

McDonald Taylor Limited  
T/as  
SJH Consulting

## **Hawkinge House Home**

Hawkinge House  
Hurricane Way  
Hawkinge  
Kent  
CT18 7SS

**Terry Mullan**  
Hawkinge House  
Hurricane Way  
Hawkinge  
Kent  
CT18 7SS

13<sup>th</sup> May 2015

Dear Terry

Further to my visit to your premises on 12<sup>th</sup> May 2015, I enclose your health and safety inspection report. I have detailed specific issues that were observed during the inspection, together with the recommended corrective actions that in my opinion are necessary to ensure the company complies with current health and safety legislation.

If you should wish to discuss the content of the report please contact me at the office or alternatively on my mobile phone 07534 282786.

Finally, I would like to thank both your staff and yourself for the help and co-operation extended to me during my visit and I wish you well in the future.

Yours sincerely,



Stephen Hall  
MIIRSM RSP  
Health and Safety Consultant.

# Health and Safety Inspection Report

|                             |                |                              |                           |
|-----------------------------|----------------|------------------------------|---------------------------|
| <b>Place of Inspection:</b> | Hawkinge House | <b>Date of Inspection:</b>   | 12 <sup>th</sup> May 2015 |
| <b>Name of Consultant:</b>  | Stephen Hall   | <b>For the Attention of:</b> | Terry Mullan              |

## Recommendations

### Priority Definitions

- **High Priority** Contravention of statutory requirements that could lead to fatal or serious injury, irreversible health effects, issuing of a Prohibition Notice or legal proceedings being instituted by the Enforcing Authority. These matters require urgent action.  
Act Now.
- **Medium Priority** Contravention of statutory requirements which could lead to injury or ill health effect, the issuing of an Enforcement Notice, legal proceedings being instituted or a letter being received from the Enforcing Authority indicating an area of non-compliance. These matters require a planned programme of action to eliminate or control the risk identified.  
Plan actions.
- **Low Priority** Recommendations for ensuring compliance with best practice or stated policy and procedures. Enforcement action not likely, although accident or property damage possible. The recommendations made are desired improvements, precautions or techniques consistent with good health and safety control and practice.

## Introduction

This report is designed to assist you to manage health & safety within your business and to prioritise the actions highlighted within this report so that you can manage health and safety risks within your workplace.

This report refers to the items identified during the audit of your premises, however, there may be areas that were not inspected and circumstances may have changed since the inspection. We therefore urge you to read the contents of this report and contact SJH Consulting with any queries or questions.

WE cannot accept any responsibility for your failure to comply with the requirements of this report or any changes that are subsequently made in relation to your premises, equipment or processes that were not disclosed during the visit.

| Observation                                      | Recommended Action                                       | Priority  |                 |
|--|--|---|-----------------|
| <b>GENERAL HEALTH &amp; SAFETY DOCUMENTATION</b> |  |   |                 |
| <b>MANAGEMENT OF HEALTH AND SAFETY</b>           |  |   |                 |
| <b>Portable Appliance Testing</b>                |  |   |                 |
| 1  | PAT is undertaken and on the last occasion 1 item failed | The report should be annotated with details of any items that fail the test and are either disposed of or repaired. This will provide a full audit trail.   | <i>Advisory</i> |
| 2  | Emergency Lighting                                       | An inspection and test of the emergency lighting revealed a large number of faults. There was no audit trail of rectification through purchase orders or service reports to indicate the work had been carried out. Emergency lighting should be tested by discharging according to BS 5266-1: 2011. The frequency of testing will depend upon whether the system is 'maintained' or 'non-maintained'. Advice should be sought from the installer. Whichever system is installed it should be checked once a year by a qualified electrician. | <i>LOW</i>      |
| 3  | Night Workers  | I was unable to establish if night workers are offered a free health check. If night workers are not offered a free health check you should introduce a system of informing them of their right to such a check.  | <i>LOW</i>      |
| <b>WORKING PRACTICES</b>                         |  |   |                 |
| <b>Lifting Equipment</b>                         |  |   |                 |
| 4  | Passenger Lift Inspections                               | Passenger lifts are required to undergo a thorough examination every 6 months. Whilst there is evidence of servicing and maintenance there are no certificates of thorough examination. These should be obtained from KONE the lift inspection company and retained on file.  | <i>LOW</i>      |
| <b>Food Hygiene</b>                              |  |   |                 |
| 5  | Ventilation system                                       | The report for the exhaust ventilation system in the kitchen indicated that there is a build-up of grease that is inaccessible due to a lack of inspection hatches. As this is a prime source of fire risk you should arrange for the system to have hatches retrospectively fitted.  | <i>HIGH</i>     |
| <b>Chemical Storage</b>                          |  |   |                 |
| 6  | Cleaners chemical store                                  | The cleaners' stores on each floor contain a large amount of liquids which may be fire, irritant or hazard rated. In these areas it is advisable to place a bund on the floor to prevent a spillage from causing ill health to staff and residents. Also a spill kit should be made available nearby.   | <i>MEDIUM</i>   |