal Justice Inspectorate</b>	<b>2</b>
<b>3</b>	<b>Context for the inspection</b>	<b>3</b>
<b>4</b>	<b>Brief history and function</b>	<b>5</b>
<b>5</b>	<b>Background to the inspection</b>	<b>6</b>
<b>6</b>	<b>Inspection methodology</b>	<b>7</b>
<b>7</b>	<b>Audit tool</b>	<b>8</b>
<b>8</b>	<b>Main findings</b>	<b>9</b>
	8.1 Introduction	9
	8.2 Environment	10
	<i>Ablutions room - shower/toilet</i>	11
	8.3 Cleaning practices	13
	8.4 Personal protective equipment	16
	8.5 Hand hygiene	18
	8.6 Laundry and kitchen facilities	19
	8.7 Food safety	20
	8.8 Waste handling and disposal	22
	8.9 Policies and procedures	23
	8.10 Additional issues	24
<b>9</b>	<b>Next Steps</b>	<b>25</b>
<b>Appendix 1</b>	<b>Recommendations table</b>	<b>26</b>
<b>Appendix 2</b>	<b>Healthcare hygiene and cleanliness audit tool</b>	<b>39</b>

## **1. The Regulation and Quality Improvement Authority**

The Regulation and Quality Improvement Authority (RQIA) is the independent health and social care regulatory body for Northern Ireland and is an integral part of the new health and social care structures. In its work RQIA encourages continuous improvement in the quality of services, through a programme of inspections and reviews.

RQIA was established as a Non Departmental Public Body in 2005 under the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003. The vision of RQIA is to be a driving force for positive change in health and social care in Northern Ireland through four core activities:

- **Improving Care:** we encourage and promote improvements in the safety and quality of services through the regulation and review of health and social care.
- **Informing the Population:** we publicly report on the safety, quality and availability of health and social care.
- **Safeguarding Rights:** we act to protect the rights of all people using health and social care services.
- **Influencing Policy:** we influence policy and standards in health and social care.

## **2. The Criminal Justice Inspectorate**

Criminal Justice Inspectorate Northern Ireland (CJI) is an independent, statutory inspectorate established in 2003 under s.45 of the Justice (Northern Ireland) Act 2002. It is a Non-Departmental Public Body (NDPB) in the person of the Chief Inspector.

Agencies which CJI must inspect include the police service, prison service, prosecution service, youth justice services and the courts.

The strategic aim of CJI is to promote the effectiveness, efficiency and even-handedness of the criminal justice system in Northern Ireland.

The strategic objectives of CJI are to:

- Promote efficiency and effectiveness through assessment and inspection to facilitate performance improvement.
- Provide an independent assessment to Ministers and the wider community on the working of the criminal justice system.
- Provide independent scrutiny of the conditions for and treatment of, users of the criminal justice system, in particular victims and witnesses, children and young people, prisoners and detainees; and work in partnership to deliver a high quality, independent and impartial inspection programme.

### 3. Context for the inspection

On 31 March 2009 both RQIA and CJI became designated as National Preventive Mechanisms (NPM) in accordance with Article 17 of the Optional Protocol to the Convention against Torture.

The United Nations Optional Protocol to the Convention against Torture (OPCAT) has been described as 'an innovative human rights instrument to assist States to meet their obligations to prevent torture and other forms of ill-treatment' and is 'primarily concerned with preventing violations.'

<sup>1</sup>"Whether or not ill-treatment occurs in practice, there is always a need for States to be vigilant on order to prevent ill-treatment. The scope of preventive work is large, encompassing any form of abuse of people deprived of their liberty which, if unchecked, could grow into torture or other cruel, inhuman or degrading treatment or punishment. Preventive visiting looks at legal and system features and current practice, including conditions in order to identify where the gaps in protection exists and which safeguards require strengthening".

As a consequence of the dual system of preventive monitoring instituted by the protocol, RQIA and CJI were appointed as National Preventive Mechanisms to assist the UN Subcommittee for the Prevention of Torture. The RQIA conducts inspections of places of detention across both the criminal justice and health sectors in Northern Ireland. CJI inspects facilities in the criminal justice system.

Article 11 (c) of OPCAT and subsequent direction of the Subcommittee requires co operation with relevant United Nations, international, regional and national institutions and Article 19 stated.

"The national preventive mechanisms shall be granted at a minimum the power:

- a) To regularly examine the treatment of the persons deprived of their liberty in places of detention as defined in article 4, with a view to strengthening, if necessary, their protection against torture and other cruel, inhuman or degrading treatment or punishment;
- b) To make recommendations to the relevant authorities with the aim of improving the treatment and the conditions of the persons deprived of their liberty, and to prevent torture and other cruel, inhuman or degrading treatment or punishment, taking into consideration the relevant norms of the United Nations;

---

<sup>1</sup> Committee Against Torture, First Annual Report of the Subcommittee on Prevention of Torture CAT/C/40/2 (May 2008) Para 12

- c) To submit proposals and observations concerning existing or draft legislation."

In order to fulfil their mandate, Article 20 of OPCAT requires State Parties to grant NPM's:

- a) Access to all information concerning the numbers of persons deprived of their liberty in places of detention in article 4, as well as the number of places and their location;
- b) Access to all information referring to the treatment of those persons as well as their conditions of detention;
- c) Access to all places of detention and their installations and facilities;
- d) The opportunity to have private interviews with the persons deprived of their liberty without witnesses, either personally or with a translator if deemed necessary, as well as with any other person who the national preventive mechanism believes may supply relevant information;
- e) The liberty to choose the places they want to visit and the persons they want to interview;
- f) The right to have contacts with the Subcommittee on Prevention, to send it information and to meet with it.

#### **4. Brief history and function**

The Maghaberry site originally included two prisons, one for men and another for women. The women's prison, Mourne House, was adjacent to the main prison. In 2004, women were transferred to Ash House at Hydebank Wood Young Offenders Centre. The Mourne House complex now accommodates medium-risk life-sentenced prisoners nearing their tariff date and a small protected witness unit. There is also a pre-release centre, known as the prisoner assessment unit, in Belfast.

The men's prison opened in 1987 and had a relatively static long term and life sentenced population. Following the closure of Crumlin Road prison in 1996, non-paramilitary remand prisoners and short term sentenced prisoners began to be held at Maghaberry.

Bush and Roe houses, which were built in 1999, have, since 2003, held separated paramilitary prisoners from loyalist and republican backgrounds. Each house has four landings with a total of 96 cells. Bush 1 and 2 landings hold separated loyalist prisoners. Bush 3 and 4 hold sentenced and remand prisoners who need to be kept apart either for their own protection due to the nature of their offence, or to protect others. Roe 1 and 2 landings are used for new committals. Landings 3 and 4 accommodate republican prisoners.

Maghaberry is the only committal prison for Northern Ireland. It holds remand prisoners and some immigration detainees. In the main prison all prisoners are held in high security conditions. Due to population pressures, many of the cells designed for one prisoner have to be shared.

## **5. Background to the inspection**

A report issued by the Prisoner Ombudsman for Northern Ireland on 11 June 2010 details the background to the current issues involving prisoners in Roe 3 and Roe 4<sup>2</sup>. On the night of 6 May 2010 separated prisoners in these landings caused significant damage to their cells which included damaging their sinks and toilets. Damaged sanitary ware has been removed but not replaced.

On the 2 July 2010 the CJI and RQIA were contacted by the Human Rights Commission regarding a possible outbreak of gastroenteritis in Roe 4 of Maghaberry Prison. CJI contacted the prison and the prison authorities indicated that there were two possible cases of prisoners with diarrhoea. Sanitary ware was broken in these prisoner areas and therefore created the potential for the risk of spread of infection if these cases were confirmed.

RQIA contacted the Public Health Agency and the South Eastern Health and Social Care Trust who, at that time, advised that they were not aware of a possible outbreak.

A meeting was held between CJI and RQIA on 7 July 2010 to discuss conducting an inspection under OPCAT and a decision was made to proceed with a joint unannounced inspection on 8 July 2010 at 9.00 am.

---

<sup>2</sup> <http://www.niprisonerombudsman.gov.uk/news-roehouse.html>

## **6. Inspection methodology**

The focus for this inspection to the Roe House of Maghaberry Prison was to assess the hygiene standards and infection prevention and control practices in place and to assess if the conditions within the Roe House have implications in respect of inhumane or degrading treatment. The joint inspection was undertaken as a consequence of concerns raised with RQIA/CJI around the possibility of infectious disease arising from the protest currently being undertaken by separated prisoners located in Roe House.

The area to be inspected was the downstairs landing of Roe 4. It has an integrated small laundry and kitchen room, one empty cell with hair cutting facilities, one empty cell for ironing (currently being used as a cleaning store for outside cleaning contractors) and in cell sanitary facilities, one classroom and an ablutions area. There is an integrated recreation room which is currently being refurnished and an outside exercise yard area.

## 7. Audit tool

Further to and in compliance with the legislative basis for the inspection, an audit tool<sup>3</sup> was devised based on aspects of the draft DHSSPSNI Healthcare, Hygiene and Cleanliness standards as an aide to the inspection process. The following sections were assessed within the audit tool with the aim of providing guidance and advice, in order to ensure that all necessary steps were being taken to minimise the risk of potential spread of infection to prisoners and prison staff.

- Environment - the environment is maintained appropriately to reduce the risk of cross infection
- Cleaning Practices - cleaning practices are carried out effectively to reduce the risk of cross infection
- Personal Protective Equipment - personal protective equipment is worn appropriately to reduce the risk of cross infection
- Hand Hygiene - hands will be decontaminated correctly and in a timely manner. Appropriate facilities and cleansing agent should be available to reduce the risk of cross infection
- Laundry and Kitchen Facilities - laundry and kitchen facilities will be maintained appropriately to reduce the risk of cross infection
- Food Safety - food service is delivered in accordance with legislation
- Waste Handling and Disposal - waste is handled and disposed of safely without risk of contamination or injury
- Policies and Procedures - policies and procedures are available to provide guidance

In the formulation of the recommendations contained in this report, CJI and RQIA were cognisant of relevant legal obligations in relation to the physical conditions of prisons, including regional and international commitments.

---

<sup>3</sup> A copy of the audit tool is provided in Appendix 2

## **8. Main findings**

### **8.1 Introduction**

The inspection team, as part of the inspection process, had separate meetings with the governor and senior management team, prison officers and prisoners. The inspection team outlined that the purpose of their visit was to ensure that all necessary steps are taken to minimise the risk of the potential spread of infection to prisoners and prison staff.

The governor and senior management team outlined the present situation within the prison and action already taken to address issues relating to the potential risk for transmission of infection.

Prison officers were given the opportunity to ask questions about any concerns they had regarding the conditions within the prison and the potential risk of transmission of infection. The only issue raised which related to infection prevention and control was the potential for airborne transmission of infection. Other issues raised, which related to operational practices were addressed by the prison governor.

During their meeting prisoners were also given the opportunity to raise any concerns they had in relation to the potential risk for transmission of infection. Issues raised by the prisoners have been included in the body of the report. The importance of good infection prevention and control practices was stressed to all groups.

**All points outlined within these findings should be seen as interdependent and necessary; therefore it is important that actions required to address these points are taken simultaneously to reduce the potential for any transmission of infection.**

## 8.2 Environment

- a. The entrance and exit foyer leading to the unit is a busy area with throughput of staff, prisoners, catering trolleys and waste containers. Barrier foot mats with disinfectant solution, which inspectors were advised are 'topped up' when empty, have been placed at the three turnstile entrances/exits, with additional general purpose floor mats also present. The floor area and general purpose mats within the foyer are wet in places due to the foam created by the disinfectant foot mats. Footwear has a residue of foam present which is carried into the area and throughout the unit. The inspectors were advised that prison orderlies clean the foyer on a regular basis (approximately four times daily). However during the course of the inspection no cleaning of the floor, turnstiles and hand touch points was observed.
- b. The general environment including equipment, fixtures and fittings within Roe House, excluding the prisoner landing area, is untidy, dirty and dusty, and requires cleaning.
- c. Floor granules, used to clean floor surfaces and to reduce the odour from body fluids and waste, have been spread throughout the unit on footwear, therefore floors, corners and edges have a build up of dirt and granular debris.
- d. The prisoner landing area and some cell doors had faecal stains present, and paper debris, food waste and fluid was present on the floor. The cleaners had been unable to clean this area on the day of the inspection due to the damage to some of the cell doors and the risk of faecal matter being expressed through cracks or holes in the damaged doors.
- e. One prisoner's cell was examined during the inspection. The cell is very cluttered in appearance, making it difficult to examine, the vinyl is separating from the floor in one area and the cell requires cleaning. Prisoners are required to undertake the cleaning of their own cells but this does not appear to take place.
- f. All sanitary ware which had previously been broken had been removed and not replaced. Brown paper bags are used to cover the drainage gaps in the floor. Inspectors were informed by one prisoner that the water supply to sanitary ware which has not been broken had been turned off.

### **Ablutions room - shower/toilet**

- g. Prison staff advised the inspectors that the shower and toilet area are cleaned by prison orderlies. However they have not been cleaned since April 2010. As a consequence, this area is untidy and the floor, fixtures and fittings, sink, shower trough, toilet bowl, high and low surfaces are dirty, dusty and require cleaning.
- h. A large round sink in the corner of the shower area is in poor condition, very dirty and has an overflow pipe continually dripping.
- i. The wooden finish on the shower room door is unsealed, which prevents effective cleaning being carried out.
- j. There is no toilet seat or lid present on the toilet to prevent the spread of odours and airborne contamination.
- k. Brown paper bags are lining the shower room floor.
- l. Communal shampoo and shower products are present in the shower area. This creates the potential risk of transmission of infection due to multiple use.
- m. There was no toilet roll holder present; consequently the toilet roll was placed on top of the sink unit and toilet rolls are stored loosely on the food service trolley and not kept in their packaging until ready for use.
- n. The vents in the shower room are dirty and require cleaning.

### **Recommendations**

1. In order to reduce the potential risk for the transmission of infection, a review of the use and effectiveness of the disinfectant foot mats, general purpose mats and cleaning within the foyer should be carried out, based on the level of activity and the potential risk for transmission of infection.
2. The general environment should be de-cluttered and cleaned on a regular basis, with particular attention paid to hand touch points and communal areas, as there is a greater risk of transmission of bacteria from hand contact in frequently used areas.
3. Regular and effective cleaning should be encouraged throughout the facility by all persons present.
4. Fixtures and fittings should be cleaned, all surfaces should be sealed and intact and flooring should be repaired/replaced and not covered in paper bags, to allow for effective cleaning and to ensure any cracks do not act as a reservoir for bacteria.

5. Appropriate sanitary facilities, with a functioning water supply should be available in cells to encourage hand washing, cleaning and for the correct disposal of body waste.
6. All communal facilities should be cleaned regularly, with fixtures and fitting maintained in order to prevent the build up of bacteria and reduce the potential risk for the transmission of infection.
7. Sanitary facilities should be in good working order to prevent the presence of stagnant water, with both a toilet seat and toilet lid present to prevent potential airborne contamination of the environment.
8. Toilet rolls should be stored appropriately in an encased wall mounted toilet roll holder or in sealed packaging, to prevent possible airborne or hand contamination, particularly in communal toilets.
9. Communal products increase the risk of transmission of infection and should be removed.
10. Air vents should be clean to allow them to function effectively.

### 8.3 Cleaning practices

- a. In the prisoner landing area cleaning is being carried out by external contractors. Contract cleaning staff advised inspectors that they had received no formal training on cleaning practices or infection prevention and control.
- b. There is no cleaning store available. A room with two beds, a sink and toilet has been designated for use as a cleaning store. This room is unfit for purpose as there are insufficient facilities available for cleaning staff to carry out their work effectively or to store equipment i.e. no domestic sluice sink for the disposal of waste water, no coloured coded cleaning equipment or an adequate supply of cleaning materials.
- c. The room is untidy and cluttered, with the floor, fixtures and fittings, sink and high and low surfaces dirty, dusty and requiring cleaning. An open overfilled yellow bag was resting against the wall, cigarette butts were present in the sink and inappropriate items such as a television and door seals were also stored in this area.
- d. Cleaning equipment i.e. buckets, mops, dustpans and brushes are dirty.
- e. The brush and floor scraper shafts are wooden and unable to be cleaned effectively.
- f. Contract cleaners stated all mop heads and cloths are disposed of after use. Two knitted material cloths which the cleaner described as disposable had been used and were lying in the bottom of a bucket; there was no new stock of cloths available for the contract cleaners or for the prison staff to use.
- g. Inspectors did not observe any obvious colour segregation for cleaning equipment, which is essential to reduce the risk of cross contamination e.g. equipment used to clean a kitchen should not also be used to clean toilets and showers.
- h. Contract cleaning staff were able to describe the correct disinfectant dilution rate, as per the instructions on the label, however there is no mechanism in place to ensure that the correct dilution of disinfectant is being used for cleaning. Staff advised that they pour an unmeasured amount of disinfectant into a bucket of water therefore they are unable to ensure the disinfectant is being used at the correct dilution rate.
- i. Inspectors were advised that the facilities within Roe are cleaned by prison orderlies. However, facilities have not been cleaned since April 2010, and there are no pre-existing cleaning schedules available for general cleaning of the environment.

- j. Contract cleaning staff stated they have recently received a floor scrubber/dryer machine with a second machine on order and due for delivery. This will allow for one machine per floor.

### **Recommendations**

11. Effective cleaning, carried out by staff with the relevant knowledge, skills and training, and with access to appropriate equipment, is imperative in reducing the potential for the transmission of infection.
12. The cleaning store and equipment should be fit for purpose, clean, clutter free, and have a supply of equipment readily available at all times to ensure the environment, fixtures and fittings can be cleaned when necessary.
13. There should be no inappropriate items in the cleaning store to impede cleaning staff carrying out their work effectively and, to reduce unnecessary clutter, all waste bags should be disposed of when full.
14. Cleaning equipment should be clean with surfaces sealed and intact. Wooden brush and floor scraper shafts are unsealed and can act as a reservoir for bacteria. They cannot be effectively cleaned and should, therefore, be replaced.
15. Disinfectants are used in the floor scrubber/dryer machines. Staff should ensure the system is flushed through after each use and used in accordance with the manufacturers' instructions, to ensure they work effectively.
16. Cleaning cloths should be single use and disposed of after every use to prevent the transmission of bacteria from one place to another.
17. The introduction of colour coded cleaning equipment will ensure that equipment used, for example to clean sanitary areas, is not also used to clean a kitchen area. This reduces the risk of transmission of bacteria. The National Patient Safety Agency (NPSA) "Guidelines on Equipment used for Cleaning" is available for reference.
18. Disinfectants should be used at the correct dilution rate advised by the manufacturer, to have maximum effect. Therefore, it is important that a strict protocol is followed by all cleaning staff when disinfectant dilution is carried out.
19. Cleaning within the unit had not been carried out since April 2010. There are no interim cleaning plans in place or cleaning schedules available. Therefore staff are unable to ensure that an acceptable level of cleanliness is maintained throughout the unit. In order to

prevent a build up of bacteria and reduce the risk of transmission of infection, a systematic approach to the cleaning process is required. This should include cleaning frequencies, areas, fixtures and fittings to be cleaned and should ensure all areas are cleaned on a regular basis.

## **8.4 Personal protective equipment**

- a. Gloves, protective waterproof suits, boots, maintenance free gas/vapour and particulate respirator masks and heavy duty visors for facial protection are readily available for staff to use.
- b. Inspectors observed some prison staff continually wearing the same disposable gloves without changing, and wearing gloves inappropriately in low risk areas i.e. the staff area, where there is no contact with contaminated items.
- c. Hand washing or the use of alcohol gel was not always carried out by staff before putting on or after removal of protective gloves.
- d. While disposable wipes are available for cleaning facial visors, these are not being used appropriately as some visors were stained.
- e. The footwear decontamination area was not ready for use during the inspection. Running water, liquid soap dispenser, wall mounted disposable hand towels and a waste bin were not present. It is envisaged that staff enter this room from the landing area, decontaminate their boots and exit into the ancillary area where they can then carry out other activities or exit the unit.
- f. There are no hand decontamination facilities directly outside the turnstile entrance to the unit. There is a small staff changing area adjacent to the turnstile entrance however foam was being carried on footwear and staff did not always remove protective clothing immediately outside the turnstile area and dispose of it appropriately. Plastic overshoes are in use by some staff entering the unit; however these can split easily and have the potential to cause airborne dispersal when removed due to the elastic trim expanding and contracting sharply.

### **Recommendations**

- 20.** The appropriate supply, use and maintenance of protective equipment is vital in order to prevent the transmission of bacteria and to protect staff by maintaining a safe working environment. Disposable gloves are available for staff to use. However, it is advised that gauntlet style disposable gloves are purchased to maximise protection as they extend midway up the arm, over the waterproof suit. It is also advised that there is a review of the respirator masks in use. These masks can be used for a period of up to 30 days and are not cleaned therefore disposable masks maybe preferable.

- 21.** Gloves should only be worn when there is a risk of transmission of bacteria, or contamination, and should not be used on a continuing basis.
- 22.** Hand washing is imperative in order to reduce the risk of transmission of bacteria. Effective regular hand washing or the use of an alcohol gel is appropriate when working in areas of low risk i.e. the staff area.
- 23.** Gloves should be changed and disposed if contaminated, or following a task. Hand washing should be carried out prior to putting on and after removing gloves to reduce the bacterial load present. This practice is imperative as inspectors were informed by prisoners that they have observed faecal matter on the gloves worn by staff when serving food.
- 24.** The introduction of a footwear decontamination area to assist in reducing the transmission of floor granules is a proactive approach to reducing the transportation of debris throughout the unit. However, it is important this area is functioning immediately, with all appropriate facilities available for staff to work effectively and maintain a safe environment.
- 25.** The correct procedures for wearing, removing and disposing of protective equipment and access to appropriate facilities for staff to carry out these practices and to decontaminate their hands are all necessary requirements. Putting on, removing and disposing of protective equipment incorrectly, can increase the risk of transmission of bacteria to the person wearing the equipment by cross contamination.
- 26.** The changing area for staff in the foyer, the process of entering and exiting the unit and the protective equipment and hand washing facilities in use should be reviewed to ensure practices are carried out appropriately, to minimise the potential for transmission of infection.

## **8.5 Hand hygiene**

- a. Within the unit there is no designated hand washing sink nor are there sufficient numbers of alcohol gels appropriately placed in the entrance/exit foyer for prisoners, staff or visitors to access.
- b. The taps in the hand washing sink in the footwear decontamination area are push top operated rather than elbow or sensor operated. These taps are dirty and there is no liquid soap dispenser or wall mounted disposable hand towel dispenser.
- c. In the staff kitchen there is no separate hand washing sink or wall mounted hand towel dispenser available for staff to use.
- d. Prisoners have been provided with soap based hand wipes to cleanse their hands, as there are no hand washing facilities available in their cells.
- e. The inspectors observed minimal hand washing or use of alcohol gel throughout the inspection.

### **Recommendations**

- 27.** Hand hygiene is recognised as one of the most important elements in reducing the transmission of infection. Hand washing and the facilities available for all persons to decontaminate their hands should be available and maintained appropriately. Hand hygiene should be carried out in situations where hands are, or may be, contaminated such as, prior to and after removal of gloves/protective equipment and prior to and after carrying out a specific task i.e. serving food.
- 28.** In order to promote and encourage effective hand hygiene a review of the availability of hand washing sinks and the number of strategically placed alcohol gel dispensers should be carried out.
- 29.** Within the footwear decontamination area, taps in the hand washing sink should be elbow or sensor operated to reduce communal contact and contamination from hands. A wall mounted liquid soap dispenser and a wall mounted disposable hand towel dispenser should also be available.
- 30.** A separate hand washing sink is required in the staff kitchen, with a wall mounted disposable hand towel dispenser to be provided. At present hand washing is being carried out inappropriately in the equipment sink which is also used to clean crockery and utensils used to serve food.

## **8.6 Laundry and kitchen facilities**

- a. The prisoners have an intergrated laundry and kitchen area while the prison officers have a separate staff kitchen. Inspectors were advised that the kitchen and laundry facilities within Roe are cleaned by prison orderlies; however, facilities have not been cleaned since April 2010. An interim cleaning plan or cleaning schedule for cleaning of the environment, to ensure an acceptable level of cleanliness is maintained within this area, is not available.
- b. Prisoners continue to do their own laundry, however, the floor, fixtures and fittings, sink unit, work surfaces, inside of cupboards, walls and high and low surfaces in the integrated laundry and kitchen area are dirty, dusty and require cleaning.
- c. There are broken tiles on the wall underneath the hot water geyser and the air vent is very dirty.
- d. Flooring in both the prisoner and staff kitchen is worn and damaged.
- e. The staff kitchen is cluttered, untidy and requires cleaning.
- f. Inspectors were advised that there are no records of temperature checks being carried out on the fridges in both kitchens and the washing machines to ensure the appropriate temperatures for the storage of food and laundering of clothing are met and maintained.

### **Recommendations**

- 31.** Effective cleaning, de-cluttering and maintenance of the environment, fixtures and fittings are necessary to reduce the potential risk of transmission of infection.
- 32.** In order to prevent a build up of bacteria and reduce the risk of transmission of infection a systematic approach to the cleaning process is required. This should include cleaning frequencies, areas to be cleaned, fixtures and fittings and should ensure all areas are cleaned on a regular basis.
- 33.** Broken wall tiles and flooring should be replaced/repaired to prevent cracks acting as reservoirs for bacteria and to assist the cleaning process. The air vent should be cleaned to remove debris, and allow it to function correctly.
- 34.** Temperature checks should be carried out on fridges and washing machines. This is to negate any risk of illness from food that has been stored incorrectly. It will also ensure used, soiled or contaminated clothing is able to be laundered at the correct temperature to remove the risk of transmission of bacteria.

## **8.7 Food safety**

- a. Within the prisoner kitchen the inside of the fridge and cupboards are very dirty and require cleaning. For example sugar is poured loosely into a drawer, rather than stored in a sealed, easily cleanable container.
- b. Milk is kept in cells at room temperature and should be stored under refrigerated conditions.
- c. Bread is not stored in a sealed, airtight container. Packets of bread are left open and stored on the food service trolley. Sauce bottles are also stored on the food service trolley and are not refrigerated when not in use.
- d. The food service trolley is very dirty, the castors are rusty. This trolley and the food delivery trolleys entering and exiting the unit have not been cleaned.
- e. Staff serving food had not received up-to-date training on basic food hygiene.
- f. Kitchen utensils used to serve food are being washed in the same sink used to carry out hand washing.
- g. In the cell examined by the inspectors the prisoner's lunch had been left on the bed. The lunch had been placed in a polystyrene box and four pieces of bread left on top. An indent was noted on the top slice of bread.

### **Recommendations**

- 35.** Food storage, preparation and service should be carried out in accordance with legislation, in order to ensure food is prepared, stored and served in a way that reduces the risk of transmission of bacteria and prevents illness from contaminated food products.
- 36.** Food products should be stored in sealed, airtight, easily cleanable containers to prevent access from insects/bacteria.
- 37.** Food storage containers, preparation areas and food trolleys should be cleaned on a regular basis to prevent the build up of bacteria and to maintain a safe environment.
- 38.** It is imperative that food products are stored as per manufacturers' instructions, and maintained at the appropriate temperature (i.e. milk and sauces should be kept under refrigerated conditions) to prevent the growth of bacteria.

- 39.** Food service should be carried out by staff who have up-to-date training on basic food hygiene.
- 40.** Utensils used to serve food should be washed in a dedicated equipment sink or in a dishwasher to ensure effective cleaning, rather than in a dual purpose sink.
- 41.** Food that is not consumed immediately should not be left for consumption at a later time as the temperature of the food is not maintained. Food should be served at the correct temperature, when ready to be consumed.
- 42.** Food should not be handled unnecessarily or left uncovered, to prevent the risk of cross contamination.

## **8.8 Waste handling and disposal**

- a. In a prisoner's cell a full waste bag and two further yellow coloured waste bags were observed. Staff were unable to advise when waste is removed from cells and if this is carried out on a routine basis.
- b. One prisoner stated that waste bags are also being used for toilet purposes, as his chamber pot was taken away and not replaced; this cell was checked and no chamber pot was available.
- c. The lids of waste bins examined are very dirty and require cleaning.
- d. The open top bin in the staff kitchen is being used inappropriately to dispose of used gloves.

### **Recommendations**

- 43.** Waste products should be stored, disposed of correctly and handled safely to prevent any risk of contamination or injury.
- 44.** Waste bags should be collected on a regular basis to reduce clutter, prevent the build up of foul odours and to remove contaminated items.
- 45.** Waste bins should be cleaned regularly to ensure a safe environment is maintained.
- 46.** Waste bins used for the disposal of gloves and clinical waste should be lined with yellow waste bags to ensure waste is segregated and disposed of via the correct waste stream. Waste bins should also be enclosed to reduce odour and the risk of injury from contaminated items.
- 47.** It is important that in the absence of in cell sanitation facilities a chamber pot is available at all times as waste bags should not be used for the disposal of body waste. This reduces the potential risk of contamination to those handling the waste bags. The contents of a chamber pot should be removed from the cell on a regular basis and the chamber pot cleaned to prevent the build up of foul odours and body fluids and waste.

## **8.9 Policies and procedures**

- a. Infection prevention and control and cleaning/housekeeping policies and procedures are not readily available.
- b. Infection prevention and control seminars have been carried out by a training consultant from the Beeches Management Training Centre for staff. However, not all staff have received training.

### **Recommendations**

- 48.** Robust infection prevention and control and cleaning/housekeeping policies and procedures are vital to ensure proper advice and guidance is available for staff when carrying out cleaning duties and to ensure continuity of good cleaning practices at all times. These policies should include: handwashing, standard precautions, outbreak management, food hygiene, splash injury and equipment decontamination.
- 49.** Training in infection prevention and control is necessary to ensure good practice. Cleaning duties must be carried out correctly and in a way that maintains a safe environment. It is advised that further training is provided to staff, along with a review of policies and procedures within the unit, to reduce the risk of transmission of infection.

## **8.10 Additional issues**

- a. During the inspection a member of staff had faecal fluid expelled onto his waterproof suit, but did not remove his suit immediately.
- b. Refurbishment work is being carried out on a new food service area and recreational room. This will provide upgraded facilities for the handling and serving of food and a separate area where recreational activities can be carried out.
- c. Environmental swabbing and air sampling were carried out on 2 July 2010, however, results were not available during the inspection. This practice can be seen as a proactive approach to identifying risks of potential infection to staff and prisoners. The results of environmental swabbing and air sampling should be reviewed by appropriately qualified persons to ensure all necessary steps are taken to eliminate the risk of cross infection.
- d. Discussion with nine prisoners took place. All were observed to be well groomed, with clean clothes, hands and nails. Prisoners had the opportunity to raise any concerns they had in relation to the potential risk for transmission of infection. The importance of hand hygiene and providing samples on the request of the prison authorities, to facilitate diagnosis and treatment of any suspected cases of diarrhoea and gastroenteritis, was stressed to the prisoners. This is to ensure that every opportunity is taken to treat illness, maintain a safe environment and reduce the potential risk of transmission of infection.

## **Recommendations**

- 50.** Contaminated clothing should be removed immediately to prevent cross contamination and reduce any potential risk to the staff member.
- 51.** The upgrade of a new food service area and recreational room will provide better facilities within the unit.
- 52.** The results of environmental swabbing and air sampling should be reviewed by appropriately qualified persons to ensure all necessary steps are put in place to eliminate the potential for cross infection.
- 53.** Every opportunity should be taken to educate staff, prisoners and visitors on the importance of hand hygiene and adherence to good infection prevention and control practices.

## **9. Next Steps**

The RQIA and CJI as part of a joint working initiative will continue under the auspices of OPCAT to monitor the situation within Maghaberry to ensure all necessary steps are taken to minimise the risk of potential spread of infection to prisoners and prison staff.

A draft action plan has been attached to assist the Northern Ireland Prison Service in taking forward improvements in infection prevention and control.

## Appendix 1 Recommendations table

### Magheraberry Prison

#### Roe House

8 July 2010

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
Environment	1.	In order to reduce the potential risk for the transmission of infection, a review of the use and effectiveness of the disinfectant foot mats, general purpose mats and cleaning within the foyer should be carried out, based on the level of activity and the potential risk for transmission of infection.			
	2.	The general environment should be decluttered and cleaned on a regular basis, with particular attention paid to hand touch points and communal areas, as there is a greater risk of transmission of bacteria from hand contact in frequently used areas.			
	3.	Regular and effective cleaning should be encouraged throughout the facility by all persons present.			
	4.	Fixtures and fittings should be cleaned, all surfaces should be sealed and intact and flooring should be repaired/replaced and not covered in paper bags, to allow for effective cleaning and to ensure any cracks do not act as a reservoir for bacteria.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	5.	Appropriate sanitary facilities, with a functioning water supply should be available in cells to encourage hand washing, cleaning and for the correct disposal of body waste.			
	6.	All communal facilities should be cleaned regularly, with fixtures and fitting maintained in order to prevent the build up of bacteria and reduce the potential risk for the transmission of infection.			
	7.	Sanitary facilities should be in good working order to prevent the presence of stagnant water, with both a toilet seat and toilet lid present to prevent potential airborne contamination of the environment.			
	8.	Toilet rolls should be stored appropriately in an encased wall mounted toilet roll holder or in sealed packaging to prevent possible airborne or hand contamination, particularly if used in communal toilets.			
	9.	Communal products increase the risk of transmission of infection and should be removed.			
	10.	Air vents should be clean to allow them to function effectively.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
<b>Cleaning Practices</b>	11.	Effective cleaning, carried out by staff with the relevant knowledge, skills and training, and with access to appropriate equipment, is imperative in reducing the potential for the transmission of infection.			
	12.	The cleaning store and equipment should be fit for purpose, clean, clutter free, and have a supply of equipment readily available, at all times, to ensure the environment, fixtures and fittings can be cleaned when necessary.			
	13.	There should be no inappropriate items in the cleaning store to impede cleaning staff carrying out their work effectively and, to reduce unnecessary clutter, all waste bags should be disposed of when full.			
	14.	Cleaning equipment should be clean with surfaces sealed and intact. Wooden brush and floor scraper shafts are unsealed and can act as a reservoir for bacteria. They cannot be effectively cleaned and should, therefore, be replaced.			
	15.	Disinfectants are used in the floor scrubber/dryer machines. Staff should ensure the system is flushed through after each use and used in accordance with the manufacturers' instructions, to ensure they work effectively.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	16.	Cleaning cloths should be single use and disposed of after every use to prevent the transmission of bacteria from one place to another.			
	17.	The introduction of colour coded cleaning equipment will ensure that equipment used, for example to clean sanitary areas, is not also used to clean a kitchen area. This reduces the risk of transmission of bacteria. The National Patient Safety Agency (NPSA) "Guidelines on Equipment used for Cleaning" is available for reference.			
	18.	Disinfectants should be used at the correct dilution rate advised by the manufacturer, to have maximum effect. Therefore, it is important that a strict protocol is followed by all cleaning staff when disinfectant dilution is carried out.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	19.	<p>Cleaning within the unit had not been carried out since April 2010. There are no interim cleaning plans in place or cleaning schedules available. Therefore staff are unable to ensure that an acceptable level of cleanliness is maintained throughout the unit. In order to prevent a build up of bacteria and reduce the risk of transmission of infection, a systematic approach to the cleaning process is required. This should include cleaning frequencies, areas, fixtures and fittings to be cleaned and should ensure all areas are cleaned on a regular basis.</p>			
<b>Personal protective equipment</b>	20.	<p>The appropriate supply, use and maintenance of protective equipment is vital in order to prevent the transmission of bacteria and to protect staff by maintaining a safe working environment. Disposable gloves are available for staff to use. However, it is advised that gauntlet style disposable gloves are purchased to maximise protection as they extend midway up the arm, over the waterproof suit. It is also advised that there is a review of the respirator masks in use. These masks can be used for a period of up to 30 days and are not cleaned therefore disposable masks maybe preferable.</p>			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	21.	Gloves should only be worn when there is a risk of transmission of bacteria, or contamination, and should not be used on a continuing basis.			
	22.	Hand washing is imperative in order to reduce the risk of transmission of bacteria. Effective regular hand washing or the use of an alcohol gel is appropriate when working in areas of low risk i.e. the staff area.			
	23.	Gloves should be removed and disposed of or changed if contaminated or following a task. Hand washing should be carried out prior to putting on and after removing gloves to reduce the bacterial load present. This practice is imperative as inspectors were informed by prisoners that they have observed faecal matter on the gloves worn by staff when serving food.			
	24.	The introduction of a footwear decontamination area to assist in reducing the transmission of floor granules is a proactive approach to reducing the transportation of debris throughout the unit. However, it is important this area is functioning immediately, with all appropriate facilities available for staff to work effectively and maintain a safe environment.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	25.	The correct procedures for wearing, removing, disposing of protective equipment and access to appropriate facilities for staff to carry out these practices and to decontaminate their hands are all necessary requirements. Putting on, removing and disposing of protective equipment incorrectly, can increase the risk of transmission of bacteria to the person wearing the equipment by cross contamination.			
	26.	The changing area for staff in the foyer, the process of entering and exiting the unit and the protective equipment and hand washing facilities in use should be reviewed to ensure practices are carried out appropriately, to minimise the potential for transmission of infection.			
<b>Hand Hygiene</b>	27.	Hand hygiene is recognised as one of the most important elements in reducing the transmission of infection. Hand washing and the facilities available for all persons to decontaminate their hands should be available and maintained appropriately. Hand hygiene should be carried out in situations where hands are or may be contaminated as such, prior to and after removal of gloves/protective equipment and prior to and after carrying out a specific task i.e. serving food.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	28.	In order to promote and encourage effective hand hygiene a review of the availability of hand washing sinks and the number of strategically placed alcohol gel dispensers should be carried out.			
	29.	Within the footwear decontamination area, taps in the hand washing sink should be elbow or sensor operated to reduce communal contact and contamination from hands. A wall mounted liquid soap dispenser and a wall mounted disposable hand towel dispenser should also be available.			
	30.	A separate hand washing sink is required in the staff kitchen, with a wall mounted disposable hand towel dispenser provided. At present hand washing is being carried out inappropriately in the equipment sink which is also used to clean crockery and utensils used to serve food.			
<b>Laundry and Kitchen Facilities</b>	31.	Effective cleaning, decluttering and maintenance of the environment, fixtures and fittings are necessary to reduce the potential risk of transmission of infection.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	32.	In order to prevent a build up of bacteria and reduce the risk of transmission of infection a systematic approach to the cleaning process is required. This should include cleaning frequencies, areas to be cleaned, fixtures and fittings and should ensure all areas are cleaned on a regular basis.			
	33.	Broken wall tiles and flooring should be replaced/repared to prevent cracks acting as reservoirs for bacteria and to assist the cleaning process. The air vent should be cleaned to remove debris, and allow it to function correctly.			
	34.	Temperature checks should be carried out on fridges and washing machines. This is to negate any risk of illness from food that has been stored incorrectly. It will also ensure used, soiled or contaminated clothing is able to be laundered at the correct temperature to remove the risk of transmission of bacteria.			
<b>Food Safety</b>	35.	Food storage, preparation and service should be carried out in accordance with legislation, in order to ensure food is prepared, stored and served in a way that reduces the risk of transmission of bacteria and prevents illness from contaminated food products.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	36.	Food products should be stored in sealed, airtight, easily cleanable containers to prevent access from insects/bacteria.			
	37.	Food storage containers, preparation areas and food trolleys should be cleaned on a regular basis to prevent the build up of bacteria and to maintain a safe environment.			
	38.	It is imperative that food products are stored as per manufacturers' instructions, and maintained at the appropriate temperature (i.e. milk and sauces should be kept under refrigerated conditions to prevent the growth of bacteria.			
	39.	Food service should be carried out by staff who have up-to-date training on basic food hygiene.			
	40.	Utensils used to serve food should be washed in a dedicated equipment sink or in a dishwasher to ensure effective cleaning, rather than in a dual purpose sink.			
	41.	Food that is not consumed immediately should not be left for consumption at a later time as the temperature of the food is not maintained. Food should be served at the correct temperature, when ready to be consumed.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	42.	Food should not be handled unnecessarily or left uncovered, to prevent the risk of cross contamination.			
<b>Waste Handling and Disposal</b>	43.	Waste products should be stored, disposed of correctly and handled safely to prevent any risk of contamination or injury.			
	44.	Waste bags should be collected on a regular basis to reduce clutter, prevent the build up of foul odours and to remove contaminated items.			
	45.	Waste bins should be cleaned regularly to ensure a safe environment is maintained.			
	46.	Waste bins used for the disposal of gloves and clinical waste should be lined with yellow waste bags to ensure waste is segregated and disposed of via the correct waste stream. Waste bins should also be enclosed to reduce odour and the risk of injury from contaminated items.			
	47.	It is important that a chamber pot is available at all times as waste bags should not be used for the disposal of body waste. This reduces the potential risk of contamination to those handling the waste bags. The contents of a chamber pot should be removed from the cell on a regular basis and the chamber pot cleaned to prevent the build up of foul odours and body fluids and waste.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
<b>Policies and Procedures</b>	48.	Robust infection prevention and control and cleaning/housekeeping policies and procedures are vital to ensure proper advice and guidance is available for staff when carrying out cleaning duties and to ensure continuity of good cleaning practices at all times. These policies should include: handwashing, standard precautions, outbreak management, food hygiene, splash injury and equipment decontamination.			
	49.	Training in infection prevention and control is necessary to ensure good practice. Cleaning duties must be carried out correctly and in a way that maintains a safe environment. It is advised that further training is provided to staff, along with a review of policies and procedures within the unit, to reduce the risk of transmission of infection.			
<b>Additional Issues</b>	50.	Contaminated clothing should be removed immediately to prevent cross contamination and reduce any potential risk to the staff member.			
	51.	The upgrade of a new food service area and recreational room will provide better facilities within the unit.			

Location	Reference Number	Preliminary Findings	Designated Department	Action required	Date for Completion Timescale
	52.	The results of environmental swabbing and air sampling should be reviewed by appropriately qualified persons to ensure all necessary steps are put in place to eliminate the potential for cross infection.			
	53.	Every opportunity should be taken to educate staff, prisoners and visitors on the importance of hand hygiene and adherence to good infection prevention and control practices.			

## Appendix 2 Healthcare hygiene and cleanliness audit tool

Section 1.0 - Environment					
Question	Guidance	Yes	No	N/A	Comments
1. The entrance and corridors to the facility are					
a) Clean	Check if area is visibly clean				
b) Uncluttered	Entrance is free from clutter				
c) Fresh smelling	No foul or stale odours are present				
d) In a good state of repair	Free from any visible damage i.e. chipped paintwork, exposed wood, damaged surfaces				
2. The general environment is					
a) Clean	Check if area is visibly clean				
b) Uncluttered	Environment is free from clutter				
c) Fresh smelling	No foul or stale odours are present				
e) In a good state of repair	Free from any visible damage i.e. chipped paintwork, exposed wood, damaged surfaces				
3. The cell is					
a) Clean	Check if area is visibly clean				
b) Uncluttered	Area is free from clutter				
c) Fresh smelling	No foul or stale odours are present				
d) In a good state of repair	Free from any visible damage i.e. chipped paintwork, exposed wood, damaged surfaces				
4. Cell walls are					
a) Clean	Walls are visibly clean, no obvious signs of splashes, stains, dust, sticky tape etc				
b) In a good state of repair	Walls are free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished				

<b>Section 1.0 - Environment</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
	surfaces, sticky tape				
<b>5. Cell door and touch points</b>					
a) Clean	Doors and touch points are visibly clean, no obvious signs of splashes, stains, dust etc				
b) In a good state of repair	Free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces				
<b>6. Cell fixtures and fittings are</b>					
a) Clean	Check if area is visibly clean				
b) Ventilation	Is there a window or extractor fan present				
c) In a good state of repair	No visible sign of damage				
<b>7. Cell floor</b>					
a) Clean	Check if area is visibly clean. There is no build up of residue/dirt, check edges and corners are free from dust and grit				
b) In a good state of repair	No visible sign of damage i.e. cracks, holes, unfinished surfaces, easily cleaned				
<b>8. Bed and mattress are</b>					
a) Clean	The mattress is visibly clean				
b) In a good state of repair	Waterproof and the integrity regularly checked and intact				
c) Position	The bed is not close to the toilet				
<b>9. Furniture (table and chair) is</b>					
a) Clean	Check if visibly clean				
b) In a good state of repair	No visible sign of damage, easily cleaned				
c) Position	Is not close to the toilet				
<b>10. Toilet</b>					

<b>Section 1.0 - Environment</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
a) Clean	Check if visibly clean				
d) Position	There is a screen/barrier around the toilet				
b) In a good state of repair	There are no signs of damage				
c) Airborne dispersal	There is a lid present. Prisoner is informed to put lid down before flushing				
<b>11. Communal bathrooms, fixtures and fittings are</b>					
a) Clean	Check if visibly clean				
b) Uncluttered	Clutter free. No inappropriate items.				
c) Free from communal items	Free from communal items, shampoo and shower gels				
d) Fresh smelling	No foul or stale odours are present				
e) In a good state of repair	Free from any visible damage i.e. chipped paintwork, exposed wood, damaged surfaces				
<b>12. Communal toilets, fixtures and fittings are</b>					
a) Clean	Check if visibly clean				
b) In a good state of repair	Clutter free				
c) Fresh smelling	No foul or stale odours are present				
d) In a good state of repair	Free from any visible damage i.e. chipped paintwork, exposed wood, damaged surfaces				
e) Safe from airborne dispersal	There is a lid present. Prisoner is informed to put lid down before flushing				
<b>13. Communal living area is</b>					
a) Clean	Check if visibly clean				
b) In a good state of repair	Clutter free				

<b>Section 1.0 - Environment</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
c) Fresh smelling	No foul or stale odours are present				
d) In good state of repair	Free from any visible damage i.e. chipped paintwork, exposed wood, damaged surfaces				

<b>Section 2.0 - Cleaning Practices</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>1. Cleaning Store is</b>					
a) Available	Store or room is available for equipment, supplies and for domestic use. No inappropriate equipment present.				
b) Clean	Check if visibly clean				
c) In good state of repair	Free from any visible damage i.e. chipped paintwork, exposed wood, damaged surfaces				
<b>2. Cleaning store walls are</b>					
a) Clean	Walls are visibly clean, no obvious signs of splashes, stains, dust, sticky tape etc				
b) In a good state of repair	Walls are free from visible damage i.e. chipped flaky paintwork, holes, cracks, unfinished surfaces, sticky tape				
<b>3. Cleaning store floor is</b>					
a) Clean	Check if area is visibly clean. There is no build up of residue/dirt, check edges and corners are free from dust and grit				
b) In a good state of repair	No visible sign of damage i.e. cracks, holes, unfinished surfaces, easily cleaned				
<b>4. Fixtures and fittings are</b>					
a) Clean	Check if area is visibly clean				
b) In a good state of repair	No visible sign of damage				
<b>5. Handwashing, Sluice and equipment sink are</b>					
a) Available	Appropriate sinks are available for domestic use				

<b>Section 2.0 - Cleaning Practices</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
b) Clean	Check if visibly clean				
c) In good state of repair	Free from any visible damage i.e. chipped paintwork, exposed wood, damaged surfaces				
<b>6. Cleaning Equipment is</b>					
a) Clean	Check if equipment is visibly/easily cleaned and in good supply.				
b) In a good state of repair	No visible sign of damage				
c) Colour coded mops/buckets/cloths	As per NPSA Guidelines				
d) Stored appropriately	Mop buckets are inverted after use				
e) Cloths	Disposable cloths are in use				
f) Mop heads	Laundered and changed daily				
g) Equipment	Check if being used appropriately				
<b>7. Cleaning products and dilution rates in use</b>					
a) Routine cleaning	Check product, correct use and dilution rate				
b) Blood and body fluids	Check product, correct use and dilution rate				
<b>8. Personal Protective Equipment is available</b>					
a) Gloves	Available and used correctly				
b) Aprons	Available and used correctly				
c) Additional protection	Facial protection, scrub suits available and used correctly				

<b>Section 2.0 - Cleaning Practices</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
9. Cleaning frequencies and guidelines					
a) Routine	Check cleaning schedules are available for daily, weekly cleaning and check if content is detailed for all items within the area. Check schedules are available for all areas within the facility.				
b) Blood and body fluid	Check cleaning guidelines are available and adhered to by staff				
10. Cleaning of cell					
a) Prisoner responsibility	Check products available and advice given to prisoner on cleaning cell				

<b>Section 3.0 - Personal Protective Equipment</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. Personal Protective Equipment is available					
a) Gloves	Available and used and changed correctly				
b) Aprons/Protective clothing	Available and used and changed correctly				
c) Masks	Available and used and changed correctly				
d) Facial protection	Available and used and changed correctly				
e) Footwear	Available and used and changed correctly				
f) Used and disposed of appropriately	Equipment is used as single use. Removed and disposed of correctly on leaving area or when carrying out task				
g) Changing facilities	Appropriate facilities are available and used correctly				

<b>Section 4.0 - Hand Hygiene</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. Hand wash sinks, disposable towels, soap and warm water are available in					
a) Cells	Available for use				
b) Communal bathroom/shower	Available for use				
c) Communal toilet	Available for use				
d) Cleaning store	Available for use				
e) Kitchen	Available for use				
f) Changing area	Available for use				
2. Hand wash sinks are clean, free from inappropriate items and used appropriately in					
a) Cells	Check if sink is visibly clean and has no inappropriate items i.e. equipment present				
b) Communal bathroom/shower	Check if sink is visibly clean and has no inappropriate items i.e. equipment present				
c) Communal toilet	Check if sink is visibly clean and has no inappropriate items i.e. equipment present				
d) Cleaning store	Check if sink is visibly clean and has no inappropriate items i.e. equipment present				
e) Kitchen	Check if sink is visibly clean and has no inappropriate items i.e. equipment present				
f) Changing area	Check if sink is visibly clean and has no inappropriate items i.e. equipment present				
3. Hand wash sinks are in a					

<b>Section 4.0 - Hand Hygiene</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
good state of repair in					
a) Cells	No visible sign of damage i.e. cracks, holes, unfinished surfaces, easily cleaned				
b) Communal bathroom/shower	No visible sign of damage i.e. cracks, holes, unfinished surfaces, easily cleaned				
c) Communal toilet	No visible sign of damage i.e. cracks, holes, unfinished surfaces, easily cleaned				
d) Cleaning store	No visible sign of damage i.e. cracks, holes, unfinished surfaces, easily cleaned				
e) Kitchen	No visible sign of damage i.e. cracks, holes, unfinished surfaces, easily cleaned				
f) Changing area	No visible sign of damage i.e. cracks, holes, unfinished surfaces, easily cleaned				
4. Hand washing practices are being carried out appropriately					
a) Removal of gloves and protective equipment	Check if hand hygiene is carried out				
b) When hands are visibly soiled or contaminated	Check if hand hygiene is carried out				
c) Prior to and after food service	Check if hand hygiene is carried out				
d) On entering and exiting the facility	Check if hand hygiene is carried out				
e) Good practice is observed	Note anytime good practice is observed				
5. Hand hygiene is promoted					

<b>Section 4.0 - Hand Hygiene</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
with alternatives to hand washing available					
a) Alcohol hand sanitiser is readily available and in use	Check if strategically placed throughout facility and used by staff, prisoners and visitors. Check if dispensers full.				
b) Hand cleansing products are available for use	Check if cleaning wipes are available				

<b>Section 5.0 - Linen</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>1. Linen</b>					
a) Store is available	Is a store available and used appropriately with no inappropriate items present.				
b) Stock	Adequate stock available for use				
c) Store/Room is clean and tidy	Neat, tidy and clean				
d) Is in good condition	Free from stains and in a good state of repair				
e) Linen handling practices are correct	There is a process for handling linen which reduces the risk of transmission of infection				
f) Segregation is available	There is guidance in place for foul, used and infected linen and appropriate bags i.e. alginate				
g) Linen is changed frequently	Frequency of linen change				
h) Is laundered appropriately	Process in place to ensure appropriate laundry of used, foul and infected linen				
i) Personal clothing is appropriately laundered	Process in place to ensure appropriate laundry of clothing especially if an infection is identified				
j) Washing machine/dryer are used and maintained correctly	There are mechanisms in place to ensure machines are serviced regularly and to monitor if temperature settings are achieved and maintained especially if an infection is identified				

<b>Section 6.0 - Waste Handling and Disposal</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. There is a safe process for disposal of waste					
a) Cell waste bins are visibly clean	Check if bins are visibly clean. Frequency of emptying and cleaning waste bins				
b) General waste bins are visibly clean	Check if bins are visibly clean. Frequency of emptying and cleaning waste bins				
c) Waste bins are emptied frequently	Check frequency of emptying bins and process of transporting waste from facility				
d) Bin liners are present and bins are easily cleaned	Are bins easily cleaned and are bin liners present				
e) Bins are used correctly	Are bins used appropriately i.e. correct disposal of waste				

<b>Section 7.0 - Food Safety</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. Food service/consumption/storage/disposal					
a) Training has taken place	Have food handlers been given training to serve food safely				
b) Food is served safely and in accordance with legislation	Observe if food is served appropriately				
c) Food is consumed by prisoners	Do prisoners eat meals in their cells				
d) Temperature records/checks are maintained	Are temperatures carried out on the fridge, dishwasher, hot and cold food to ensure correct temperatures are achieved and maintained				
e) Milk is stored in a fridge	Stored in fridge				
f) PPE is worn appropriately	Worn appropriately during food service				
g) Is disposed of safely	Food products are disposed of safely				
h) Expiry dates are adhered to	Food products are within expiry date				
i) Is stored in pest proof containers	Food is stored in pest proof, easy cleaned containers				
2. Equipment and environment is clean, free from dust, debris and in a good state of repair					
a) Fridge	Check if visibly clean and in a good state of repair				
b) Water coolers	Check if visibly clean and in a good state of repair				
c) Ice machine	Check if visibly clean and in a good state of repair				

<b>Section 7.0 - Food Safety</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
d) Worktops/cupboards	Check if visibly clean and in a good state of repair				
e) Fixtures and fittings	Check if visibly clean and in a good state of repair				
f) Handwashing facilities	Check if visibly clean and in a good state of repair				
g) Waste bin	Check if visibly clean and in a good state of repair				
h) Storage containers	Check if visibly clean and in a good state of repair				
i) Floor	Check if visibly clean and in a good state of repair				
j) Walls	Check if visibly clean and in a good state of repair				
k) Food utensils	Check if visibly clean and in a good state of repair				

<b>Section 8.0 - Policies and Procedures</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. The following Policies and Procedures are available, easily accessible and up to date.					
a) Outbreak	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and are able to put contents into practice				
b) Specimen handling	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and are able to put contents into practice				
c) Personal protective equipment	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and are able to put contents into practice				
d) Linen	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and are able to put contents into practice				
e) Waste	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and are able to put contents into practice				
f) Handwashing	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and				

<b>Section 8.0 - Policies and Procedures</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
	are able to put contents into practice				
g) Standard Precautions	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and are able to put contents into practice				
h) Food Hygiene	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and are able to put contents into practice				
i) Equipment decontamination	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and are able to put contents into practice				
j) Splash Injury	Check if policy available, easily accessible and up to date. Check if staff are aware of policy, have knowledge of contents and are able to put contents into practice				
2. Training has been carried out for staff on					
a) Infection Control - waste/linen/standard precautions	Staff have been trained as appropriate for their role. Check if training records are available. Check if staff are putting training into practice.				
b) Food Hygiene/handling	Staff have been trained as appropriate for their role. Check if training records are				

<b>Section 8.0 - Policies and Procedures</b>					
<b>Question</b>	<b>Guidance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
	available. Check if staff are putting training into practice.				
c) Personal protective equipment	Staff have been trained as appropriate for their role. Check if training records are available. Check if staff are putting training into practice.				
d) Handwashing	Staff have been trained as appropriate for their role. Check if training records are available. Check if staff are putting training into practice.				
e) Cleaning and decontamination	Staff have been trained as appropriate for their role. Check if training records are available. Check if staff are putting training into practice.				