



SRCL[®]
Protecting People. Reducing Risk.™

Healthcare Waste Pre-Acceptance Audit

Guidance Notes

Helping you through the Audit process

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SRCL Online Audit – Instructions

1. Introduction

Thank you for choosing SRCL's online audit system. Please read these instructions carefully before starting your audit.

The audit is comprised of a series of short surveys, some that can be completed at your desk, and others that must be completed by inspecting areas of your site and questioning staff. The answers to each of the surveys must be entered into the online system.

As you complete each section, you can navigate to the next screen by clicking '**Save and continue**'. You also have the option to save your Audit at any time by click the '**Save**' button.

When you have completed all six surveys, they will be marked with a green tick, and you'll be able to click on '**Submit Audit**'. Following submission the system will automatically generate your audit report, which you can review on your online dashboard. A PDF version along with a link will also be sent to the e-mail address you entered on registration. Please read the report carefully and keep a copy of it on file.

When you have finished reading these instructions, please click '**Begin Audit**' to make a start. Before you proceed to the surveys you will be asked to check and confirm some basic information. This is to verify that we have the right contact details for you and the right information about your site.

If you have any problems or are not sure what to do next, please refer back to these instructions. At the end of the instructions there are a series of screenshots from the system to illustrate how to complete various tasks. If you require any further assistance please call SRCL customer services on 0333 240 4400.



2. The surveys

The audit is comprised of six short surveys, all of which must be completed before your Audit can be submitted. Here is an overview of what each survey involves and what information you'll need to have ready.

- **About you**

The first survey is about you, the auditor, this is a desktop survey that you can complete online.

- **About the site**

This section asks questions about your site. This is a desktop survey, but you'll need to gather some information about the site, what areas of the site produce waste (for example, four treatment rooms); what policies and procedures are in place regarding waste handling; and how waste is stored on site before it's collected.

- **About your waste part 1**

This survey covers the types of waste your site produces, how the waste is packaged, and how you segregate various types of healthcare waste. This section will require some information regarding your clinical waste units. You will need to know what types of waste are produced by your site, what waste packaging is used and how different items are segregated (for example the bin used to dispose of unsoiled couch roll).

- **About your waste part 2**

This survey covers medicinal wastes and non-healthcare wastes that your site may produce. You will require information relating to how your site segregates and handles waste medicines, and what happens to other wastes you may need to dispose of such as batteries.

- **Waste container inspections**

All of the information provided so far tells us what should be happening at your site, the next section will require a visual inspection of the waste containers throughout your site, and record of what you find in the clinical waste containers. To assist you a waste container inspection form has been provided on page 3 of these instructions.

Wherever possible you should try and inspect waste containers in every area of the site, please note, this should be a **visual inspection only**. **We do not advise the emptying out of bins that may contain hazardous waste.**

Following completion of the container inspections, please enter the findings on to the online survey. This will require the container type and location, followed by ticking the relevant boxes that describe the type of waste found in the containers.



- **Staff questionnaire**

This comprises of a short staff questionnaire designed to assess the understanding of the employees at your site. A table to record their answers can be found on pages 4-5 of these instructions.

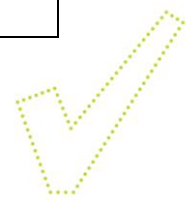
Where possible please survey staff members with different roles and responsibilities, especially people involved in the production and handling of healthcare waste.

The survey comprises of eight questions, after completion of the questionnaires, please enter the answers collected onto the online survey. To do this, please enter the job title of the person questioned, and select the relevant answers given.



3. Waste container inspection form

| | | | | |
|---------------------------|----------------------------------|----------------------------|---------------------------|------------------------------------|
| Site: | | Date of Inspection: | | |
| Container location | Container Type & size | Container colour | Waste type | Describe the waste present |
| Treatment room | Pedal bin with bag liner | Orange bag | Infectious clinical waste | Gloves, bloody swabs, paper towels |
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4. Staff Questionnaire – page 1

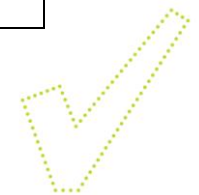
| Questions | Into which container should you place a potentially infected dressing? | Into which container should you place paper towels from hand washing? | What packaging colour denotes cytotoxic/ cytostatic waste? | What colour bin lid should be used for medicinally contaminated sharps? |
|-------------------------|---|---|--|---|
| Answer choices | A – yellow bag B – orange bag C – black bag / recycling D – Sharps bin E – don't know | A – yellow bag B – orange bag C – black bag / recycling D – Sharps bin E – don't know | A – yellow B – black C – red D – purple E – don't know | A – yellow B – black C – red D – purple E – don't know |
| Job title | Answers | | | |
| <i>Practice Manager</i> | A | C | E | B |
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Staff Questionnaire – page 2

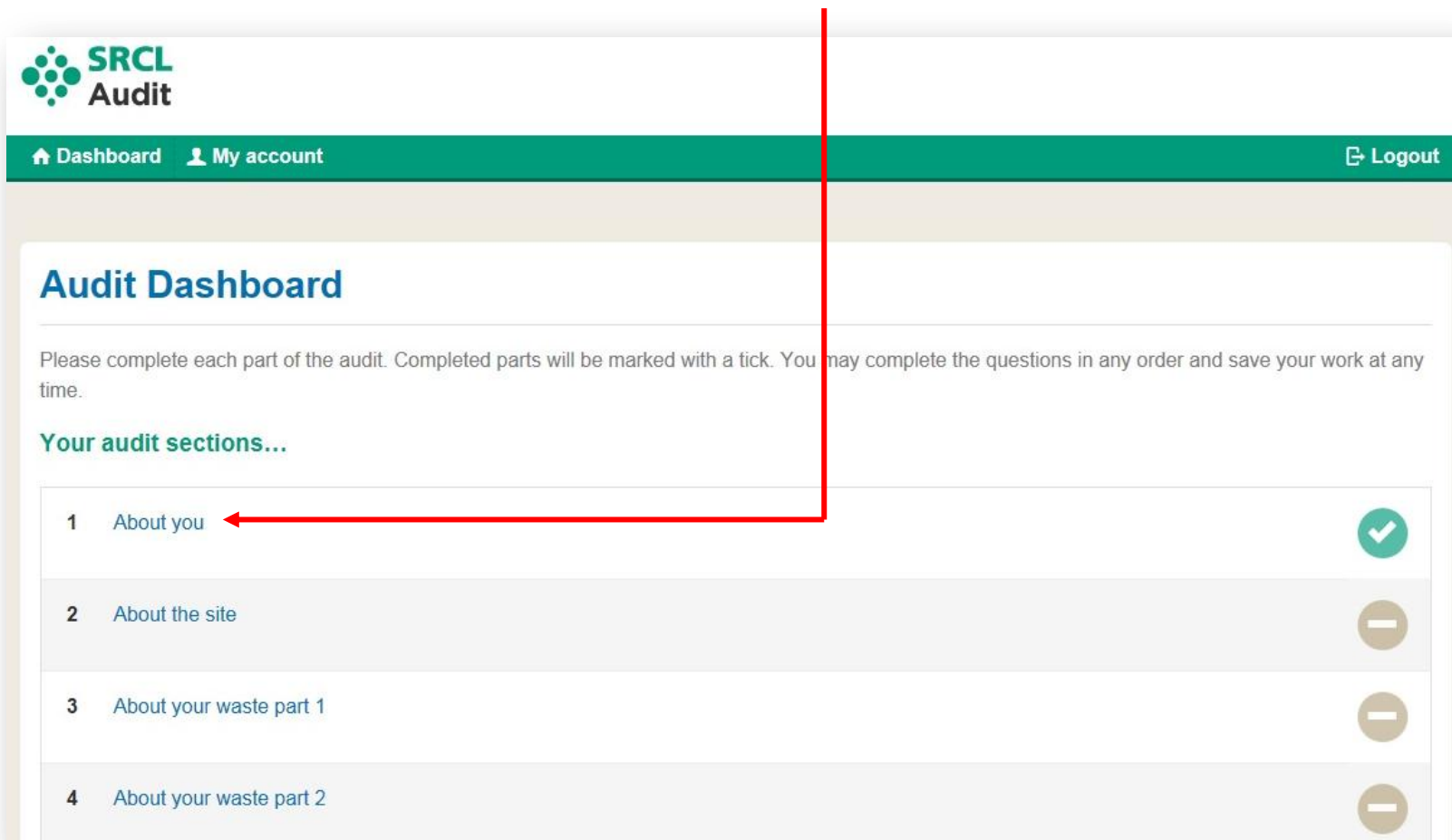
| Questions | Why do waste packages need to be labelled? | Where would you find information on the correct segregation and packaging of healthcare waste? | Why is waste segregation important? | Why does clinical waste need to be stored securely? |
|-----------------------|---|---|--|---|
| Answer choices | A - To ensure the waste is correctly marked and identified, and to enable traceability to source B – For charging purposes C – Labelling is not necessary D – Don't know | A - In the Safe Management of Healthcare Waste guidance document B – in the site policies and procedures C – From your line manager D – all of the above E – don't know | A – because the different coloured bins look pretty B - To ensure that waste can be handled, transported and disposed of in a safe and effective manner C – to make hazardous waste more visible D – don't know | A – it doesn't need to be stored securely B – to stop broken bins from leaking C - To prevent the escape of waste, harm to the environment and harm to human health D – don't know |
| Job title | Answers | | | |
| Practice Manager | A | C | D | B |
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5. How to?

Start completing the surveys

- The surveys will be listed individually on your audit dashboard. Click on each survey title to begin that section.

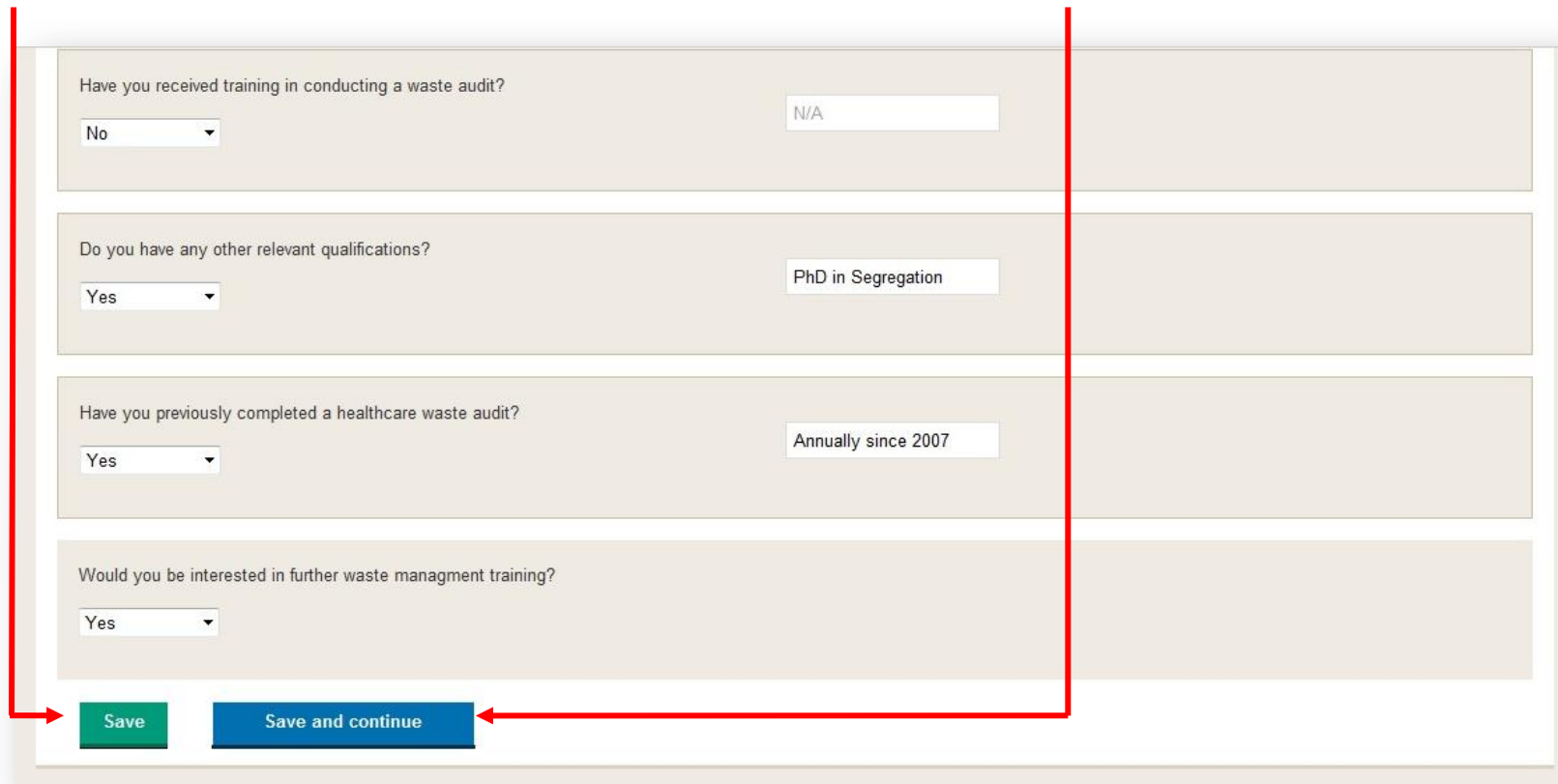


The screenshot shows the SRCL Audit Dashboard. At the top left is the SRCL Audit logo. Below it is a green navigation bar with 'Dashboard' and 'My account' on the left, and 'Logout' on the right. The main content area is titled 'Audit Dashboard' and contains the text: 'Please complete each part of the audit. Completed parts will be marked with a tick. You may complete the questions in any order and save your work at any time.' Below this is a section titled 'Your audit sections...' which lists four items: '1 About you', '2 About the site', '3 About your waste part 1', and '4 About your waste part 2'. A red arrow points from the top of the list to the '1 About you' item, which has a green checkmark icon to its right. The other items have minus sign icons to their right.



Save the work completed

- Click on the save buttons at any time.
- Click **'Save'** to save and stay on the same survey page, or click **'Save and continue'** to save and progress to the next survey.



The screenshot shows a survey form with four questions, each with a dropdown menu and a text input field. A red box highlights the entire form area, including the questions and the 'Save' and 'Save and continue' buttons at the bottom. The questions and their answers are:

| Question | Answer |
|---|--------|
| Have you received training in conducting a waste audit? | No |
| Do you have any other relevant qualifications? | Yes |
| Have you previously completed a healthcare waste audit? | Yes |
| Would you be interested in further waste management training? | Yes |

At the bottom of the form, there are two buttons: a green 'Save' button and a blue 'Save and continue' button. Red arrows point from the 'Save' button to the left and from the 'Save and continue' button to the right, indicating the direction of the arrows.



Enter information on the container inspection survey

- Select the container type and enter the location, then tick each box that matches the description of the waste found in the container. You can tick as many boxes as you require for each container.
- Hover over the tick boxes or letters at the top of the table to see the full description.

Container Inspections

Waste container inspections

Please complete the table below for the contents of every waste container you inspected during your audit of the site. Tell us what type of container it was and where you inspected it, then tick the box for each type of waste you observed in the container, then click 'Add another container' to enter the details for another. Keep adding containers until you have entered information for all the containers you inspected during the audit. Remember to use the table in the Audit Instructions to help you record the right information when you're out inspecting the bins.

| Type of Container | Where did you inspect this container? | Waste types found in this container <i>*Hover over relevant column to view description</i> | | | | | | | | | | | | |
|---|---|--|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | A | B | C | D | E | F | G | H | I | J | K | L | M |
| <input type="button" value="Add another container"/> <input type="button" value="Remove the last container"/> | | | | | | | | | | | | | | |
| <input type="text" value="Purple lid sharps container"/> | <input type="text" value="Treatment Room"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="button" value="Save"/> <input type="button" value="Save and continue"/> | | <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Any waste medicines known to be cytotoxic or cytostatic </div> | | | | | | | | | | | | |



Add and remove containers or staff questionnaires

- You can add as many containers or staff questionnaires as you need by clicking on the **'add container'** and **'add employee'** buttons.
- If you've added too many there's also a button to remove the ones you don't need.

Staff Questionnaire

Staff Questionnaires

Please complete the table below for every member of staff you questioned during your audit of the site. Tell us what the position of the staff member was, select the answer they gave for each of the six questions, then click 'Add another staff member' to enter the answers for another. Keep adding staff members until you have entered information for all the people you questioned during the audit. Remember to use the question sheet in the Audit Instructions to help you ask the right questions and record the answers.

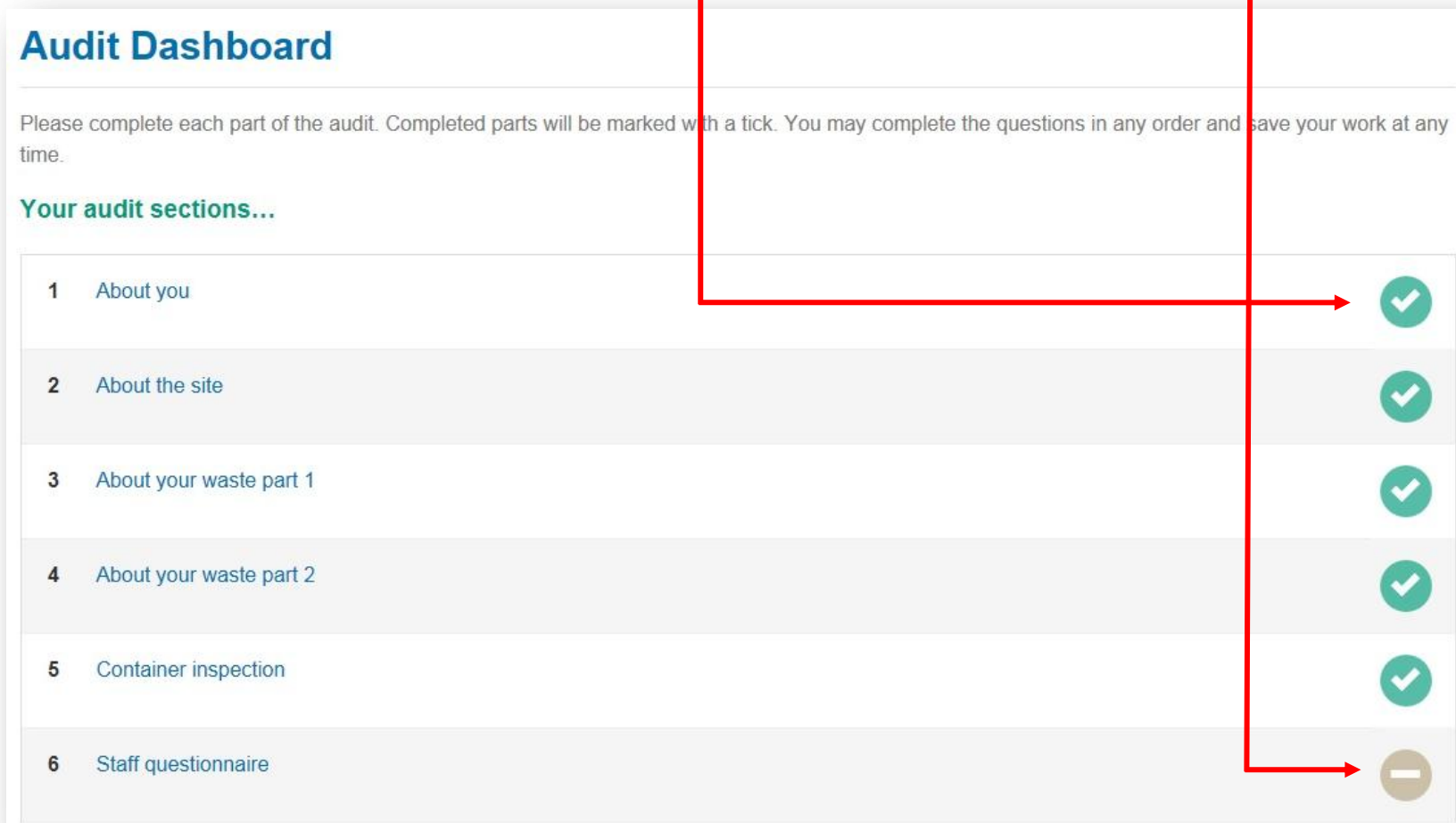
| Position of employee questioned | Into which container should you place a potentially infected dressing? | Into which container should you place paper towels from hand washing? | What packaging colour denotes cytotoxic/ cytostatic waste? | What colour bin lid should be used for medicinally contaminated sharps? | Why do waste packages need to be labelled? | Where would you find information on the correct segregation and packaging of healthcare waste? | Why is waste segregation important? | Why does clinical waste need to be stored securely? | |
|---|--|---|--|---|--|--|--|---|--|
| <div style="display: flex; justify-content: space-between;"> Add another employee Remove the last employee </div> | | | | | | | | | |
| <input type="text"/> | <input type="text" value="Please select"/> | <input type="text" value="Please select"/> | <input type="text" value="Please select"/> | <input type="text" value="Please select"/> | <input type="text" value="Please select"/> | <input type="text" value="Please select"/> | <input type="text" value="Please select"/> | <input type="text" value="Please select"/> | |
| Porter | Yellow bag | Orange bag | Red | Black | For charging pu | in the site policies and pr | To ensure that w | To stop broken b | |

Save



How do I know which sections I've finished?

- When you return to the audit dashboard each completed survey will be marked with a green tick icon. Incomplete sections will be marked with the grey line icon.



Audit Dashboard

Please complete each part of the audit. Completed parts will be marked with a tick. You may complete the questions in any order and save your work at any time.

Your audit sections...

| | | |
|---|-------------------------|---|
| 1 | About you | ✓ |
| 2 | About the site | ✓ |
| 3 | About your waste part 1 | ✓ |
| 4 | About your waste part 2 | ✓ |
| 5 | Container inspection | ✓ |
| 6 | Staff questionnaire | — |



What do I do when I've completed the audit?

- When each survey has been completed they will all be marked with a green tick, and the '**Submit Survey**' button will have appeared at the bottom of the dashboard.



Your audit sections...

| | | |
|---|-------------------------|---|
| 1 | About you | ✓ |
| 2 | About the site | ✓ |
| 3 | About your waste part 1 | ✓ |
| 4 | About your waste part 2 | ✓ |
| 5 | Container inspection | ✓ |
| 6 | Staff questionnaire | ✓ |

Submit Survey

After submission of the survey you'll be able to click to download your audit report on the dashboard. Please read the report thoroughly for advice on what to do next.

