

## Appendix A

### Check-list

Use this check-list to go through each task. Assign a responsible person for the task, and include any notes in the 'comments' section if necessary. This is a non exhaustive list. Your practice can add to the table if required.

Task	Responsible person	Date Action completed	Comments
De clutter and tidy all areas of the GP practice			
Remove all (clinical and non-clinical) out of date stock, material and medical related resources e.g. British National Formulary (BNFs)			
Ensure that the GP practice has good stock control systems.			
Ensure that the medical supplies cupboards are locked.			

Be aware that the CQC Inspector may ask about the contents of the doctor's bag, the emergency drugs and contents, fridge temperatures and associated logs. Identify where controlled drugs are kept and carry out an appropriate risk assessment to identify any potential hazards and risks, which may remain in a locked fridge.

Make sure 'important' keys are kept in a secure place.

Ensure there is an accident/incident book available for the workforce to complete and is kept in recognised area.

Ensure all fire equipment is in the right place and with appropriate dates.

Have a safe aid box in a recognised area and an appointed first aider trained lead.

Ensure you have an appropriate place for patients/people to comment (positive and negative) and complain about the GP practice's care and service.

Check that you make it easy for all the population groups to complain. Are you displaying notices?

Ensure you have an identified isolation room and appropriate policies for its use.

Ensure you have a confidential/private area for patients to use, to include a breast feeding area where possible.

Ensure you have information about the Patient Participation Group displayed.

Make sure you are 'zoning' information - see information zones in the main guidance.