

McDonald Taylor Limited
T/as
SJH Consulting

Rodwell House Limited

Karen Raggett
Rodwell House
Row Town
Addlestone
Surrey
KT15 1HH

25th July 2016

Dear Karen,

Firstly May I thank you and your staff for the hospitality shown during my visit last Friday. The new Home is rather spectacular and has many innovative features.

I enclose your health and safety inspection report following my visit to your premises on 22nd July 2016.

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.

I look forward to seeing the new home during my next 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 House	Date of Inspection:	22 nd July 2016
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 an accident or property damage is 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 Mcdonald Taylor Limited with any queries or questions.

Mcdonald Taylor Limited 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

Displayed Notices and Certificates

1	No Smoking Signs	A no smoking sign is to be displayed at the entrance to the premises.	<i>Low</i>
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Documentation

2	The fire risk assessment contains two errors.	The description of the building at 1.1 is incorrect stating only 2 floors. The building has a basement, ground 1 st and 2 nd floor. The description should be amended. The description of activities at 14.3 shows no in house maintenance. There are two in house maintenance workers who have a small workshop and storage areas in different areas of the building. The assessment should be reassessed to take account of these activities which include hot works.	<i>High</i>
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MAINTENANCE AND REPAIR

Maintenance And Repair

3	Actions from the Fire Risk Assessment to be addressed.	Actions raised during the fire risk assessment are yet to be addressed. I was assured these were to be completed during the final snagging by the builders. Intumescent Strips and Cold Smoke Seals on fire doors to be finished and adjusted. Door closers missing from fire doors.	<i>Low</i>
4	Kitchen doors require a different protective plate to be fitted as pests can get behind the current Perspex protection.	Replace the Perspex plates on the inside of the kitchen doors with a stronger material that does not leave a gap for pests to encroach.	<i>Medium</i>
5	Kitchen. Potato peeler has access too high.	This should be adjusted so it ergonomically placed for all staff to reach the tap.	<i>Medium</i>
6	Kitchen fly screens	These are reported as not working and should be repaired as soon as is possible to prevent flying insects entering the kitchen and food preparation areas.	
7	Laundry shelving is bowing due to weight stored.	In the short term reduce the amount of storage on these shelves. In the long term replace the shelving with sturdier materials to take the weight. Display the maximum weight on the shelving.	<i>Medium</i>
8	Basement cleaners store	There is a temporary repair to the manhole access to the drainage system. This temporary repair should be resolved as soon as is practicable.	<i>Low</i>

Observation	Recommended Action	Priority
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