

Royal Bay Care Homes Ltd

# Apsley House Care Home

## Inspection report

86 Barrack Lane  
Aldwick  
Bognor Regis  
West Sussex  
PO21 4DG

Date of inspection visit:  
16 July 2019

Date of publication:  
15 August 2019

Tel: 01243267755

Website: [www.royalbay.co.uk](http://www.royalbay.co.uk)

## 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 ●

# Summary of findings

## Overall summary

About the service:

Apsley House Care Home is a care home registered to provide nursing and residential care and accommodation for 35 people with various health conditions, including dementia and diabetes. There were 26 people living at the service on the day of our inspection. Apsley House Care Home is a large converted period property located in Bognor Regis, West Sussex.

People's experience of using this service:

People were happy with the care they received, felt relaxed with staff and told us they were treated with kindness. They said they felt safe, were well supported and there were sufficient staff to care for them. Our own observations supported this, and we saw friendly relationships had developed between people and staff. A relative told us, "Staff are very approachable, very attentive and are also very caring".

People enjoyed an independent lifestyle and told us their needs were met. They enjoyed the food, drink and activities that took place daily. One person told us, "I get what I need in the way of care and I like the entertainment". A visiting relative added, "The meals here are very good, [my relative] has a glass of wine usually".

People felt the service was homely and welcoming to them and their visitors. One person told us, "Staff are very respectful towards me and others. My family visit occasionally and they all feel welcome coming here".

People told us they thought the service was well managed and they enjoyed living there. A visiting relative told us, "I do feel we've got nothing to worry about and I'm quite happy. Everything here is okay, I feel positive about it all".

Staff had received training considered essential by the provider. It was clear from observing the care delivered and the feedback people and staff gave us, that they knew the best way to care for people in line with their needs and preferences. A member of staff told us, "My induction and training was very useful".

The provider had systems of quality assurance to measure and monitor the standard of the service and drive improvement. These systems also supported people to stay safe by assessing and mitigating risks, ensuring that people were cared for in a person centred way and that the provider learned from any mistakes. Our own observations and the feedback we received supported this. People received high quality care that met their needs and improved their wellbeing from dedicated and enthusiastic staff. A member of staff said, "The care we give is very person centred, it's all about the residents and they rely on us".

For more details, please see the full report which is on the CQC website at [www.cqc.org.uk](http://www.cqc.org.uk)

Rating at last inspection: Requires Improvement (report published 27 December 2018).

Why we inspected: The inspection was prompted in part due to concerns received that the provider was not submitting statutory notifications to the CQC. A notification is information about important events which the provider is required to tell us about by law. Services that provide health and social care to people are required to inform the Care Quality Commission, (the CQC), of important events that happen in the service. A decision was made for us to inspect and examine those risks.

Follow up: We will continue to monitor the intelligence we receive about this home and plan to inspect in line with our re-inspection schedule for those services rated Good.

## 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 and had improved to good.

Details are in our Safe findings below.

**Good** ●

### **Is the service effective?**

The service remained effective.

Details are in our Effective findings below.

**Good** ●

### **Is the service caring?**

The service remained caring.

Details are in our Caring findings below.

**Good** ●

### **Is the service responsive?**

The service was responsive and had improved to good.

Details are in our Responsive findings below.

**Good** ●

### **Is the service well-led?**

The service was well-led and had improved to good.

Details are in our Well-Led findings below.

**Good** ●

# Apsley House Care Home

## Detailed findings

### Background to this inspection

The 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 checked 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.

Inspection team:

The inspection team consisted of one inspector, a specialist nursing advisor and an expert by experience. An expert by experience is a person who has personal experience of using or caring for someone who uses this type of care service. The expert at this inspection had experience of caring for older people.

Service and service type:

Apsley House Care Home is a 'care home'. People in care homes receive accommodation and nursing or personal care as single package under one contractual agreement. CQC regulates both the premises and the care provided, and both were looked at during this inspection.

The service had a manager who was registered with the Care Quality Commission. Registered managers and the provider are legally responsible for how the service is run and for the quality and safety of the care provided.

Notice of inspection:

This was an unannounced inspection, which meant the provider and staff were not aware that we were coming.

What we did:

The provider was not asked to complete a provider information return prior to this inspection. This is information we require providers to send us to give some key information about the service, what the service does well and improvements they plan to make. We took this into account when we inspected the service and made the judgements in this report.

We reviewed information we had received about the service since the last inspection. We sought feedback from the local authority and professionals who work with the service.

During the inspection:

We observed the support that people received, spoke with people and staff and gathered information relating to the management of the service. We used the short observational framework for inspection (SOFI), which is a way of observing care to help us understand the experience of people who could not talk with us. We reviewed a range of records. This included four staff recruitment files, training records, records relating to the management of the service and a variety of policies and procedures and quality assurance processes developed and implemented by the provider. We reviewed six people's care records.

We also spoke with seven people living at the service and five visitors. We also spoke with six members of staff, including the registered manager, the deputy manager, a registered nurse, an activities co-ordinator, the chef and care staff.

# Is the service safe?

## Our findings

Safe – this means people were protected from abuse and avoidable harm

At the last inspection this key question was rated as Requires Improvement. At this inspection this key question has now improved to Good. This meant people were safe and protected from avoidable harm. Legal requirements were met.

### Staffing and recruitment

- At the previous inspection we identified an area of practice that needed improvement in relation to staffing levels and people's preferred needs being met.
- Improvements had been made and the deployment of staff met people's needs and kept them safe.
- Staffing levels were assessed daily, or when the needs of people changed, to ensure people's safety. We were told existing staff would be contacted to cover shifts in circumstances such as sickness and annual leave, and agency staff were used when required.
- Feedback from people and staff was they felt the service had enough staff and our own observations supported this. One person told us, "There is always help to hand".
- Records demonstrated staff were recruited in line with safe practice and equal opportunities protocols. For example, employment histories had been checked, suitable references obtained, and appropriate checks undertaken to ensure that potential staff were safe to work within the care sector.
- Records showed staff belonged to the relevant professional body. Documentation confirmed that all nurses employed had an up to date registration with the nursing midwifery council (NMC).

### Assessing risk, safety monitoring and management

- Risks associated with the safety of the environment and equipment were identified and managed appropriately.
- Regular checks to ensure fire safety had been undertaken and people had personal emergency evacuation plans, which informed staff of how to support people to evacuate the building in the event of an emergency.
- Equipment was regularly checked and maintained. This ensured that people were supported to use equipment that was safe.
- Risk assessments were reviewed regularly to ensure they provided current guidance for staff. Each person's care plan had a number of risk assessments completed which were specific to their needs, such as mobility, risk of falls and medicines.
- For example, some people were at risk of falling. Their care plans contained comprehensive and specific details for staff on how to manage the risks involved with their mobility.
- The assessments outlined the associated hazards and what measures could be taken to reduce or eliminate the risk.

### Systems and processes to safeguard people from the risk of abuse

- People said they felt safe and staff made them feel comfortable, and that they had no concerns around safety. One person told us, "I've definitely felt safe in here".
- Staff had a good awareness of safeguarding and could identify the different types of abuse and knew what to do if they had any concerns about people's safety.
- Information relating to safeguarding and what steps should be followed if people witnessed or suspected abuse was displayed around the service for staff and people.

#### Using medicines safely

- Registered nurses were trained in the administration of medicines. A member of staff described how they completed the medicine administration records (MAR). We saw these were accurate.
- Regular auditing of medicine procedures had taken place, including checks on accurately recording administered medicines as well as temperature checks. This ensured the system for medicine administration worked effectively and any issues could be identified and addressed.
- We observed a member of staff giving medicines sensitively and appropriately. We saw that they administered medicines to people in a discreet and respectful way and stayed with them until they had taken them safely.
- Medicines were stored appropriately and securely and in line with legal requirements. We checked that medicines were ordered appropriately and medicines which were out of date or no longer needed were disposed of safely.
- Nobody we spoke with expressed any concerns around their medicines. A visiting relative told us, "They are managing [my relative's] medication regime extremely well".

#### Preventing and controlling infection

- The service and its equipment were clean and well maintained.
- There was an infection control policy and other related policies in place. Relevant information was displayed around the service to remind people and staff of their responsibilities in respect to cleanliness and infection control. A visiting relative told us, "It's always clean and I've never noticed any smells, the bathrooms and toilets are always clean".
- The laundry had appropriate systems and equipment to clean soiled washing, and we saw that any hazardous waste was stored securely and disposed of correctly.

#### Learning lessons when things go wrong

- Staff took appropriate action following accidents and incidents to ensure people's safety and this was recorded. For example, contacting relevant health professionals after any specific incidents.
- We saw specific details and any follow up action to prevent a re-occurrence was recorded, and any subsequent action was shared and analysed to look for any trends or patterns.



# Is the service effective?

## Our findings

Effective – this means that people's care, treatment and support achieved good outcomes and promoted a good quality of life, based on best available evidence

At the last inspection this key question was rated as Good. At this inspection this key question has remained the same. This meant people's outcomes were consistently good, and people's feedback confirmed this.

Supporting people to eat and drink enough to maintain a balanced diet

- The provider met peoples' nutrition and hydration needs. There was a varied menu, specialist diets were catered for and people were complimentary about the meals served. One person told us, "I love the food, there's a good selection of dishes".
- The chef told us that any specialist or culturally appropriate diets would be available should they be needed or requested. One person said, "The meals are very good, always choice and you can have something different if you want".
- Snacks were placed around the service for people to help themselves to and drinks were always available.
- The service had also received an external award celebrating the way they had improved malnutrition training for staff in order to help prevent unnecessary hospital admissions or referrals.

Assessing people's needs and choices; delivering care in line with standards, guidance and the law

- Staff undertook assessments of people's care and support needs before they began using the service.
- Pre-admission assessments were used to develop a detailed care plan for each person. This included clear guidance for staff to help them understand how people liked and needed their care and support to be provided.
- Documentation confirmed people and relatives were involved in the formation of an initial care plan. This enabled staff to have the correct information, to ensure they could meet people's needs.

Staff support: induction, training, skills and experience

- Staff had received training in looking after people, including safeguarding, food hygiene, fire evacuation, health and safety, equality and diversity. They were knowledgeable of relevant best practice and regulations, and we saw staff supporting people with confidence and professionalism. One member of staff told us, "I've done all my training they make sure you're up to date".
- Staff completed an induction when they started working at the service and 'shadowed' experienced members of staff until they were assessed as competent to work unsupervised.
- Systems of staff development including one to one supervision meetings and annual appraisals were in place.
- Staff had a good understanding of equality and diversity, which was reinforced through training. A member of staff told us, "I've seen discrimination in the past at other places, but never at this home".

## Adapting service, design, decoration to meet people's needs

- People's individual needs around their mobility were met by the adaptation of the premises.
- Hand rails were fitted throughout, and other parts of the service were accessible via lifts. Slopes allowed people in wheelchairs to access all parts of the service, and there were adapted bathrooms and toilets.

## Supporting people to live healthier lives, access healthcare services and support

- People told us they received effective care and their individual needs were met. A relative told us, "I feel I can pass the responsibility of [my relative's] care on and I'm relieved about it".
- Access was also provided to more specialist services, such as opticians and podiatrists if required. One person told us, "If I need the GP they will organise it. They also arrange for the podiatrist to come in and do my feet".
- Staff kept records about the healthcare appointments people had attended and implemented the guidance provided by healthcare professionals.

## Staff working with other agencies to provide consistent, effective, timely care

- Staff liaised effectively with other organisations and teams and people received support from specialised healthcare professionals when required, such as GP's, chiropodists and social workers. Feedback from staff and documentation we saw supported this.
- We saw examples of how staff had recognised that people were poorly and had contacted the relevant professionals. One person told us, "They have called the GP in when I was unwell, it was very well handled".

## Ensuring consent to care and treatment in line with law and guidance

The MCA provides a legal framework for making particular decisions on behalf of people who may lack the mental capacity to do so for themselves. The Act requires that as far as possible people make their own decisions and are helped to do so when needed. When they lack mental capacity to take particular decisions, any made on their behalf must be in their best interests and as least restrictive as possible. People can only be deprived of their liberty to receive care and treatment with appropriate legal authority. In care homes, and some hospitals, this is usually through MCA application procedures called the Deprivation of Liberty Safeguards (DoLS).

We checked whether the service was working within the principles of the MCA, whether any restrictions on people's liberty had been authorised and whether any conditions on such authorisations were being met.

- The provider had a good understanding of the Act and were working within the principles of the MCA. People were not unduly restricted and consent to care and treatment was routinely sought by staff.
- Staff understood when a DoLS application should be made and the process of submitting one.

# Is the service caring?

## Our findings

Caring – this means that the service involved people and treated them with compassion, kindness, dignity and respect

At the last inspection this key question was rated as Good. At this inspection this key question has remained the same. This meant people were supported and treated with dignity and respect; and involved as partners in their care.

Supporting people to express their views and be involved in making decisions about their care

- Staff provided people with choice and control in the way their care was delivered.
- Throughout the inspection, we observed people being given a variety of choices of what they would like to do and where they would like to spend time. One person told us, "They do involve me in my care. I do feel happy and free to move around".
- People were empowered to make their own decisions. People told us they were free to do what they wanted throughout the day. They said they could choose what time they got up and went to bed and how and where they spent their day.
- Staff were committed to ensuring people remained in control and received support that centred on them as an individual.

Ensuring people are well treated and supported; equality and diversity

- Peoples' equality and diversity was respected. Staff adapted their approach to meet peoples' individualised needs and preferences.
- People were attended to in a timely manner and were supported with kindness and compassion.
- We observed positive interactions, appropriate communication and staff appeared to enjoy delivering care to people. One person told us, "The staff are terrific, they are wonderful. Some of them are so nice, they are all looking after me very well, it's all very satisfactory".
- People were encouraged to maintain relationships with their friends and families and to make new friends with people living in the service. Visitors could come to the service at any time and could stay as long as they wanted.
- Staff also recognised that people might need additional support to be involved in their care and information was available if people required the assistance of an advocate. An advocate is someone who can offer support to enable a person to express their views and concerns, access information and advice, explore choices and options and defend and promote their rights.

Respecting and promoting people's privacy, dignity and independence

- Staff supported people and encouraged them, where they were able, to be as independent as possible.
- Care staff informed us that they always prompted people to remain active and carry out any personal care tasks for themselves, such as brushing their teeth and hair. A visiting relative told us, "They say this is Mum's

home, she and I can come and go as we please".

- Everyone we spoke with thought they were well cared for and treated with respect and dignity, and had their independence promoted.
- People's privacy and dignity was protected, and we saw staff knocking on doors before entering and talking with people in a respectful manner. One person told us, "I do feel respected here. My family can visit anytime and are made feel welcome".

# Is the service responsive?

## Our findings

Responsive – this means that services met people's needs

At the last inspection this key question was rated as Requires Improvement. At this inspection this key question has now improved to Good. This meant people's needs were met through good organisation and delivery.

Planning personalised care to ensure people have choice and control and to meet their needs and preferences

- At the previous inspection we identified an area of practice that needed improvement as care plans did not routinely record people's like, dislikes and preferences.
- Improvements had been made and we saw that detailed individual person-centred care plans had been developed, enabling staff to support people in a personalised way that was specific to their needs and preferences, including any individual religious beliefs. These included, people's choices around what they enjoyed doing during the day and their preferences around clothes and personal grooming.
- Care plans contained personal information, which recorded details about people and their lives. This information had been drawn together, where possible by the person, their family and staff. A visiting relative told us, "They have taken [my relative's] life history from me and put it in her care plan".
- Staff told us they knew people well and had a good understanding of their family history, individual personality, interests and preferences, which enabled them to engage effectively and provide meaningful, person centred care.
- Technology was used to support people to receive timely care and support. The service used an electronic care planning system that enabled staff to view and update people's care in real time. The service also had a call bell system which enabled people to alert staff that they were needed.

Supporting people to develop and maintain relationships to avoid social isolation; support to follow interests and to take part in activities that are socially and culturally relevant to them

Supporting people to develop and maintain relationships to avoid social isolation; support to follow interests and to take part in activities that are socially and culturally relevant to them

- People told us that the service responded well to their care and recreational needs. One person told us, "There's a good activities programme, always plenty to do. I do get the service and care I need here".
- We saw a varied range of activities on offer which included, music, arts and crafts, quizzes, exercise, trips out to the local community and visits from external entertainers. A visiting relative added, "The activities are great, they are so good with the residents, with quizzes and other things, loads of variety. They are very engaging with residents on activities".
- We saw that people were given the opportunity to observe their faith and any religious or cultural requirements were recorded in their care plans. If requested, representatives of churches visited, so that people could observe their faith.

## Meeting people's communication needs

Since 2016 onwards all organisations that provide publicly funded adult social care are legally required to follow the Accessible Information Standard (AIS). The standard was introduced to make sure people are given information in a way they can understand. The standard applies to all people with a disability, impairment or sensory loss and in some circumstances to their carers.

- People's communication needs were identified, recorded and highlighted and in care plans. These needs were shared appropriately with others.
- We saw evidence that the identified information and communication needs were met for individuals. Staff ensured that the communication needs who required it were assessed and met.

## End of life care and support

- Peoples' end of life care was discussed and planned, and their wishes were respected.
- People could remain at the service and were supported until the end of their lives.
- Observations and documentation showed that peoples' wishes, about their end of life care, had been respected.
- The service had also won an award that celebrated the standard of palliative care provided to people.

## Improving care quality in response to complaints or concerns

- People knew how to make a complaint and told us that they would be comfortable to do so if necessary. They were also confident that any issues raised would be addressed.
- The procedure for raising and investigating complaints was available for people, and staff told us they would be happy to support people to make a complaint if required. One person told us, "I would go to the management with a problem if I was unhappy about anything".

# Is the service well-led?

## Our findings

Well-Led – this means that service leadership, management and governance assured high-quality, person-centred care; supported learning and innovation; and promoted an open, fair culture

At the last inspection this key question was rated as Requires Improvement. At this inspection this key question has now improved to Good. This meant the service was consistently managed and well-led. Leaders and the culture they created promoted high quality, person-centred care.

Promoting a positive culture that is person-centred, open, inclusive and empowering, which achieves good outcomes for people

- At the previous inspection we identified an area of practice that needed improvement in relation to the providers systems of quality monitoring and governance.
- Improvements had been made and the provider undertook a range of quality assurance audits to ensure a good level of quality was maintained.
- We saw audit activity which included health and safety, infection control, complaints, care plans and medication. The results of which were analysed in order to determine trends and introduce preventative measures. For example, an infection control audit resulted in the creation of an infection control lead role.
- Policy and procedure documentation was up to date and relevant in order to guide staff on how to carry out their roles.
- People, relatives and staff spoke highly of the service and felt it was well-led. Staff commented they felt supported and had a good understanding of their roles and responsibilities. The registered manager and staff told us that the care of people living at the service was the most important aspect of their work and they strived to ensure that people received high quality care.
- Our own observations supported this, and one person told us, "It's a very good place to be. Overall, the place is competent and the people are kind". A member of staff added, "We adapt to what the residents want and make their time here happy".

Managers and staff are clear about their roles, and understand quality performance, risks and regulatory requirements

- We checked whether statutory notifications had been submitted to CQC by the provider. A notification is information about important events which the provider is required to tell us about by law. Services that provide health and social care to people are required to inform the Care Quality Commission, (the CQC), of important events that happen in the service.
- The provider had informed the CQC of significant events in a timely way, such as when people had passed away, where there had been suspected abuse and any significant injury. This meant we could check that appropriate action had been taken. However, we saw that three incidents of abuse had been raised with the Local Authority by the provider, but they had not notified the CQC.
- We raised this with the registered manager, who recognised this issue and immediately rectified systems and processes to ensure that all required notification were sent to the CQC. Nobody experienced any harm

or was placed at risk by this and the registered manager retrospectively sent the notification straight away.

- The service had a manager who was registered with the Care Quality Commission. Registered managers and the provider are legally responsible for how the service is run and for the quality and safety of the care provided.
- We received positive feedback in relation to how the service was run, and our own observations supported this. A visiting relative told us, "The manager is definitely very approachable, and the management are very accommodating [my relative] has stayed on after respite".

Engaging and involving people using the service, the public and staff, fully considering their equality characteristics

- People and staff were actively involved in developing the service. For example, people gave feedback around food choices and activities they wished to participate in.
- There were systems and processes followed to consult with people, relatives, staff and healthcare professionals. A relative told us, "They have residents and relatives' meetings monthly".
- Meetings and satisfaction surveys were carried out, providing management with a mechanism for monitoring satisfaction with the service provided.

Continuous learning and improving care

- The service had a strong emphasis on team work and communication sharing. Handover between shifts was thorough and staff had time to discuss matters relating to the previous shift.
- Staff commented that they all worked together and approached concerns as a team. A member of staff told us, "We are a great team and we all enjoy ourselves". One person added, "I do think the staff are happy working here, they are good working as a team".
- There was also a clear written set of values that staff were aware of, displayed in the service, so that people would know what to expect from the care delivered.
- Staff had a good understanding of equality, diversity and human rights and explained how they would make sure that nobody at the service suffered from any kind of discrimination.
- Feedback from staff indicated that the protection of people's rights was embedded into practice, for both people and staff, living and working at the service.
- Staff were developed a 'champions' for specific topics, such as wound care, nutrition, DoLS and infection control. These 'champion' roles ensured staff remained knowledgeable and up to date with these topics and passed learning on to others.

Working in partnership with others

- The service liaised with organisations within the local community. For example, the Local Authority and Clinical Commissioning Group to share information and learning around local issues and best practice in care delivery.
- Local churches and charitable organisations visited the service and the staff also held events to raise money for local charities.
- Staff had also planned a summer fete to take place at the service.

How the provider understands and acts on the duty of candour, which is their legal responsibility to be open and honest with people when something goes wrong

- Up to date sector specific information was made available for staff including details of specific conditions, such as sepsis and dementia, to ensure they understood and had knowledge of how to assist people.



- Staff knew about whistleblowing and said they would have no hesitation in reporting any concerns they had.
- The manager was aware of their responsibilities under the Duty of Candour. The Duty of Candour is a regulation that all providers must adhere to. Under the Duty of Candour, providers must be open and transparent, and it sets out specific guidelines providers must follow if things go wrong with care and treatment.