

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

29th June 2017

Dear Kate,

Further to my visit to your premises today, 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:	29 th June 2017
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

POLICY

1	Policy Statement	The displayed Health & Safety Policy statement is dated 2013. This should be updated and replaced annually after review and signature. (outstanding from 2016)	<i>Low</i>
2	Documentation and record keeping.	Nichola is to be congratulated on a comprehensive documentation record. Please maintain the good standard	<i>Comment</i>

WORKING PRACTICES

3	Thorough Examination of passenger lift is overdue.	Nichola is aware of this and is waiting for the company to respond to her request for the Thorough Examination to take place.	<i>High</i>
4	Electrical Inspection	The 5 yearly Electrical Condition Inspection Report shows an unsatisfactory outcome with actions to be completed. The 'C1' category action shave already been addressed but a new certificate has not been issued. Contact the Electrician and ask for a replacement certificate with the updated information shown.	<i>Low</i>
5	Exterior paving	Between the kitchen and Kettlewell court there are some damaged paving slabs requiring attention. Repair these slabs and maintain a watch to ensure others do not present a trip hazard. (see photo)	<i>Medium</i>

