

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

7th June 2017

Dear Terry

Further to my visit to your premises on 5th June 2017, 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

Place of Inspection:	Hawkinge House	Date of Inspection:	5 th June 2017
Name of Consultant:	Stephen Hall	For the Attention of:	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
GENERAL HEALTH & SAFETY DOCUMENTATION			
1	Documentation	All documentation and certification was found to in order apart from the comment below.	<i>Advisory</i>
Gas Appliances			
2	Annual inspection of Catering Gas equipment	The last certificate for annual gas inspections was dated December 2015. The annual inspection has either been missed or the check missed.	<i>Medium</i>
WORKING PRACTICES			
Food Hygiene			
3	There is part of the floor seal missing near the potato peeler	The floor seal should be kept in good condition to avoid the build-up of debris and bacteria. Arrange for a flooring contractor to visit and repair the floor	<i>HIGH</i>
4	There is damage to the floor in the walk in fridge	The floor surface may be damaged due to cold temperatures making the flooring brittle. The floor should be kept in good condition to avoid the build-up of debris and bacteria. Arrange for a flooring contractor to visit and repair the floor	<i>High</i>
5	There is damage to the ceiling above the food slicer.	Arrange for a redecoration of this area to prevent particles falling into food.	<i>HIGH</i>
6	Doorway removed	The doorway into the kitchen has been removed and is awaiting covering. A continuous permeable surface capable of being cleaned regularly should be placed over the coverings for food hygiene reasons.	<i>HIGH</i>
WORKING PRACTICES			
Fire			
7	Two double fire doors in Eden Suite have been damaged.	The damage has caused the surround for the vision panels to be broken off. A repair should be effected to ensure the fire resistance of these corridor doors. (Doors by Pharmacy and room 111)	<i>HIGH</i>

Observation	Recommended Action	Priority
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