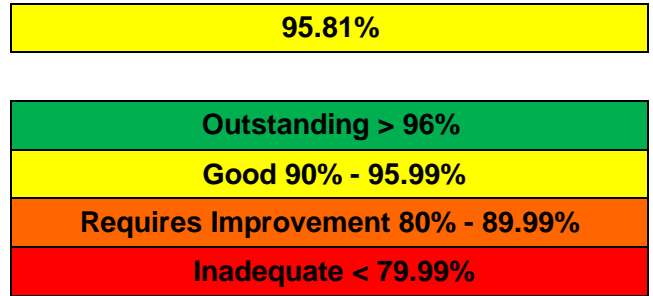


# SANCTUARY CARE HEALTH AND SAFETY PREMISES INSPECTION REPORT

Name of Service:	<b>Ashgreen House</b>	On completion of the Health and Safety audit, the results must be sent to the following: x Manager of the service x Regional Manager/ Regional Maintenance Operative x Asset Surveyor (if actions to be completed are included):  The 'priority column' will identify the priority of the specific question, and must be used when an action is identified, as the action plan timescale (unless timescale is specifically identified):
Region:	London	
Manager:	<b>Louise Hulme</b>	
Reg Manager:	Portia Sarmiento	
Date of audit:	11.03.2020	
Name of auditor:	<b>Kate Ritchie</b>	
<b>PROPERTY DETAILS</b>		
No of floors:	3	
Age of property:	2004	<b>LOW</b> Within 24 weeks
Client Group:	Nursing/ Residential/ Dementia	<b>MED</b> Within 12 weeks
This Health and Safety audit will be completed by the Health and Safety advisor responsible for their own operation within Sanctuary Group. It will be the responsibility of the advisor to identify if a question has successfully passed or failed. <b>A successful compliance of a specific area of the audit may still require an action to be completed.</b>		<b>HIGH</b> Within 4 weeks
		Each area of the Health and Safety audit form will be identified with:
		<b>C</b> Compliant
		<b>NC</b> Non Compliant
		<b>PC</b> Partially Compliant
		<b>UK</b> Unknown
		<b>NA</b> Not Applicable
		<b>OPI</b> Opportunities For Improvement

Compliance by area inspected	Compliance
1 Pre Audit	100%
2 Introduction	100%
3 Fire Safety Management	91%
4 Asbestos	100%
5 Electricity -EICR/ PAT	91%
6 Gas	80%
7 Legionella	100%
8 COSHH	100%
9 LOLER	100%
10 PUWER - Work Equipment	88%
11 Working at Height	83%
12 Control of Contractors	100%
13 First Aid	117%
14 Staff Safety & Welfare	92%
15 Premises (Internal)	92%
16 Premises (External)	100%

## Overall Compliance



Select NC/ PC/ UK and OFI for your action plan.

Ref.	Question	Com.	Comments and action	Responsible for actions	Priority
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Pre Audit					
1	Is the Group accident reporting system being managed effectively?	C			Med
INTRODUCTION					
1	Is the Sanctuary Health and Safety policy statement printed and retained in the appropriate file?	NA	site health & safety managed by Keir Services - building owned by Greenwich		Low
2	Do all staff have access to Sanctuary's Intranet home page 'SOLIS'?	C			Low
3	Is the "Health & Safety Law - What you should know" poster displayed and completed correctly?	C	update with Kate Ritchie details - telephone no: 07483 370854		Low
4	Is a copy of the last H&S Audit available?	NA			Med
5	Are actions complete?	NA			Low
6	If any enforcement notices have been served, are all of the matters resolved?	NA			Med
7	Were there any H&S issues raised or documented during the last CQC inspection?	NA			Med
8	Have actions been accepted as satisfactory by the CQC?	NA			Med
FIRE					
1	Is the fire panel suitably secured so only authorised personnel have access to silence/ reset?	C			High
2	Is the FRA, completed with the past 12 months, with all actions completed in an appropriate time scale, available?	C	dated 04.02.2019 - new FRA completed awaiting report		Low
3	Is a plan of the property adjacent to the fire panel?	PC	Zone Plan not adjacent to fire panel on lower ground and 1st floor	Keir Services to supply - Manager to request	Med
4	Is an L1 fire system installed? Detection and sounders installed throughout all areas of the building.	C	L1 and L2 system		High
5	is fire fighting equipment in communal areas visibly in good condition and within service dates?	C			Med
6	Are fire blankets located in communal kitchens/ dining areas?	C			Med
7	Are all fire doors labelled correctly?	C			High
8	Are all fire doors fitted with strips and seals and visibly working and in good condition?	C			High
9	Do all fire doors and associated closing devices appear to be functioning correctly?	PC	Laundry fire doors damaged	Keir Services to repair	High
10	Are any fire doors being held open inappropriately?	C			High
11	Are all final exit doors secure and not reliant on a key?	C			Med
12	Are there any visible signs of breaks in fire compartmentation?	C			High
13	Are fire exit and fire action notices displayed at all exits?	PC	Query with regards to fire exit signage from ground floor reception area to right hand side (Day Centre entrance).	Paul Gibbs Fire technician to advise Manager	Med
14	Do all areas of risk have detection installed?	C			Med
15	Are residents access restricted from all secure means of fire escape by key code and/or local alarm?	C			Med
16	Is an appropriate 'Smoking Zone' available for staff and residents?	C			Med

<b>ASBESTOS</b>				
1	Is and asbestos management survey available for this property?	NA		Med
2	Has the survey identified that ACM remains in the building?	NA		Med
3	Are actions identified within survey completed?	NA		Med
4	Is there a process to alert the location of the ACM to those who are likely to disturb the material?	NA		High
5	Are maintenace operatives likely to disturb ACM during recognised work activities?	NA		Low
6	Have maintenance operatives attended the Asbestos Awareness training within the past 3 years?	NA		Low
<b>ELECTRICITY -EICR/ PAT</b>				
1	Has the EICR (Hard Wiring) been completed within the last five years (10years from new build)?	UK	dated 13.11.2018 marked UNSATISFACTORY - Remedial documentation held with Keir services	Med
2	Have all grade 1 works been completed?	C		Med
3	Have Sanctuary owned items been PAT tested within the last 2 years?	C	dated 03.10.18 (Data Trak Ltd)	High
4	Does the Home have the equipment to test residents electrical appliances?	C		Low
5	Is there an identified competent person to conduct resident appliance testing?	C	completed by Keir Facilities Services Ld	Low
6	Have resident owned items been tested within the last 2 years?	C		Low
7	Is there no visual evidence to support overloading or the inappropriate use of extension leads?	C		Low
8	Are all electrical sockets and switches visibly in good working order?	C		Low
9	Are there trailing leads across the floor?	C		Med
10	Are extension leads being daisy chained?	C		Med
11	Is access to live high voltage equipment restricted to authorised personnel only?	C		Med
<b>GAS</b>				
1	Are Gas Safety Certificates held for heating systems available and in date?	UK	documentation held with Keir Services	Med
2	Are Gas Safety Certificates held for kitchen equipment available and in date?	C	dated 09.01.2019	Med
3	Are Gas Safety Certificates held for all Laundry appliances available and in date?	C	dated 08.08.2019	Low
4	If the property has been fitted with a gas boiler is it visibly in good working condition?	C		Low
5	Are gas isolation switches installed where gas supply is present?	C		Low

<b>LEGIONELLA</b>					
1	Is a legionella risk assessment (dated within the last 12 months) available?	C	completed by Total Environmental Compliance dated 2017 - sample analysis completed by Eurofins dated 14.08.2019 - managed via Keir Services		Med
2	Are actions identified on the Legionella Risk Assessment closed?	C	see above		Low
3	Is the Group Water Management Log book in operations at the property?	NA	Water management managed by Keir Services and associated contractors		Med
4	Is there a calibrated thermometer, appropriate for taking water temperatures present at the property?	C	managed by Keir Services		Low
5	Is the log book appropriately completed to identify the site, responsible and competent person?	NA			Low
6	Is regular Temperature Monitoring being conducted and are those recorded temperatures within the	C			Low
7	Are shower head descale cleaned and descaled each quarter?	C	No documentation on file this is held by Keir Services		Med
8	Are flushing of Little Used Outlets being completed where required?	C			Med
9	Are TMV service records up to date?	C	managed by Total Environmental Compliance		Med
10	Are Copper/ Silver Ionisation monitoring being conducted?	NA			Med
11	Are Chlorine Dioxide monitoring being conducted?	NA			Low
12	Has the appointed contractor completed the 6 & 12 monthly checks?	C			Low
13	Has there attendance and works completed been recorded in the water management log book?	NA	managed by Keir Services		Med
14	Is there any visual evidence of deadlegs or dead ends within the property?	C			Low
15	Can the identified appointed person' attendance at the appropriate Legionella training be evidenced?	C	managed by Keir Services - on site maintenance certificate dated 25.10.18		Med
<b>COSHH (Hazardous Substances)</b>					
1	Have COSHH assessments within the workplace been carried out and actioned?	C			Med
2	Is a data sheet held for each hazardous substance in use?	C			Med
3	Are staff aware of procedures for handling / storing substances?	C			High
4	Are there adequate facilities for the storage of hazardous substances?	C			Low
5	Are hazardous substances stored in a safe manner?	C			Low
6	Are flammables kept secure and away from sources of heat?	C			Low
7	Are all cleaners' materials kept in a separate, locked storage area?	C			Low
8	Are areas where hazardous substances are stored, kept secure at all times to restrict Resident access?	C			Low

LOLER (Lifting Equipment)					
1	Are all lifts and lifting equipment detailed within the Premises Management System?	C			Med
2	Passenger Lifts: Are six monthly Insurance and service reports available?	C	managed by Keir Services - NCT do not hold documentation		Med
3	Passenger Lifts: Are staff aware of the release procedure in the event of lift failure?	C			Low
4	In the event of lift failure would the responding engineers have access to the lift cranking system.	NA			Med
5	Stair Lifts: Are six monthly Insurance and service reports available?	NA			Med
6	Lifting Platform: Are six monthly Insurance and service reports available?	NA			Med
7	Vehicle Ramps: Are six monthly Insurance and service reports available?	NA			Med
SANCTUARY OWNED LIFTING EQUIPMENT SANCTUARY OWNED LIFTING EQUIPMENT					
8	Are six monthly Insurance and service reports available for Lifting Hoists?	C			Low
9	Are six monthly Insurance and service reports available for Stand and raising aids?	C			Low
10	Are six monthly Insurance and service reports available Slings?	C			Low
11	Have operational checks been completed and documented for all lifting equipment?	C			Med
12	Is all lifting equipment suitable for intended use?	C			Low
13	Does lifting equipment have suitable markings and warnings?	C			Med
14	Is lifting equipment only used by people who have received adequate training?	C	check training matrix	Manager	Low
15	Are training records available?	C	check training matrix	Manager	Low
16	Are passenger lifts visibly in good working condition? (level at each floor, no damage to lift doors, cabin)	C			Med
17	Is there an emergency call out available in the lift cabin?	C			Med
18	Is the emergency call out in the lift cabin in good working condition?	C			Low

<b>PUWER (Work Equipment)</b>				
1	Does work equipment observed during this inspection appear to be in good working order or does not create	C		Med
2	Is work equipment observed during this inspection being used for the purpose it is designed for?	C		Med
3	Is there evidence of CE marking on work equipment?	C		Med
4	Are wheelchairs subject to a visual inspection and documented?	C		Med
5	Are nursing bed rails, where used, subject to visual inspection and documented?	C		Med
6	Is evacuation equipment subject to a visual inspection and documented?	UK	Not seen on file	Med
7	Has the calibration of weighing scales been completed?	C	dated 10.02.2019	Med
8	Are tumble drier filters checked regularly?	C	completed within laundry cleaning schedule	Med
<b>WORKING @ HEIGHT</b>				
1	Is all working at height equipment logged correctly onto the register?	NA	supported by Keir Services Ltd	Low
2	Has a checklist been completed for each ladder stored/used on site?	NA		Med
3	Are training records available for the user(s) who utilise this equipment?	NA		Med
4	Are the correct type of ladders provided - class 2?	PC	ladder stored on site by sub contractor of Keir Services	Med
5	Are ladders stored in an appropriate position and location?	PC	see above	Low
6	Has a risk assessment been put in place to cover the tasks undertaken where ladders are used?	NA		Low
<b>CONTROL OF CONTRACTORS - Only if Contractors are present on site at time of inspection</b>				
1	Is the contractor parked so as not to cause an obstruction?	C		Low
2	Are contractors using their own equipment for their work?	C		Low
3	Are contractors signed in to building?	C	Ladder used by contractors found in lower stairwell - Manager advised to request removal	Manager and Maintenance to arrange removal
4	Have contractors had a site induction from the manager?	C		Low
5	Have the contractors been informed of any on-site hazards?	C		Med
6	Does the manager understand the risk involved with the work done by the contractor?	C		Low

First Aid					
1	Has a first aid needs assessment been completed and reviewed?	C			Med
2	Are there sufficient number of First Aiders to cover work shift patterns?	C			Med
3	Do you have a first aider on shift today? applies to homes with 1- 49 residents	C			
4	Do you have two first aiders on shift today? applies to homes with 50 + residents	C			
5	Is there a record of the qualified First Aiders for this site?	C			Low
6	Are all first aid certificates/qualifications in date?	C			Med
7	Is signage available to ID the First Aiders on site?	C			Low
8	Is signage in place to notify where the first aid box is kept?	C			Low
9	Have adequate numbers of first aid boxes been provided?	C			Low
10	If provided, is the first aid box adequately equipped and items held in date?	C			Low
11	Are defibrillators used on site?	NA			Low
12	Is there evidence of defibrillator training for appropriate staff?	NA			Med
13	Have defibrillator been maintained, serviced and stored in accordance to the manufacturer's instructions?	NA			Med
14	Are staff aware of the need to report injuries as a result of a work accident via the Group reporting system?	C			Low
STAFF SAFETY & WELFARE					
1	Are facilities adequate for eating food and making drinks?	C			Low
2	Are Kitchen / Staff room facilities safe, clean and tidy?	C			Low
3	Have DSE assessments been completed for users?	C			Med
4	Are workstation meeting the standards as set by DSE regs?	C	check training matrix	Manager	Low
5	Are risk assessments in place for those manual handling tasks undertaken by staff?	C			Med
6	Are there any activities observed where a risk assessment has not been completed?	PC	Risk Assessment required for Urn in ground floor dining room - can this urn be removed?	Manager	Med

PREMISES (INTERNAL)					
1	Does the premises practice good security systems?	C			Med
2	Where CCTV is used is signage displayed?	C			Low
3	Has the no-smoking signage been displayed on entry to the premises?	C			Low
4	Is the premises free from clutter and fire hazards	PC	1) Communal furniture and shredding equipment stored in communal corridors. 2) Posterboards to be replaced with lockable type	1) Manager and Maintenance to arrange removal 2) Manager to order Maintenance to fit	Med
5	Are plant and electrical rooms free from storage, locked and signed?	C			Med
6	Is there adequate ventilation?	C			Low
7	Are light fittings clean, free from damage and providing sufficient lighting?	C			Low
8	Are communal corridors and through routes in good condition and clear from obstructions, slip, trip & fall	PC	see above		Med
9	Is all of the communal furniture suitable and fit for purpose?	C			Med
10	Are storage area's tidy and fit for purpose?	C			Med
11	Is there internal visible evidence of vermin and vermin control at the property?	C			Low
12	Handrails & balustrades suitably designed and firmly secured?	C			Med
13	Are all window restrictors suitable and sufficient, in good working condition and tamperproof?	C			Med



PREMISES (EXTERNAL)				
1	Are Access routes to the building in good condition and clear from obstructions, slip, trip & fall hazards?	C		Med
2	Are there any trees or vegetation that present a risk to people or the property?	C		Low
3	Are gutters blocked and Is there any visible damageand guttering?	C		Low
4	Are external and internal walls in good condition?	C		Low
5	Is there any dislodged or missing roof tiles?	C		Low
6	Are walkways, footpaths etc. level and free from slip or trip hazards?	C		Med
7	Is the property secure to prevent unauthorised access and restrict residents leaving the property?	C		Med
8	Is the surface of the car parking area level and in good condition?	C		Low
9	Are lighting levels adequate and lighting in good condition	C		Low
10	Are parked vehicles and pedestrians protected / segregated from the movement of vehicles?	C		Low
11	Are outbuildings in good condition, secure and kept tidy?	C		Low
12	Are all external staircases kept free of slip/trip hazards? (exposure to ice, wet leaves, snow etc.)	C		Med
13	Has snow and ice risk assessment been completed and actions completed?	C		Low
14	Are sufficient means available to deal with snow and ice?	C		Low
15	Are bin areas tidy and clean?	C		Low
16	Is the area free from disposed household items and unwanted equipment?	C		Low
17	Is there external visible evidence of vermin and vemin control at the property?	C		Low
Opportunities for Improvement		Possible action to progress.		
OF11				
OF12				
OF13				
OF14				