

# Care Quality Commission

## Inspection Evidence Table

### Hawkesley Medical Practice (1-5562124596)

Inspection date: 21 September 2020

Date of data download: 02 July 2020

## Overall rating: Good

### Safe

### Rating: Good

We previously rated the practice as requires improvement for providing safe services, because the practice was unable to demonstrate that all safety systems were operating as intended or effectively to prevent or reduce risk to patients.

The practice is now rated as good for providing safe services. The practice had taken appropriate action following the previous inspection to improve safety systems.

#### Safety systems and processes

#### The practice had improved systems, practices and processes to keep people safe.

Safeguarding	Y/N/Partial
Disclosure and Barring Service (DBS) checks were undertaken where required.	Y
Explanation of any answers and additional evidence:  At our previous inspection we found not all non-clinical staff had Disclosure and Barring Service (DBS) checks in place (DBS checks identify whether a person has a criminal record or is on an official list of people barred from working in roles where they may have contact with children or adults who may be vulnerable). The practice was unable to demonstrate any recorded consideration of risk.  During this inspection, we found the practice had reviewed and improved their processes and they provided evidence to show all non-clinical staff had received a DBS check or had an appropriate risk assessment in place.	

Safety systems and records	Y/N/Partial
There was a record of fire training for staff. Date of last training: All staff up to date with training.	Y
<p>Explanation of any answers and additional evidence:</p> <p>During the previous inspection we found that one member of staff had not received fire training. Following the inspection, the practice had improved their systems and set up alerts for staff to remind them that training was due. During this inspection, the practice sent us evidence to show that all staff had completed fire safety training.</p>	

Health and safety	Y/N/Partial
Health and safety risk assessments had been carried out and appropriate actions taken. Date of last assessment:	Y 08.06.2020
<p>Explanation of any answers and additional evidence:</p> <p>During our previous inspection we found the risk assessment carried out by the property landlord had not identified all risks within the practice. For example, blind loop cords in consultation rooms had not been risk assessed and secured. The practice sent us evidence to show that following the inspection, blind loop cords had been secured.</p> <p>The practice also sent us evidence to show, following our inspection, they had implemented their own health and safety risk assessments in addition to the landlords, to help identify risks that were specific to their service.</p>	

## Infection prevention and control

### The practice had improved arrangements for managing clinical waste.

	Y/N/Partial
The arrangements for managing waste and clinical specimens kept people safe.	Y
Explanation of any answers and additional evidence: During the previous inspection, we found that clinical waste bins were locked but not secured to the site. The practice told us, following the inspection, they had spoken with the owners of the building to work out a plan to secure clinical waste bins and sent us evidence to show that bins were secured to the site.	

## Appropriate and safe use of medicines

### The practice had improved their management of blank prescription stationery.

Medicines management	Y/N/Partial
Blank prescriptions were kept securely and their use monitored in line with national guidance.	Y
Explanation of any answers and additional evidence: During the previous inspection we found that doors to three consultation rooms were not locked when the room was not in use and one of these rooms contained blank prescriptions. The practice provided evidence to show that prior to the inspection; they had ordered key pad locks for all doors. However, they had not been installed. The practice was able to demonstrate that they removed blank prescriptions from consultation rooms at the end of each day and locked them away.  The practice sent us evidence to show, following the inspection, they had improved systems to ensure prescription stationery was kept securely. As well as installing locks on consultation room doors, the practice had purchased lockable drawers for printers. The practice told us a dedicated member of staff ensured that prescription stationery was added to printers each morning and removed at the end of each day. Keys for the printer drawers were kept securely and only accessed by authorised staff.	

