Greenfield Care Home (fictional)

Needs action

Checks were 91% on time, the same as March. 3 readings went out of range on the Medication fridge temperature and Food fridge; each one raised an urgent task. 2 rooms are below the 90% target: Bathroom 3 and Laundry. 7 incidents; 12 of 12 follow-up actions done.

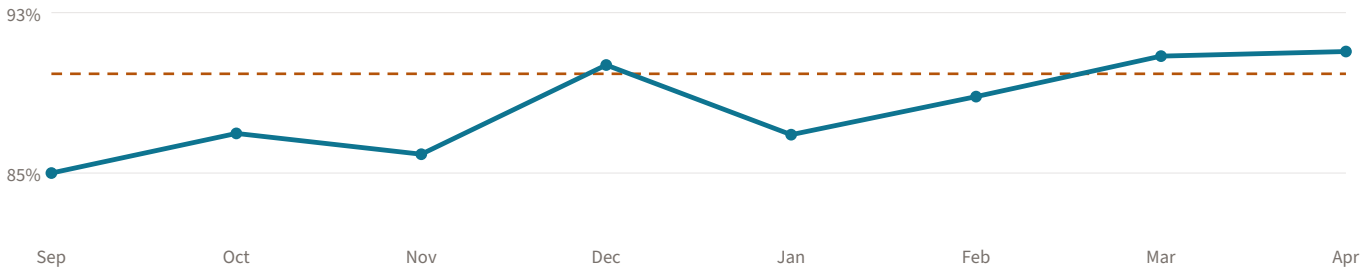
Manager's comment

Laundry and Bathroom 3 checks below target: dryer checks moved to the start of the late shift and outlet flushing added to the night round.

ON TIME	MISSED	OUT OF RANGE	INCIDENTS
91%	17	3	7
no change	▼ from 18	▼ from 5	same as last month

WORTH ASKING ABOUT

- Fall in Dining room on 21 Apr happened again on 15 May
- Bathroom 3 checks at 80%, below the 90% target for the second month running
- Laundry checks at 80%, below the 90% target



On time, last 8 months · dashed: 90% target

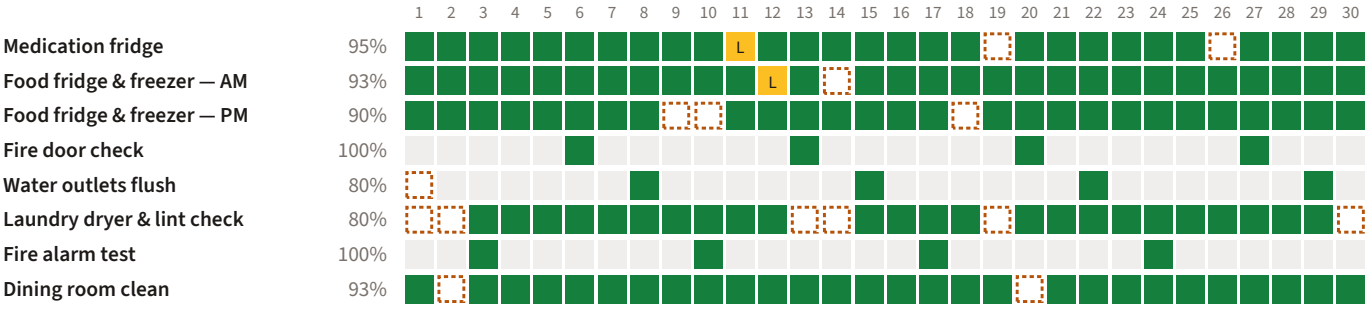
Signed off by Sample registered manager on 4 May 2026, 10:00

Checks

Every check, every day

Nothing hidden: gaps and late records show exactly where they happened.

On time · L Recorded late · Missed · Not finished yet · Not scheduled



Rooms, lowest first

On-time rate by room. Dashed line: the 90% target.



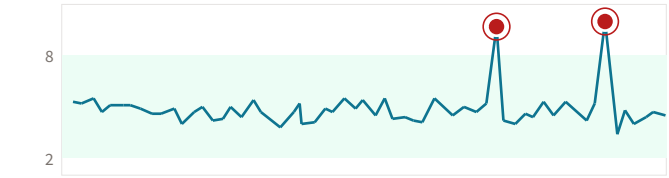
Checks with missed or late windows

Check	Room	Days missed	Recorded late	On time
Laundry dryer & lint check	Laundry	6	0	80%
Food fridge & freezer — PM	Kitchen	3	0	90%
Medication fridge	Clinic room	2	1	95%
Dining room clean	Dining room	2	0	93%
Food fridge & freezer — AM	Kitchen	1	1	93%
Water outlets flush	Bathroom 3	1	0	80%

Readings

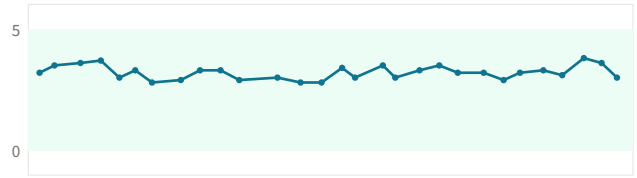
Every temperature and reading recorded, one chart per line. Shaded: the acceptable range. Ringed dots: out of range.

Medication fridge temperature · Medication fridge



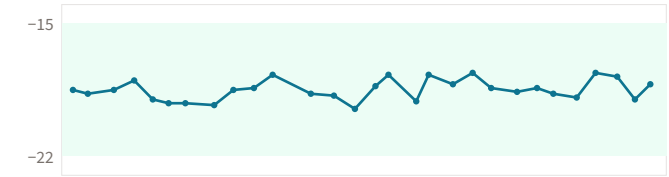
58 readings · lowest 3.4°C · highest 10°C · 2 out of range · should be 2 to 8°C

Food fridge · Food fridge & freezer — AM



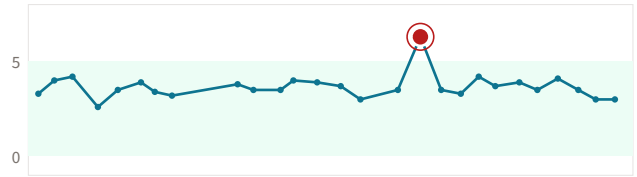
29 readings · lowest 2.8°C · highest 3.8°C · 0 out of range · should be 0 to 5°C

Freezer · Food fridge & freezer — AM



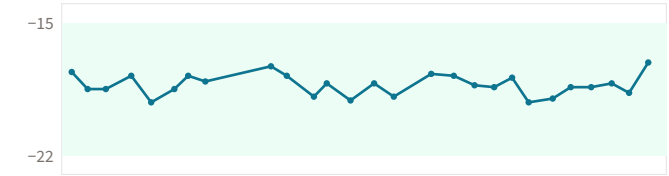
29 readings · lowest −19.5°C · highest −17.6°C · 0 out of range · should be −22 to −15°C

Food fridge · Food fridge & freezer — PM



27 readings · lowest 2.6°C · highest 6.3°C · 1 out of range · should be 0 to 5°C

Freezer · Food fridge & freezer — PM



27 readings · lowest −19.2°C · highest −17.1°C · 0 out of range · should be −22 to −15°C

CQC evidence

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

Regulation	Checks	On time	Incidents
Reg 12 · Safe care and treatment	7	151 of 162 (93%)	6
Reg 13 · Safeguarding service users from abuse and improper treatment	0	—	1
Reg 15 · Premises and equipment	5	64 of 73 (88%)	0

Effective

Regulation	Checks	On time	Incidents
Reg 14 · Meeting nutritional and hydration needs	2	55 of 60 (92%)	0

Caring

No checks or incidents recorded under this key question.

Responsive

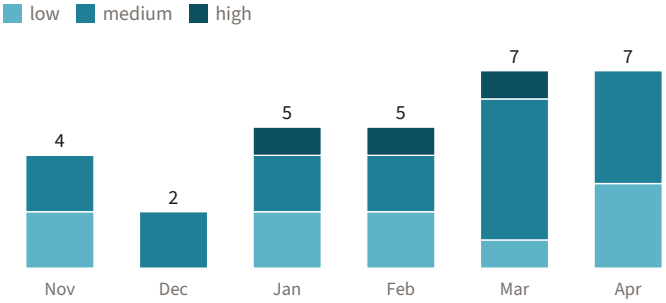
No checks or incidents recorded under this key question.

Well-led

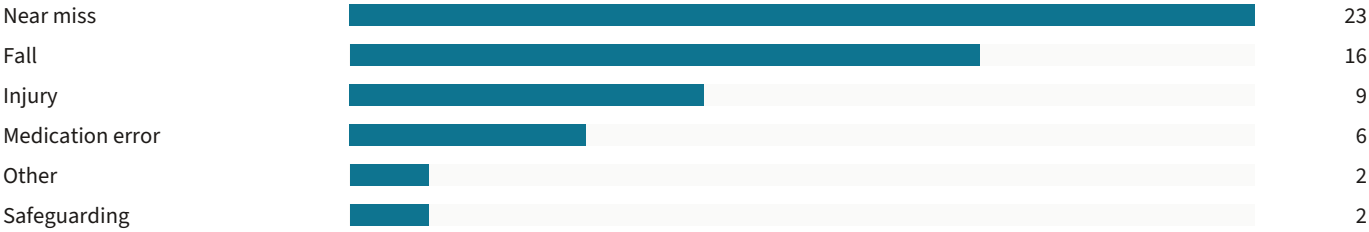
Reg 17 · Good governance: this pack, its sign-off, the learning loop, and honest late and missed records.

Incidents and learning

Incidents by severity, last six months



Incidents by type, last six months



Did the fix work?

Incident	Actions	Closed in	Happened again?
21 Apr 2026 — Fall, Dining room (low)	Remove trip hazard; Staff briefing on safe moving (2 of 2 done)	4 days	Yes, on 15 May 2026
20 Apr 2026 — Safeguarding, Kitchen (medium)	Manager review; Safeguarding referral made (2 of 2 done)	5 days	No
19 Apr 2026 — Near miss, First-floor corridor (low)	Signage moved; Spill kit restocked (2 of 2 done)	5 days	No
18 Apr 2026 — Near miss, Bathroom 3 (medium)	Spill kit restocked; Discussed at handover (2 of 2 done)	1 day	No
15 Apr 2026 — Near miss, Garden (medium)	Discussed at handover (1 of 1 done)	2 days	No
13 Apr 2026 — Medication error, Kitchen (medium)	Medication retraining; GP informed (2 of 2 done)	5 days	No
5 Apr 2026 — Fall, Bathroom 3 (low)	Review mobility assessment (1 of 1 done)	4 days	No

Escalations: jobs staff pushed up to a manager

No jobs were escalated to a manager.

Sign-off

Signed off by: Sample registered manager
Date and time: 4 May 2026, 10:00

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 and Bathroom 3 checks below target: dryer checks moved to the start of the late shift and outlet flushing added to the night round.

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