

McDonald Taylor Limited  
T/as  
SJH Consulting

## **Cornford House**

Cornford Lane  
Pembury  
Kent  
TN2 4QS

Ms Anne Howe  
Cornford House  
Cornford Lane  
Pembury  
Kent  
TN2 4QS

11<sup>th</sup> May 2015

Dear Anne

May I thank Maxine and Lukas for their time spent with me during my annual inspection of Cornford House and its facilities on 8<sup>th</sup> May 2015.

I enclose your health and safety inspection report where 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> | Cornford House | <b>Date of Inspection:</b>   | 8 <sup>th</sup> May 2015 |
| <b>Name of Consultant:</b>  | Stephen Hall   | <b>For the Attention of:</b> | Ms Anne Howe             |

## 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 |
|-------------|--------------------|----------|
|-------------|--------------------|----------|

**MANAGEMENT OF HEALTH AND SAFETY**

**Fire Safety**

|          |                      |   |             |
|----------|----------------------|---|-------------|
| <b>1</b> | Fire Risk Assessment | The fire risk assessment has highlighted some matters to be addressed. You are working through the list in order of priority. A copy of the list of actions should be annotated with the date and action taken to evidence you have addressed the issues. | <i>HIGH</i> |
|----------|----------------------|---|-------------|

**Management of Premises**

|          |                         |  |            |
|----------|-------------------------|--|------------|
| <b>2</b> | Electrical Certificates | We were unable to find the certificates of fixed electrical wiring inspection. I have previously seen these and know they are within date. They should, However be available for inspection by any enforcing officer. Make arrangements for replacements if the originals cannot be found. | <i>Low</i> |
|----------|-------------------------|--|------------|

|          |                 |   |               |
|----------|-----------------|---|---------------|
| <b>3</b> | Visitor control | I noticed during my inspection that not all visitors signed in. To be able to manage any emergency evacuation all visitors, be they relatives or other, should be asked to sign in the visitors book. | <i>Medium</i> |
|----------|-----------------|---|---------------|

|          |              |  |             |
|----------|--------------|--|-------------|
| <b>4</b> | Food Hygiene | It would appear the neither of the cooks in the kitchen have a food hygiene certificate. Please make urgent arrangements to have training carried out if this is the case. | <i>HIGH</i> |
|----------|--------------|--|-------------|

**WORKING PRACTICES**

|          |                    |   |             |
|----------|--------------------|---|-------------|
| <b>5</b> | Food Hygiene HACCP | The Hazard Analysis and Critical Control Procedures (HACCP) for food preparation has not been completed. Food is stored in the refrigerators without labels. Please obtain a copy of 'Safer Food – Better Business' from the local authority and ensure it is used to record all activities in the kitchen. | <i>HIGH</i> |
|----------|--------------------|---|-------------|

|          |                                  |   |             |
|----------|----------------------------------|---|-------------|
| <b>6</b> | Food left uncovered near windows | Food was left uncovered near open windows with the protective insect mesh having been closed. All food is left to cool should be covered. Correct training and use of HACCP procedures will establish this as a priority. | <i>HIGH</i> |
|----------|----------------------------------|---|-------------|

|          |                           |   |             |
|----------|---------------------------|---|-------------|
| <b>7</b> | Kitchen Extraction System | The overhead grease traps in the extraction system are dirty and clogged. They are not being cleaned on a regular basis. Arrange for a deep clean to take place and then for the removable filters to be placed in the dishwasher at least once a week. | <i>HIGH</i> |
|----------|---------------------------|---|-------------|

|          |                      |  |             |
|----------|----------------------|--|-------------|
| <b>8</b> | Hazardous Substances | In the storage cupboards where substances that fall under the COSHH regulations are stored do not have proper protection. There is no bunding where a large amount of liquids are stored. There is no spill kit for use in an emergency. There are no warning signs on the doors.<br>Rectify these matters to protect the areas. | <i>HIGH</i> |
|----------|----------------------|--|-------------|

| <b>Observation</b> | <b>Recommended Action</b>                             | <b>Priority</b>   |               |
|--------------------|---|---|---------------|
| <b>9</b>           | Maintenance Room                                      | A large amount of partially used pain tins are stored under the desk in the maintenance room. Whilst these appear to be water based paints they should be placed in suitable storage containers that are capable of holding 110% of the total volume.                                     | <i>Medium</i> |
| <b>10</b>          | Waste Oils containers are stored by the waste bins.   | The waste oil containers are not secured in a bund to prevent spillage. They are located less than 5 metres from an open drain and present an environmental problem if a spill takes place. Either place the containers in a bund or make arrangements for regular and immediate removal. | <i>HIGH</i>   |
| <b>11</b>          | Used fluorescent tubes are stored in cardboard boxes. | Fluorescent tubes may contain mercury powder and this is hazardous to humans if inhaled or ingested. Obtain a fluorescent lamp storage container from a waste disposal company to store used fluorescent lamps until disposal is required.  | <i>HIGH</i>   |
| <b>12</b>          | Fire Risk Assessment                                  | The fire risk assessment identified the need for an automatic closer to be fitted to the sales office door. This has not yet been fitted and there is a large amount of combustible material stored in this office. Please treat this as a priority action.                               | <i>HIGH</i>   |