

CareOps — Monthly governance pack

Greenfield Care Home (fictional)

April 2026 · compared with March 2026

Generated by Sample registered manager on 04 May 2026, 09:00

Signed off by Sample registered manager on 04 May 2026, 09:00 — see the final page.

At a glance

Scheduled checks done on time: 85% — 157 of 185

Missed check windows: 28 (previous month 0)

Records filed after their window closed: 2 (previous 0)

Out-of-range readings: 1 (previous 0)

Incidents: 4 (previous 0), 0 CQC-notifiable; follow-up actions done: 7 of 7

Evidence by CQC regulation

Each check is tagged to the Fundamental Standards it evidences (Health and Social Care Act 2008 (Regulated Activities) Regulations 2014). Mapping to be confirmed by the registered manager.

Safe

Reg 12 · Safe care and treatment: 7 checks, 134 of 156 on time (86%); 3 incidents

Reg 13 · Safeguarding service users from abuse and improper treatment: 1 incident

Reg 15 · Premises and equipment: 5 checks, 58 of 70 on time (83%)

Effective

Reg 14 · Meeting nutritional and hydration needs: 2 checks, 49 of 58 on time (84%)

Caring

No checks or incidents recorded under this key question.

Responsive

No checks or incidents recorded under this key question.

Well-led

Reg 17 · Good governance: this pack, its sign-off, the learning loop below, and honest late and missed records.

Rooms below the 90% on-time target

Ground floor corridor: 63% (5 of 8)

Bathroom 3: 75% (3 of 4)

Laundry: 79% (23 of 29)

Kitchen: 84% (49 of 58)

Clinic room: 88% (50 of 57)

Checks with missed windows

Medication fridge (Clinic room): 6 days with a missed window — 88% on time

Laundry dryer & lint check (Laundry): 6 days with a missed window — 79% on time

Food fridge & freezer — PM (Kitchen): 5 days with a missed window — 83% on time

Food fridge & freezer — AM (Kitchen): 3 days with a missed window, 1 recorded late — 86% on time

Fire door check (Ground floor corridor): 2 days with a missed window — 50% on time

Dining room clean (Dining room): 2 days with a missed window — 93% on time

Water outlets flush (Bathroom 3): 1 day with a missed window — 75% on time

Fire alarm test (Ground floor corridor): 0 days with a missed window, 1 recorded late — 75% on time

Incidents and learning

24 Apr 2026 — Fall, First-floor corridor (high)

Actions: Staff briefing on safe moving; Review mobility assessment (2 of 2 done). Closed in: 5 days.

Happened again in the same place within 30 days: no.

17 Apr 2026 — Fall, Bathroom 3 (low)

Actions: Remove trip hazard; Staff briefing on safe moving (2 of 2 done). Closed in: 0 days.

Happened again in the same place within 30 days: no.

08 Apr 2026 — Near miss, Dining room (low)

Actions: Signage moved; Spill kit restocked (2 of 2 done). Closed in: 4 days.

Happened again in the same place within 30 days: no.

06 Apr 2026 — Safeguarding, Garden (low)

Actions: Manager review (1 of 1 done). Closed in: 0 days.

Happened again in the same place within 30 days: no.

Sign-off**Signed off by: Sample registered manager**

Date and time: 04 May 2026, 09:00 (UTC)

Statement: I have reviewed this governance pack for April 2026. It is an accurate record of the scheduled checks, incidents and follow-up actions at Greenfield Care Home (fictional) for the period, and any actions needed are in hand.

Manager's comment: Laundry checks below target: dryer checks moved to the start of the late shift and rota updated.

This signed pack is stored unchanged and its SHA-256 fingerprint is recorded in CareOps, so any copy can be checked against the original.