

2nd February 2026

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 organisation's 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 carried out 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 Mr Paul Murphy

The IPC lead is supported by Heather Wilson.

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 in 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 which 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 which related to infection control. There have also been 0 complaints made regarding cleanliness or infection control.

b. Infection prevention audit and actions

In April 2025, we undertook a general infection control audit and no issues were found.

In January 2026, we undertook a handwashing and hygiene audit whereby 16 employees were reviewed whilst they washed their hands. Each person correctly demonstrated how to wash their hands effectively. There were no issues raised.

It was found that in the areas inspected (Reception office and admin office) that all desks had hand gel and surface wipes on each desk.

4 members of staff were found to be wearing false nails that were quite long. They were informed to maintain a short length of nails to maintain hygiene standards.

c. Risk assessments

Risk assessments are carried out so that any risk is minimised and made to be as low as is 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:

Carpet risk assessment

Animals in the practice risk assessment

Clinical waste risk assessment

Sharps bin risk assessment

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

Carpet risk assessment

Animals in the practice risk assessment

Clinical waste risk assessment

Sharps bin risk assessment

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 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:

HIV (Staff) policy

Assistance dog 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 Heather Wilson are responsible for reviewing and producing the annual statement.

This annual statement will be updated on or before the 2nd of February 2027.

Signed by

H Wilson

For and on behalf of Highfield Surgery