

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

31st May 2016

Dear Anne

May I thank you and Lukas for their time spent with me during my annual inspection of Cornford House and its facilities on 27th May 2016.

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

Place of Inspection:	Cornford House	Date of Inspection:	27 th May 2016
Name of Consultant:	Stephen Hall	For the Attention of:	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
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MANAGEMENT OF HEALTH AND SAFETY

Management of Premises

1	Documentation	There has been a good improvement in the standard of documentation and records. We were able to find all the required certificates and establish that all are in date. Please maintain this standard	<i>Comment</i>
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WORKING PRACTICES

2	Food Hygiene	The second freezer in the kitchen by the windows requires defrosting to ensure that the build-up of ice does not prevent the door from closing fully and thus allows the freezer to defrost.	<i>HIGH</i>
3	Dry Food Store	Food was stored on the floor in the dry store. All food should be off the floor to reduce the risk of pest infestation and food being contaminated.	<i>HIGH</i>
4	Kitchen Waste Bins	Waste bins in the kitchen do not have lids. All waste bins in the kitchen should be fitted with a 'swing top' lid to allow disposal and prevent the attraction of flying insect.	<i>HIGH</i>
5	Smokers using the bin areas	There is evidence that the bin area is being used by staff for smoking. Discarded cigarette ends are plentiful! Advise staff to use the correct smoking area.	<i>Medium</i>
6	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. This item was raised in the 2015 report.	<i>HIGH</i>
7	The Linen cupboard doors o/s room 49 do not close properly.	These doors are fire doors and must be adjusted so that the close correctly and maintain the fire integrity of the area.	<i>HIGH</i>
8	Cleaners cupboard opposite room 29.	The keys to this cupboard had been left in the lock and no cleaner was in attendance. Remind staff of the requirement for security to be maintained.	<i>Low</i>