

Bridge House Holdings Limited

# Bridge House Nursing Home

## Inspection report

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### Ratings

#### Overall rating for this service

Good 

Is the service safe?

Good 

Is the service effective?

Good 

Is the service caring?

Good 

Is the service responsive?

Good 

Is the service well-led?

Good 

### Overall summary

The inspection took place on 5 and 8 June 2015 and was unannounced.

Bridge House Nursing Home is a care home with nursing. Although registered to provide a service for up to 47 people, the service currently has accommodation for 32 people. This is because previously shared occupancy rooms are now only used for single occupancy. Some of the people living at the service may require either nursing or specialist care associated with dementia.

At our last inspection in April 2014 we identified a breach Regulation 18 of the Health and Social Care Act 2008

(Regulated Activities) Regulations 2010 which corresponds to Regulation 11 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014. This was in relation to the arrangements in place for obtaining the consent of people who lack capacity. Following that inspection the provider sent us an action plan telling us the improvements they were going to make. At this inspection we found that improvements had been made.

The home is required to have a registered manager. A registered manager is a person who has registered with

# Summary of findings

the Care Quality Commission (CQC) to manage the service. Like registered providers, they are 'registered persons'. Registered persons have legal responsibility for meeting the requirements in the Health and Social Care Act 2008 and associated Regulations about how the service is run. At the time of the inspection there was no registered manager. However, arrangements for day to day management of the service had been provided by interim managers and the matron. A new manager had been appointed and was due to commence working at the service on 1 July 2015. They had submitted relevant applications to the Care Quality Commission (CQC) to become registered.

Staff were aware of how to keep people safe by reporting concerns promptly through procedures they understood well. Systems and processes were in place to recruit staff who were suitable to work in the service and to protect people against the risk of abuse. There were sufficient numbers of suitably trained and experienced staff to ensure people's needs were met.

People using the service told us they were happy. Relatives also said they were very happy with the support and care provided at the service. People and when appropriate their relatives confirmed they were fully involved in the planning and review of their care. Care plans focussed on the individual and recorded their personal preferences. They reflected people's needs. However we found one example where a person did not have a care plan. After speaking with the interim manager and matron we were assured this was an isolated incident due to the person being recently admitted to the service. By the second day of the inspection this had been addressed and the care plan had been written and reflected the needs of the person.

People told us communication with the service was good and they felt listened to. People and their relatives told us staff treated them with kindness and respect.

People were supported with their medicines. Medicines were managed safely and people received their medicines from suitably trained, qualified and experienced staff.

People who could not make specific decisions for themselves had their legal rights protected. People's support plans showed that when decisions had been made about their care, where they lacked capacity, these had been made in the person's best interests.

The provider was meeting the requirements of the Deprivation of Liberty Safeguards (DoLS). The DoLS provide legal protection for vulnerable people who are, or may become, deprived of their liberty.

People received care and support from staff who had the appropriate skills and knowledge to care for them. New staff received induction, training and support from experienced members of staff. Staff felt supported by the matron and said they were listened to if they raised concerns.

The quality of the service was monitored regularly by the provider. Feedback was encouraged from people, visitors and stakeholders and used to improve and make changes to the service. Complaints were recorded, investigated and responded to in line with the provider's policy.

# Summary of findings

## The five questions we ask about services and what we found

We always ask the following five questions of services.

### Is the service safe?

The service was safe.

People were safeguarded from abuse and staff understood how to report any concerns they had. The provider had responded appropriately to any concerns that had arisen.

There were sufficient staff to meet people's needs. The provider had a robust recruitment procedure in place. Medicines were managed safely.

Good



### Is the service effective?

The service was effective.

People and their relatives were involved in making decisions about their care. Where people did not have capacity to make decisions, support was sought from family members and healthcare professionals in line with legal requirements and safeguards.

People were offered choices of meals and drinks that met their dietary needs and when necessary people were supported to eat and drink. People received timely support from appropriate health care professionals.

Staff were supported and received training.

Good



### Is the service caring?

The service was caring.

Staff worked in a caring, patient and respectful way, involving people in decisions where possible.

Staff knew people's individual needs and preferences well. They gave explanations of what they were doing when providing support.

Good



### Is the service responsive?

The service was responsive.

Care plans reflected people's need and were reviewed regularly. People's views were listened to and acted upon.

There was a system to manage complaints and people felt confident to make a complaint if necessary.

People's preferences were recorded and staff were provided with information to enable them to meet people's wishes.

A programme of activities was provided to suit a range of interests. Outings were being introduced to enable more frequent use of the community.

Good



### Is the service well-led?

The service was well-led. Staff, relatives and professionals found the management approachable and open.

Good



# Summary of findings

People and their relatives were asked for their views on the service and they felt confident to approach the management with concerns.

Effective processes were in place to monitor the quality of the service. Audits identified improvements required and action was taken to improve the service.

# Bridge House Nursing Home

## Detailed findings

### Background to this inspection

We carried out this inspection under Section 60 of the Health and Social Care Act 2008 as part of our regulatory functions. This inspection was planned to check whether the provider is meeting the legal requirements and regulations associated with the Health and Social Care Act 2008, to look at the overall quality of the service, and to provide a rating for the service under the Care Act 2014.

The inspection was carried out by two inspectors on 5 June 2015 and one inspector on 8 June 2015. The inspection was unannounced. This was a comprehensive inspection which included follow-up of progress on the non-compliance identified at an inspection on 23 July 2014. Where applicable we have referred back to the concerns arising from that inspection to report the improvements made since our last visit.

Before the inspection we contacted the local authority care commissioners to obtain feedback from them about the

service. We looked at previous inspection reports and action plans the provider had sent us. We checked notifications we had received. Notifications are sent to the Care Quality Commission to inform us of events relating to the service.

During the inspection we spoke with nine members of staff, including three registered nurses, an activity co-ordinator, an activity assistant, two care workers, the matron and the interim manager. We also spoke with the visiting GP, six people who live at the service and four relatives. We used the Short Observational Framework for Inspection (SOFI) during the inspection. SOFI is a way of observing care to help us understand the experience of people who could not talk with us.

We reviewed the care plans and associated records for four people. We examined a sample of other records relating to the management of the service including staff records, complaints, surveys and various monitoring and audit tools. We looked at the recruitment records for four staff.

# Is the service safe?

## Our findings

People were cared for by staff who had been through a robust recruitment procedure. This included obtaining references for prospective staff to check on their behaviour in previous employment and a Disclosure and Barring Service (DBS) check. A DBS check allows employers to ensure an applicant has no criminal convictions which may prevent them from working with vulnerable people. We found that DBS applications were made for all staff, and that correct records were kept for the “Adult First” check (part of the DBS check to establish if an applicant is barred from working with vulnerable adults). However upon receipt of the DBS certificate appropriate records were not made to confirm the provider had seen the DBS certificate and verified it. This was discussed with the interim manager and matron who assured us all certificates had been checked and appropriate records would be introduced confirming this. Staff holding professional qualifications had their registration checked regularly to ensure they remained appropriately registered and legally entitled to practice. For example, registered nurses were checked against the register held by the Nursing and Midwifery Council (NMC).

People felt safe at Bridge House Nursing Home. One person reported they felt, “Completely safe” whilst another said, “oh yes, very safe.” Staff had a good understanding of both the safeguarding and whistleblowing procedures. They were able to explain the actions they would take if they witnessed or had concerns about abuse. Training records showed staff had undertaken training in safeguarding people against abuse and this was refreshed on a regular basis. Individual risk assessments had been carried out, for example, those associated with moving and handling and poor nutrition. These were reviewed regularly and staff confirmed they were informed of measures to be taken to reduce or manage the risks. Staff told us they reported anything they thought had changed and could present a risk to the nurse on duty. Changes to risks were communicated promptly to staff at handovers and changes were recorded in the person’s care file.

Staffing levels were observed to be safe and sufficient, to meet people’s care needs. The service aimed to respond to call bells within two minutes. During the two day inspection we found that this target appeared to be met, with staff responding promptly to call bells and people’s

requests. A relative reported, “There’s always someone around to help”. Staff also felt that a sufficient number of staff were available to keep people safe and respond appropriately to care needs. Rotas for the last four weeks were reviewed and found to illustrate that the minimum staffing requirements had been met. Where necessary the matron had covered personally so as to ensure that all people were safely cared for.

People were supported to take their medicines safely and appropriately. Medicines were supplied and delivered by a community based pharmacy. They were stored safely in locked trollies and dedicated medicine rooms that had sufficient storage and lockable refrigerators and cupboards. Temperature checks were carried out daily for all storage areas. Medicines were ordered and managed by one of the registered nurses. Any unused medicines were returned to the community pharmacy. Regular audits were carried out so as to ensure the safe ordering, management and storage of medicines. In addition, support was available from the community pharmacist on any issues as or when they arose. We spoke with the community pharmacist who confirmed the service sought advice when necessary and we were told that staff were eager to ensure they correctly and safely managed medicines. Some people were prescribed medicines to be taken when necessary. We found clear guidance was provided for staff regarding these medicines. This included symptoms to check for before administration and how people may indicate they require the medicine. Staff ensured that any medicinal allergies were recorded and highlighted appropriately.

Incidents and accidents were monitored regularly with any noticeable trends being further explored, risk assessed and managed through written guidance. For example, one person was monitored and found to be having falls predominantly during the night. A plan was put into place whereby the bed was lowered and a sensor pad was used. It was found that over a period of time, falls had reduced and eventually stopped.

Individual evacuation procedures were in place. Staff were able to correctly describe what action needed to be taken in the event of a fire and fire drills were carried out regularly to ensure staff were both familiar with and understood the procedure. Fire equipment was regularly tested to ensure it

## Is the service safe?

was safe to use in case of fire. The provider had a contingency plan which outlined clear instructions for staff to follow should there be an emergency, this included alternative accommodation with contact details.

Regular maintenance checks were carried out on the building and equipment. A list of work was produced for the maintenance staff and if additional work requiring specialist skills was needed this was requested through

head office. Work would then be undertaken by the provider's maintenance team or outsourced to approved contractors. For example, maintenance of the passenger lift. Staff advised us that work was usually carried out promptly. Checks on equipment used for moving or repositioning people, were carried out in accordance with legislation and policy.

# Is the service effective?

## Our findings

At an inspection of this service in April 2014 we found the provider did not ensure suitable arrangements were in place for obtaining and acting in accordance with, the consent of the person using the service, or the consent of another person able to lawfully consent to care and treatment on their behalf. The provider did not have suitable arrangements in place to establish and act in accordance with the best interests of the person using the service. This was a breach of Regulation 18 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010, which corresponds to Regulation 11 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014. Following that inspection the provider sent us an action plan showing how they would meet this regulation.

At this inspection we found the provider had taken action and improvements had been made. We reviewed the care files of three people who lacked mental capacity to make certain, complex decisions. All three files contained a do not resuscitate (DNR) order. Records showed that these decisions had been discussed with the people's welfare attorneys and were signed by the GP. A mental capacity assessment was carried out during the admission assessment and best interests decisions recorded in line with legislation. For example, one person required their medicines to be administered covertly. A best interests decision had been made following a discussion involving healthcare professionals and other relevant individuals who knew the person well. Covert administration of medicines is used when essential medicine is needed but a person sometimes refuses to take them. Medicines are then disguised in food or drink. The service had organised for an Independent Mental Capacity Advocate (IMCA) to represent another person when making decisions regarding their care.

When people lacked capacity to make decisions about their own care, those people with a lawful right to make decisions on their behalf were consulted. Records showed the service ensured those representing people and making decisions had the legal right to do so and copies of Lasting Power of Attorney documents were on files that we reviewed.

The requirements of the Deprivation of Liberty Safeguards (DoLS) were being met. The DoLS provide legal protection for vulnerable people who are, or may become, deprived of

their liberty. The interim manager and matron were aware of the legal requirements in relation to DoLS. Thirteen people had DoLS authorisations and a further application had been made. The appropriate records were in place and the authorisations were reviewed in line with legislation and guidance. The matron informed us that everyone living at the service had been reviewed in line with recent changes to DoLS. This was to ensure people's freedom was not restricted unnecessarily.

Staff told us they had received training in the Mental Capacity Act 2005 (MCA) and understood the need to assess people's capacity to make decisions. The MCA provides the legal framework for acting and making decisions on behalf of individuals who lack the mental capacity to make particular decisions for themselves. Records reviewed confirmed most staff had received this training and future training sessions were booked for those who had not yet undertaken it. Throughout the inspection we observed staff asking people if they were happy to receive care and we noted staff respected people's decisions. For example, one person's foot had slipped off a foot rest and a staff member offered to help reposition it. The person refused and the staff member asked, "are you sure?" The person said they were sure so the staff member respected their wishes but returned a short time later and offered help again which this time was accepted.

People received effective care and support from staff who had received training. Staff completed an induction when they began work at the service. This included a two week programme spent working alongside experienced members of staff. This period was extended if necessary to ensure the new member of staff felt confident and performed to a satisfactory standard. The matron told us she spent time 'walking the floor' and observing all staff. She told us she checked the work of new staff as they progressed through their probationary period and any concerns regarding their performance were discussed. Staff we spoke with confirmed matron's presence on the floor and they told us she observed staff working and checked on their competence.

Staff told us they felt they had received sufficient training. They had received training in mandatory subjects and were given opportunities to gain recognised qualifications. Records confirmed mandatory training was mostly up to date and future sessions had been organised for those needing refresher training. Members of staff who held



## Is the service effective?

professional qualifications confirmed they were given the opportunity to continue their professional development in order to meet the requirements of their registration. People and relatives also told us they felt staff had sufficient training to enable them to do their jobs. One relative told us, "They know what they're doing." Another commented, "Staff appear to have good training and are knowledgeable."

Staff told us they had individual meetings with their line manager to discuss their progress but recently this had not been as regular as it had been in the past. We asked the interim manager and matron about this. They told us one to one meetings had not taken place as regularly as they would like them to. This had been addressed recently by offering all staff an opportunity to have a one to one meeting with the area director and planning individual meetings for all staff over the next month with the interim manager and matron. They also told us, following on from these meetings appraisals were planned for all staff. They were able to show us the invitation to all staff for the forthcoming meetings. Although they had not had regular one to one meetings, staff said they felt supported and could speak with senior staff if they needed advice or guidance. For example one staff member told us, "We meet matron regularly, she listens to our opinions and gives advice." Staff meetings were held regularly and provided opportunities for staff to express their views as well as discuss ways to improve the service. We reviewed the minutes of meetings held in March 2015 and April 2015. Discussions included topics such as staffing numbers, appointment of lead senior care workers, purchasing of equipment and related care matters.

People were supported to eat and drink enough to maintain a healthy diet. During the inspection we observed there were snacks available between meals. Staff spent time ensuring people had drinks, biscuits, cake and fruit throughout the day. Staff assisting people to eat sat at the same level as the person. They took their time and did not rush the person. Staff spoke with people and gave encouragement throughout the meal. Staff told us about the people who were at high risk of poor nutrition. Nutritional risk assessments had been carried out and people had their weight recorded monthly or more regularly if necessary depending on their identified risk. People were referred to the dietitian when necessary.

People told us they thought the food was, "very good." One person told us, "There's plenty to eat" and another, "Food's lovely here." Relatives told us they felt the food was, "excellent and always presented nicely." Special diets were catered for and the chef was aware of people's individual needs. For example, a list was maintained by kitchen staff of those people with medical conditions such as allergies and diabetes.

People's healthcare needs were met and they were able to see healthcare professionals when they wished. People told us that the GP visited regularly and staff told us they had a good relationship with the GP practice. This was confirmed by the GP who spoke with us during his routine weekly visit. Records showed people had seen healthcare professionals in response to changing needs and management of existing conditions. Referrals had been made to specialist health care professionals for example, mental health professionals, dietitians and occupational therapists. People had also seen dentists, opticians and chiropodists.

# Is the service caring?

## Our findings

During our observations we saw that people were mostly treated with respect and dignity. However, there were two different examples where staff did not appropriately respond to people's needs. In one observation, completed over lunchtime using the Short Observational Framework for Inspection (SOFI), we found that on two separate occasions people who required assistance to eat or drink were referred to as "feeders" by one member of staff. This was raised with the interim manager and matron, who assured us this would be discussed and raised with staff as a matter of urgency. On day two of the inspection, it was confirmed that this had been raised at the handover. This term was not heard being used during the second day of the inspection.

In another example a person was seen to have de-robed, (a behaviour highlighted in the admission assessment). A member of staff we asked about this did not know how to manage this behaviour to protect the person's dignity. We checked the file for this person and found the care plan had not yet been written. Therefore this person was not having their privacy or dignity appropriately protected. This was highlighted to both the matron and interim manager who explained the person was new to the service and had been admitted the previous week. They told us the assessment process was still on-going and assured us, that the care plan would be put in place as a matter of urgency. On day two of the inspection we found the care plan had been fully completed and staff were aware of the actions they should take to protect the person's dignity.

Other staff were found to be respectful and polite in their approach. There were numerous examples of light hearted conversations and jokes being shared between staff and people who use the service. People had their care needs responded to quickly – for example, one person was heard calling out from their room, in what appeared to be a distressed state. Staff quickly responded to attend to their care needs which settled the person immediately. People who used the service stated that they did not have to wait long for assistance.

Staff gave reassurance when assisting people, with explanations given when completing a task. For example,

over lunch staff offered people clothes protectors, advising of their use. In another example, a person requiring a hoist to be moved to a comfortable seat had the procedure explained to them and was reassuringly spoken to throughout the manoeuvre. Staff worked at the pace of the individual and did not rush the move.

Staff knocked in a friendly manner before entering people's rooms. They maintained people's privacy and dignity when offering personal care, lowering their voices when discussing this. They acknowledged people and engaged in conversation with them. They knew the likes and dislikes of the people to whom they provided care; and knew what activities they had arranged or taken part in during the course of the day. They used their knowledge effectively when supporting and caring for people. One person said, "This is a care home and I am cared for very well." In addition, one relative stated, "It's lovely here, there's always someone to help [name]. The staff are kind and compassionate to [name] and also to me."

Family members told us that they were able to visit their relatives at any time, and were able to spend time privately, if they wished, feeling welcome at all times. One relative advised that there was a nice drawing room that they would have liked to have access to, however there were issues with wheelchair accessibility. The lounge and dining room were also available for visitors.

People were offered choice and this was respected. During a lunchtime observation we saw a person did not appear to like their choice of food. Staff quickly noted that the person had not eaten much. Alternatives were offered, allowing the person to make an informed decision about their lunch. When people had difficulty communicating their choice, staff were supportive and offered time to the person. They used non-verbal communication methods, for example pictures. Another example was showing a person a choice of desserts, so that they could indicate which they would prefer.

People told us they were involved in decisions and the planning of their own care. Where it was appropriate people had discussed their decisions pertinent to the end of their life and they were recorded. Where appropriate, relatives, had been involved in helping people make these decisions.

# Is the service responsive?

## Our findings

People had their needs assessed prior to them moving into the service. Care plans focussed on the individual. Information such as, their past life history, how they liked things done and how they communicated in relation to their everyday care needs was recorded. Care plans were reviewed regularly on a monthly basis or more frequently if a change in the support required was noted. Amendments were made when changes occurred. For example, one person had lost a significant amount of weight, this had resulted in a change in the care plan to reflect closer monitoring and referral to a dietitian. Each person had a detailed document in their care plan called 'choices interview'. This gave detailed examples of a person's personal preferences including such things as favourite T.V. and radio programmes, times they liked to eat, foods particularly liked or disliked and how they would like to be addressed.

We observed people were responded to quickly when they rang the call bells or called out to staff for assistance. People said they mostly received help promptly and did not have to wait very long for staff to attend to their needs. When people found it difficult to call for help independently, we saw staff made regular checks on them and recorded each time they had contact with a person on a chart in their room.

A programme of activities was provided each day by a team of activity staff. The programme included music and movement, singing for the brain, arts and crafts, quizzes, and games. Some staff had received specific training in order to provide professional manicures and a hairdresser visited the service regularly. On the second day of the inspection the hairdresser was available and it was evident that people enjoyed having their hair done and the resulting compliments staff gave afterwards. The activity coordinator told us that activities were designed to meet specific needs and people's personal histories were considered when planning activities. For example, one person has a particular interest linked with their previous occupation. Audio books were sought from a specialist library so the person's interests could continue. People were encouraged to join in the activities of their choice. However, we saw if people did not wish to take part this was respected. When asked about attending activities, one

person said, "oh, yes I like to join in." Whilst another told us they liked to watch. Individual activities were provided for people who were either unable or unwilling to leave their room to help avoid social isolation.

Several people and their relatives commented that more outings would be nice so that people could get out more. We raised this with the interim manager and matron who informed us that recently they have been able to secure the shared use of a minibus to assist in providing outings. They told us how they had been able to organise an outing to a particular club for one person and a pub lunch for another since having this resource. They went on to say that when the current building work being carried on in the grounds of the service is complete, there are plans to purchase a minibus specifically for the service at Bridge House. A Holy communion service was conducted regularly for those who wished to attend. Other spiritual and religious needs were provided for on an individual basis including supporting people to attend religious services if they wished.

People told us and records confirmed that meetings were held for people living in the service and their relatives. This provided an opportunity for people to express their views about how the service was run and raise concerns if necessary. These meetings also included a social activity for those attending. For example, the last meeting held in April included a cheese and wine evening and the next meeting was planned to include a cream tea. Relatives we spoke with valued these occasions and praised the service for celebrating significant events throughout the year such as Christmas, Easter and people's birthdays. They told us everyone was welcome at these celebrations and families were encouraged to be with their family member. We were also told that private celebrations could be arranged. The library was available for use on these occasions and special meals could be ordered and catered for by the kitchen.

There was a complaints procedure and information on how to make a complaint was displayed. People and their relatives told us they were aware of how to make a complaint. We reviewed the complaints log and noted seven complaints had been made since January 2015. All had been fully recorded, investigated and responded to in line with the provider's policy. People and relatives said they were confident they would be listened to and things would be put right as soon as possible if they needed to raise a concern. One relative commented, "If I have any worries or concerns I talk to matron and she finds the

## Is the service responsive?

answers for me.” The service also had a compliments log, eleven compliments had been received since January 2015 and comments included, “Thank you for all your care and kindness ” and “His smile spoke volumes.”

# Is the service well-led?

## Our findings

At the time of this inspection there was no registered manager in post. However, the provider had taken steps to ensure the service had managerial cover and an interim manager had started work at the beginning of the week to support the matron in the day to day running of the service. A new registered manager had been appointed and was due to commence work at the service on 1 July 2015. They had submitted the relevant form to become registered with the Care Quality Commission as is required by law.

We found there was an honest and open culture in the home. Staff showed an awareness of the values and aims of the service. For example, they spoke about giving the best care and respecting people. One staff member said, "Everyone works to make it loving, clean and safe, there's good team work." Staff told us there was an open door to the matron and her presence was seen walking the floor and checking on the care provided. They told us they felt able to voice their opinions or seek advice and guidance from matron at any time. One of the registered nurses commented, "Matron helps a lot." Another member of staff spoke about transparency and said, "We trust each other, nothing is hidden, if something happens we talk about it and report it." They went on to give an example of how a skin tear had occurred when giving personal care. They described how they reported it immediately and action was taken to ensure appropriate care was given to promote healing. They told us this had been discussed so they could learn from the experience.

People and their relatives told us matron was approachable and said she was available if they needed to

Speak with her. One relative commented, "they are very approachable, we can discuss anything." They went on to say they felt action was taken appropriately when something could be done and explanations were given if not. People and their relatives also said they were happy with the communication they received from the service. One relative said, "they keep us informed about any changes, they even rang about a recent lift breakdown."

A robust programme of audits was completed by the provider and matron. Monitoring of the premises, equipment, accidents and incidents enabled them to have a clear picture of the service. Audits were completed to assess the quality of the service and to enable appropriate action to be taken. For example, an audit of care plans revealed that some required rewriting to make them clearer. This was being addressed and a new care plan format was being introduced in order to make them more accessible and clearer for staff to use.

Surveys were completed by people, their relatives and staff to gain an understanding of their views of the service. We reviewed the responses to the most recent surveys carried out in April 2015 and saw that mostly positive views were expressed. However, where suggestions had been made or a negative comment passed, an action plan had been developed to respond. For example, a suggestion of further training for staff in privacy and dignity had been made and we saw this had been included in the forthcoming training schedule. In another example, suggestions for an additional hoist had been made. We saw a new hoist had been purchased and staff had been able to decide where it could be best used in the service.