

McDonald Taylor Limited
T/as
SJH Consulting

Cornford House

Cornford Lane
Pembury
Kent
TN2 4QS

Ms Lorraine Cousins
Cornford House
Cornford Lane
Pembury
Kent
TN2 4QS

7th June 2017

Dear Lorraine

May I thank you and Lukas for their time spent with me during my annual inspection of Cornford House and its facilities on 25th 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:	25 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	An inspection of the documentation was difficult due to papers not being filed correctly or in the wrong place. Lorraine is attempting to rectify the situation and is working through the cupboards. All documentation should be readily available for an inspector to view.	<i>Low</i>
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WORKING PRACTICES

2	Fire drills	The record of fire drills was not available for inspection. The fire log book should be available at all times.	<i>HIGH</i>
3	Fire Extinguisher training records	The record of fire extinguisher training was not available for inspection. The fire log book should be available at all times.	<i>HIGH</i>
4	Intumescent strips missing on some fire doors.	The Fire risk assessment had highlighted the missing strips and a programme is in place to replace the missing items. A regular check of all fire doors should be made and recorded.	<i>HIGH</i>
5	Gas Safe inspection.	There was no certificate available to show that gas appliances had been inspected by a gas safe engineer. Arrange for all gas appliances, catering, heating etc. to be serviced annually by a gas safe registered engineer.	<i>HIGH</i>
6	No certificates for lifting equipment.	Thorough Examination certificates for passenger lifts, body hoists etc. were not available for inspection. These should be held available for inspection.	<i>HIGH</i>