

Free Basic Checklist Example

Use this resource to organise a practical review of an England care service. Select the checks that apply to your regulated activities, people, setting and staff roles. A completed checklist is a record of your review; it does not establish legal compliance, CQC approval or an inspection outcome.

Choose a small, meaningful sample. Record the service, regulated activities, setting, reviewer and date. Use Present / Partial / Missing / Not applicable rather than a yes/no declaration of compliance. Explain the basis for your judgement.

Look at more than the policy: ask the person, observe practice, check a current record and ask staff how they respond when something goes wrong. A missing document and unsafe practice need different actions; immediate risk requires immediate escalation.

Worked example: a care plan records the person's preferred communication but recent notes show that it was unavailable during appointments. Mark Partial, record the actual gap, agree accessible support with the person, assign an owner and check the next appointment outcome.

Review prompts 1–13

Question / area	Prompt	Evidence / status
Safe	Protection from abuse and avoidable harm	
Safe	Risk assessment and review	
Safe	Medicines support where applicable	
Safe	Infection prevention and control	
Effective	Assessment and person-centred planning	
Effective	Consent and decision-specific capacity	
Effective	Staff competence and support	
Caring	Dignity, privacy and respect	
Caring	Compassion and involvement	
Responsive	Support meets the individual's needs	
Responsive	Complaints lead to action	
Well-led	Governance and monitoring	
Well-led	Open reporting and learning	

Action and follow-through

Review field	Your record
Service / reviewer / date	
Person or activity affected / immediate risk	
Evidence checked and what it shows	
Action and responsible person	
Target date / interim safeguards	
Outcome, person's feedback and closure evidence	
Manager review / next review trigger	

Use, review and sources

Do not enter names, health details or criminal-record information in a shared learning example. Store completed operational records in the organisation's approved system with appropriate access and retention controls.

Recheck the linked official guidance before an important decision and after changes to the law, people supported or service. Revision: 11 October 2026. This is a practical resource, not individual legal or clinical advice.

CQC provider regulations:

<https://www.cqc.org.uk/guidance-regulation/providers/regulations-service-providers-and-managers>

CQC Regulation 17 (good governance): <https://www.cqc.org.uk/guidance-regulation/providers/regulations-service-providers-and-managers/health-social-care-act/regulation-17>

DBS filtering guidance:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Right-to-work checks:

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

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