

McDonald Taylor Limited  
T/as  
SJH Consulting

## **Woodchurch House**

Brook Street  
Woodchurch  
Kent  
TN26 3SN

**The Manager**

Woodchurch House  
Brook Street  
Woodchurch  
Kent  
TN26 3SN

7<sup>th</sup> June 2017

Dear Kim

Further to my visit to your premises on 5<sup>th</sup> 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

<b>Place of Inspection:</b>	Woodchurch House	<b>Date of Inspection:</b>	5 <sup>th</sup> June 2017
<b>Name of Consultant:</b>	Stephen Hall	<b>For the Attention of:</b>	Kim

## 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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<b>GENERAL HEALTH &amp; SAFETY DOCUMENTATION</b>			
<b>1</b>	Documentation	There has been a great improvement in the recording and storage of certificates and documents.	<i>Advisory</i>
<b>WORKING PRACTICES</b>			
<b>Monitoring</b>			
<b>2</b>	Good standards in all areas.	I conducted a site inspection with Sam and found a good improvement in all areas. The plant and electrical rooms were clear of all materials, the general areas were clear and tidy and planned redecoration was in progress. A very high standard has been achieved for this inspection, please continue.	<i>Advisory</i>