

SJH Consulting

Rodwell Farm Nursing Home Limited

Karen Raggett
Rodwell Farm Nursing Home Limited
Row Town
Addlestone
Surrey
KT15 1HH

23rd October 2012

Dear Karen Raggett,

Further to my visit to your premises on 22nd October 2012, 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 you and your staff for the help and co-operation extended to me during my visit.

Yours sincerely,



Stephen Hall
MIIRSM RSP
Health and Safety Consultant.

Observation	Recommended Action	Priority
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Health and Safety Inspection Report

Place of Inspection:	Rodwell Farm Nursing Home Limited	Date of Inspection:	22 nd October 2012
Name of Consultant:	Stephen Hall	For the Attention of:	Karen Raggett

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

Fire Safety

1	Fire officer inspection reports show that no fire risk assessment had been undertaken or reviewed.	Fire Risk assessment was carried out on 4 th June 2010 and is reviewed annually during my audit inspections. They are renewed every three years following best practice. It would appear that the member of staff in charge at the time of the inspection was unaware of the location of the Fire Risk Assessment. It is important that those staff with management responsibilities are aware of the location of all strategic documentation for instances such as this. They should be aware that an inspection has powers to prevent the home operating in extreme circumstances. I am prepared to run a short training course for such staff if required however all senior staff should be aware that we are available to respond to enforcement visits, accidents or incidents.	<i>HIGH</i>
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WORKING PRACTICES

Periodic Inspection Certificates

2	The certificates of periodic inspection were not available.	The Lifting Operations and Lifting Equipment Regulations requires each passenger carrying lift to be subjected to a six monthly 'periodic thorough examination' carried out by a competent person and a certificate of examination provided. The certificates were not available for inspection at the time of audit. Harvey is to make enquiries of Crest Lifts to ensure these examinations are being completed and certificates issued.	<i>Medium</i>
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MAINTENANCE AND REPAIR

Maintenance And Repair

10	The hairdressers room has tiles missing from the splash back	Arrangements have been made for the splash back to be repaired as soon as practicable.	<i>Low</i>
11	Portable Appliance Testing	A questions was raised on the frequency of testing required for equipment. In essence it is as a result of a risk assessment that inspection and testing frequencies are determined. To assist I have included the HSE information sheet INDG 263 for guidance.	<i>Advisory</i>