

McDonald Taylor Limited
T/as
SJH Consulting

Kettlewell House Residential Home

Kettlewell Hill
Cobham
Woking
Surrey
GU21 4HX

Kate Patterson

Kettlewell House
Residential Care Home
Kettlewell Hill
Cobham
Woking
Surrey
GU21 4HX

11th May 2015

Dear Kate,

Further to my visit to your premises on 7th 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

Place of Inspection:	Kettlewell House Residential Care Home	Date of Inspection:	7 th May 2015
Name of Consultant:	Stephen Hall	For the Attention of:	Kate Patterson

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.

SJH Consulting 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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**GENERAL HEALTH & SAFETY DOCUMENTATION
MANAGEMENT OF HEALTH AND SAFETY**

Fire Safety

1	Fire Risk Assessment	The Fire Risk assessment was carried out on 9 th December 2014 but a copy was not available for inspection at the time of my visit. I do appreciate that the assessment is available on line but a copy should be available for an Enforcing Officer who may visit.	<i>HIGH</i>
2	Fire Risk Assessment actions	The Fire Risk Assessment has raised several actions to be completed as shown at item 18.2 of the assessment. Evidence should be maintained to show how these items have been rectified, by whom and when. I recommend that you print pages 9 & 10 of the 9 th December assessment and retain a copy, completed as matters are addressed, to provide the evidence.	<i>HIGH</i>

WORKING PRACTICES

Legionella

3	Legionella Report of February 2015	The report contains some non-conformances such as the rodent protection on tanks. A record of the actions taken should be retained with the report to evidence the completion of the tasks.	<i>Low</i>
4	Certificates of Thorough Examination for bath hoists etc.	We were unable to find the 'Certificates of Thorough Examination' in the files for the Bath Hoists, Passenger Lift and portable hoists. There was clear evidence of servicing available. Your service company should also provide the certificates and these should be retained in the folder.	<i>HIGH</i>
5	Waste Transfer Notices	We were unable to find any waste transfer notices after June 2014. All waste transfer notes should be retained for three years to provide evidence of correct removal and disposal of waste.	<i>Low</i>

MAINTENANCE AND REPAIR

Maintenance And Repair

6	Kitchen ceiling and walls	The kitchen ceiling shows evidence of dust build up at the edges	<i>HIGH</i>
7	Distribution Board in Kitchen, lock broken	The electrical distribution board in the kitchen office has a broken lock. So that it can be easily accessed it should be repaired or replaced.	<i>Medium</i>

Observation	Recommended Action	Priority	
8	Portable hoists and bath hoists do not have labels for thorough examination.	As Certificates of Thorough Examination were unavailable for inspection I was hoping to find the evidence on the hoists themselves. Unfortunately there were no labels displayed. Arrange for the company that carries out the thorough examination to place labels indicating the date of examination or next examination due on each piece of equipment.	<i>HIGH</i>
9	Rug doctor cleaners not PAT tested	The rug doctor cleaners in the first floor sluice have out of date PAT labels. Without consulting the PAT register (which was unavailable) I was unable to establish if they were able to be used safely. Arrange for these items to be tested and label accordingly.	<i>HIGH</i>