

CareOps — Monthly governance pack

Greenfield Care Home (fictional)

June 2026 · compared with May 2026

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

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

At a glance

Scheduled checks done on time: 91% (0 pts) — 174 of 192

Missed check windows: 18 (previous month 19)

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

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

Incidents: 7 (previous 4), 2 CQC-notifiable; follow-up actions done: 10 of 10

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, 151 of 162 on time (93%); 7 incidents

Reg 15 · Premises and equipment: 5 checks, 63 of 73 on time (86%)

Effective

Reg 14 · Meeting nutritional and hydration needs: 2 checks, 54 of 60 on time (90%)

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

Bathroom 3: 75% (3 of 4)

Laundry: 77% (23 of 30)

Checks with missed windows

Laundry dryer & lint check (Laundry): 7 days with a missed window — 77% on time

Food fridge & freezer — AM (Kitchen): 4 days with a missed window — 87% on time

Food fridge & freezer — PM (Kitchen): 2 days with a missed window — 93% on time

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

Medication fridge (Clinic room): 1 day with a missed window, 1 recorded late — 97% on time

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

Incidents and learning

30 Jun 2026 — Medication error, Dining room (medium)

Actions: Medication retraining; GP informed (2 of 2 done). Closed in: 5 days.

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

28 Jun 2026 — Near miss, Kitchen (medium)

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

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

26 Jun 2026 — Fall, Dining room (high, CQC-notifiable)

Actions: Review mobility assessment (1 of 1 done). Closed in: 5 days.

Happened again in the same place within 30 days: YES, on 02 Jul 2026.

17 Jun 2026 — Fall, First-floor corridor (medium)

Actions: Review mobility assessment (1 of 1 done). Closed in: 3 days.

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

12 Jun 2026 — Fall, Kitchen (high, CQC-notifiable)

Actions: Sensor mat fitted; Remove trip hazard (2 of 2 done). Closed in: 1 day.

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

10 Jun 2026 — Fall, Kitchen (low)

Actions: Staff briefing on safe moving (1 of 1 done). Closed in: 4 days.

Happened again in the same place within 30 days: YES, on 12 Jun 2026.

08 Jun 2026 — Near miss, Lounge (low)

Actions: Discussed at handover (1 of 1 done). Closed in: 5 days.

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

Sign-off

Signed off by: Sample registered manager

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

Statement: I have reviewed this governance pack for June 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.