

# Decontamination room checklist

Self-assessment and good practice guide



# A practical self-check for dental practices

Think of this guide as a helpful nudge rather than a rulebook. It's designed to help you step back, take a fresh look at your decontamination room, and spot anything that might need a little attention.

It's not about ticking boxes it's about prompting the right questions, supporting good habits, and helping you feel confident that the fundamentals are working as they should, day in and day out.

And if this guide raises questions or makes you think '*are we doing this right?*', **Dentistry Compliance** is here to help.

## Layout and workflow

- Is the decontamination room clearly designated and appropriately located?
- Is there a clear dirty-to-clean workflow, with no risk of cross-contamination?
- Are clean and dirty zones clearly identified and physically separated?
- Are work surfaces intact, impervious, and easy to clean?
- Is there a dedicated handwashing sink with alcohol gel, soap, and hand cream?
- Is access restricted to authorised team members only? With the appropriate signage on the door?

## Equipment and validation

- Are all decontamination devices (e.g. washer disinfectors, ultrasonic cleaners, autoclaves) appropriate for use and CE marked?
- Are installation, validation, and commissioning certificates in place and up to date?
- Are routine testing and monitoring checks carried out at the correct intervals?
- Are faults, failures, or test failures documented and acted upon promptly?
- Are equipment manuals available, accessible and team members aware of the location?

## Cleaning and decontamination process



- Are instruments cleaned in line with current guidance and manufacturer instructions?
- Are manual cleaning processes documented and followed where appropriate?
- Are ultrasonic cleaners and washer disinfectors used correctly and consistently?
- Are instruments inspected for cleanliness and damage before sterilisation?
- Are single-use items clearly identified and not reprocessed?

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## Sterilisation and storage

- Are sterilisation cycles monitored, recorded, and reviewed?
- Are instruments stored in a way that maintains sterility and cleanliness?
- Are wrapped and unwrapped instruments managed appropriately?
- Is there a clear process for tracking batches or loads if required?

## Records and documentation

- Are decontamination records complete, accurate, and legible?
- Are logs stored securely and easy to access for inspection?
- Are records reviewed regularly and signed off where required?
- Are records retained in line with recommended retention periods?

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## Team members training and competence

- Have all team members involved in decontamination received appropriate training?
- Is training role-specific and up to date?
- Can team members confidently explain decontamination procedures?
- Is ongoing competency reviewed and evidenced?



## Infection prevention and safety

- Are appropriate PPE and hand hygiene facilities available and used correctly?
- Are COSHH assessments in place for chemicals and detergents used?
- Are spill kits and incident procedures available and understood?
- Is the decontamination area cleaned and maintained regularly, with records kept?



## Final sense-check

- Do policies reflect what happens in practice?
- Could you clearly evidence compliance during an inspection?
- Are responsibilities clearly assigned and understood?



Decontamination requires detailed processes, routine monitoring, and clear documentation in line with current guidance and manufacturer instructions, and these should always be followed in day-to-day practice.

If you have any questions or need further support please contact us



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