

Highfield Surgery

10th February 2025

Purpose

This annual statement will be generated each year in February in accordance with the requirements of the [Health and Social Care Act 2008 Code of Practice](#) on the prevention and control of infections and related guidance. The report will be published on the practice website and will include the following summary:

- Any infection transmission incidents and any action taken (these will have been reported in accordance with our significant event procedure)
- Details of any infection control audits undertaken, and actions undertaken
- Details of any risk assessments undertaken for the prevention and control of infection
- Details of staff training
- Any review and update of policies, procedures, and guidelines

Infection Prevention and Control (IPC) lead

The lead for infection prevention and control at Highfield Surgery is Deborah Burgess, Lead Practice Nurse.

The IPC lead is supported by Heather Wilson, Practice Manager.

a. Infection transmission incidents (significant events)

Significant events involve examples of good practice as well as challenging events.

Positive events are discussed at meetings to allow all staff to be appraised of areas of best practice.

Negative events are managed by the staff member who either identified or was advised of any potential shortcoming. This person will complete a Significant Event Analysis (SEA) form that commences an investigation process to establish what can be learnt and to indicate changes that might lead to future improvements.

All significant events are reviewed and discussed at several meetings each month. Any learning points are cascaded to all relevant staff where an action plan, including audits or policy review, may follow.

In the past year there have been 0 significant events raised that related to infection control. There have also been 1 complaint made regarding cleanliness or infection control.

b. Infection prevention audit and actions

The Annual Infection Prevention and Control audit was last undertaken:
October 2024

Following this:

- New sinks have been installed in the womens staff toilets on the 2nd floor.
- Old hand sanitiser wall dispensers have been removed and replaced with large capacity hand sanister bottles on reception desks.

An audit on handwashing was last undertaken on the 13th of March 2024.
Highfield Surgery plan to undertake the following audits in 2025

- Annual Infection Prevention and Control Audit
- Cleaning Audit
- Hand hygiene audit
- Sharps Bin audit
- Waste bin audit

c. Risk assessments

Risk assessments are carried out so that any risk is minimised to be as low as reasonably practicable. Additionally, a risk assessment that can identify best practice can be established and then followed.

In the last year, the following risk assessments were carried out/reviewed:

- COSHH
- Infection prevent and control handbook
- Clinical waste risk assessment
- Sharps bin risk assessment
- Workplace fans and covid-19 risk assessment

In the next year, the following risk assessment will also be reviewed:

Staff immunisations

d. Training

In addition to staff being involved in risk assessments and significant events, at Highfield Surgery all staff and contractors receive IPC induction training on commencing their post. Thereafter, all staff receive refresher training bi annually.

e. Policies and procedures

The infection prevention and control related policies and procedures that have been written, updated, or reviewed in the last year include, but are not limited, to:

- Cleaning Standards Policy
- Infection Control Policy
- Disposable Instruments Policy

Policies relating to infection prevention and control are available to all staff and are reviewed and updated annually. Additionally, all policies are amended on an ongoing basis as per current advice, guidance, and legislation changes.

f. Responsibility

It is the responsibility of all staff members at Highfield Surgery to be familiar with this statement and their roles and responsibilities under it.

g. Review

The IPC lead and the Practice Manager are responsible for reviewing and producing the annual statement.

Highfield Surgery

This annual statement will be updated on or before 28th February 2026

Signed by

A handwritten signature in black ink, appearing to read 'H Wilson', enclosed within a hand-drawn oval.

Heather Wilson
For and on behalf of Highfield Surgery