

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

31<sup>st</sup> May 2016

Dear Kate,

Further to my visit to your premises on 27<sup>th</sup> May 2016, 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>	Kettlewell House Residential Care Home	<b>Date of Inspection:</b>	27 <sup>th</sup> May 2016
<b>Name of Consultant:</b>	Stephen Hall	<b>For the Attention of:</b>	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**

**POLICY**

1	Policy Statement	The displayed Health & Safety Policy statement is dated 2013. This should be updated and replaced annually after review and signature.	<i>Low</i>
2	Documentation and record keeping.	There has been a good improvement in record keeping and Nichola is to be congratulated. Please maintain the good standard	<i>Comment</i>
3	Old Law Poster in the Kitchen	The old style Law Poster is displayed in the Kitchen. This can be removed and replaced with the latest version.	<i>Low</i>

**WORKING PRACTICES**

**Fire Safety**

4	Door to lounge by scullery.	The intumescent strip in this door has been overpainted. This should be avoided as too many layers of paint can restrict the operation of the intumescent strip in a fire situation.	<i>Comment</i>
5	Double doors to laundry room	The second left hand leaf (viewed from outside) does not have an intumescent strip or cold smoke seal fitted. Fit either if these to maintain the integrity of the door.	<i>HIGH</i>

**FOOD HYGIENE**

**Food Safety**

6	Food stored in the fridge not covered or date marked.	All food should be covered when placed in the fridge and clearly marked with a production date using the available labels. This is essential in case the chef has to leave the premises suddenly. Any replacement would not know whether the food is safe to use.	<i>HIGH</i>
7	Cooker Hood requires cleaning	There is evidence of grease build up on the filter surfaces and in the filter web. Filters should be removed and thoroughly washed each week. Surfaces around the filters should be cleaned daily.	<i>HIGH</i>
8	Temperature recording	The recording of temperature appears to be erratic. The record sheets do not have a heading to state what the temperature refers to. Use the 'Safer Food – Better Business' pack available from the local authority Environmental Health Department to monitor food temperatures.	<i>HIGH</i>