

CareOps — Monthly governance pack

Greenfield Care Home (fictional)

August 2026 · compared with July 2026

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

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

At a glance

Scheduled checks done on time: 92% (-2 pts) — 182 of 198

Missed check windows: 16 (previous month 12)

Records filed after their window closed: 2 (previous 4)

Out-of-range readings: 1 (previous 3)

Incidents: 5 (previous 3), 1 CQC-notifiable; follow-up actions done: 9 of 9

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, 158 of 167 on time (95%); 5 incidents

Reg 15 · Premises and equipment: 5 checks, 66 of 75 on time (88%)

Effective

Reg 14 · Meeting nutritional and hydration needs: 2 checks, 58 of 62 on time (94%)

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

Laundry: 77% (24 of 31)

Checks with missed windows

Laundry dryer & lint check (Laundry): 6 days with a missed window, 1 recorded late — 77% on time

Medication fridge (Clinic room): 2 days with a missed window, 1 recorded late — 95% on time

Food fridge & freezer — PM (Kitchen): 2 days with a missed window — 94% on time

Dining room clean (Dining room): 2 days with a missed window — 94% on time

Food fridge & freezer — AM (Kitchen): 1 day with a missed window, 1 recorded late — 94% on time

Incidents and learning

29 Aug 2026 — Near miss, First-floor corridor (high, CQC-notifiable)

Actions: Spill kit restocked; Discussed at handover (2 of 2 done). Closed in: 3 days.

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

23 Aug 2026 — Fall, First-floor corridor (high)

Actions: Remove trip hazard; Staff briefing on safe moving (2 of 2 done). Closed in: 5 days.

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

18 Aug 2026 — Medication error, First-floor corridor (medium)

Actions: MAR double-check at handover; Medication retraining (2 of 2 done). Closed in: 2 days.

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

15 Aug 2026 — Fall, Lounge (high)

Actions: Sensor mat fitted; Remove trip hazard (2 of 2 done). Closed in: 5 days.

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

03 Aug 2026 — Near miss, First-floor corridor (low)

Actions: Discussed at handover (1 of 1 done). Closed in: 2 days.

Happened again in the same place within 30 days: YES, on 29 Aug 2026.

Sign-off

Signed off by: Sample registered manager

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

Statement: I have reviewed this governance pack for August 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.