

McDonald Taylor Limited  
T/as  
SJH Consulting

## **Woodchurch House**

Brook Street  
Woodchurch  
Kent  
TN26 3SN

**Gill Burnham**  
Woodchurch House  
Brook Street  
Woodchurch  
Kent  
TN26 3SN

12<sup>th</sup> May 2015

Dear Gill

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>	Woodchurch 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>	Gill Burnham

## 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
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**MANAGEMENT OF HEALTH AND SAFETY**

<b>Fire Safety</b>			
<b>1</b>	Fire Risk Assessment.	The Fire risk assessment has a list of 8 items to be addressed. One item is marked as Priority 1 and should be addressed as a matter of urgency. The other items should be prioritised accordingly. All items should be addressed within 6 months.	<i>HIGH</i>
<b>2</b>	Emergency Lighting	I was unable to establish if emergency lighting is tested according to the manufacturers and installers recommended schedule. 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>
<b>3</b>	Gas Safety	I was unable to establish if the gas appliances are tested annually by a Gas Safe registered engineer. Please establish if these appliances are approved for use.	<i>Low</i>
<b>Lifting Equipment</b>			
<b>4</b>	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>WORKING PRACTICES</b>			
<b>Monitoring</b>			
<b>5</b>	Monitoring of Health & Safety	It is important to ensure that monitoring of health & safety takes place. Whilst I was informed that all documents are stored on line I was unable to view them due to computer maintenance taking place. An Enforcing Authority Inspector would not accept this and may issue an improvement notice. I recommend that you start a maintenance file similar to that in use at Hawkinge House to ensure the recording of tests and servicing.	<i>LOW</i>

Observation	Recommended Action	Priority
<b>Storage</b>		
6	Storage  Storage is a big problem at Woodchurch. <ul style="list-style-type: none"> <li>• Already listed as an action on the fire risk assessment is the storage of furniture and other items in the enclosed staircases. These are to be kept clear at all times for emergency evacuation. This item should be actioned immediately.</li> <li>• Other areas where storage requires addressing is the Plant Room. This is used by Dominic the maintenance man as his office and equipment store. The plant room is subject to excessive heat and there is much storage of combustible materials. This should be removed (as is required by your insurers) as soon as possible.</li> <li>• Linen stores are being used to recharge batteries for patient hoists. This presents a fire hazard and should not happen.</li> <li>• Kitchen. Unused food trolleys and hot cupboards are stored in the staff room.</li> </ul>	<i>HIGH</i>
<b>Chemical Storage</b>		
7	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>
<b>MAINTENANCE AND REPAIR</b>		
8	1 <sup>st</sup> Floor nurses station  A pedestal fan had broken feet. This should be removed and replaced or repaired.	<i>Low</i>
9	Laundry  The waste pipe from the washing machines is held up by a washing up bowl as it appears to leak otherwise. Arrangements should be made to secure and repair this pipe	<i>Low</i>
10	Wall light broken  1 <sup>st</sup> Floor by staff room a wall light is broken. Whilst I was assured that a replacement light has been ordered the socket may still be 'live' and may produce an electric shock if touched. I recommend that this fitting be disconnected and made safe until a new fitting is delivered.	<i>HIGH</i>