



PENINSULA

Success Starts Here

Nikki Kerr
Cambridge Clear Beauty
Breaks House
3 Mill Court
Great Shelford
Cambridgeshire
CB22 5LD

Our ref: CAM247

05 May 2021

Dear Nikki,

Re: Health & Safety Evaluation

Address Visited: Breaks House, 3 Mill Court, Great Shelford, Cambridgeshire, CB22 5LD

Visit date: 05/05/2021

Executive Summary:

This letter follows my recent visit to your business premises in relation to health and safety compliance and best practice.

The visit was conducted by reviewing key areas in relation to the requirements of Peninsula's SafeCheck Review.

Cambridge Clear Beauty offers a wide range of minor surgical and nonsurgical cosmetic procedures. They are based in a leased, three storey brick and tile building on a small industrial estate in Great Shelford, near Cambridge. The premises comprises of a reception area, office, kitchen, consulting room, treatment rooms, toilets, and storage areas. There are currently three employees working at Cambridge Clear Beauty. Typical opening hours are 9:00am to 4:00pm Monday to Friday.

At the time of the visit the standard of health and safety management was satisfactory. You will note, therefore, that the Action Plan is blank. You should continue to maintain this good standard of health and safety management.

Should you require any further support or wish to discuss how we can further assist you in achieving health and safety compliance, please do not hesitate to contact me by email or ring our 24 hour Advice Service on 0844 892 2785 (option 1).

I hope you found my visit useful and I would like to thank you for your time and support during the visit.

Yours sincerely,

Hannah Behling
Health & Safety Consultant

Hannah.Behling@peninsula-uk.com

Sent To: Nikki Kerr(nikki@cambridgeclearbeauty.co.uk), By Post

Please Note:

This report is advisory in nature, informational in content, and is intended to assist our Clients to improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice.

It has been based on observations, and written and oral information, provided by the Client's representative to our Consultant during a site visit to the Client's property, premises or area of work, and is limited to the parts of the Client's undertaking which were reasonably accessible to our Consultant at the time of the visit.

This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s).

Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Health & Safety Action Plan




Main Person seen:	Nikki Kerr
Visit date:	Wednesday 05 May 2021
Premises Description & Areas Visited:	Reception area, office, kitchen, consulting room, treatment rooms, toilets, and storage areas.
Areas Not Visited:or Access Restricted	It was stated that all areas were visited.
Address:	Breaks House, CB22 5LD

Health & Safety Site Compliance Review

Details











Main Person seen:	Nikki Kerr
Visit date:	Wednesday 05 May 2021
Areas visited:	Reception area, office, kitchen, consulting room, treatment rooms, toilets, and storage areas.
Areas not visited:	It was stated that all areas were visited.
Address:	Breaks House, CB22 5LD




Summary of Findings

0		Immediate and urgent action required. Detailed on Action Plan.
0		Further action is required to improve safety management. Detailed on Action Plan.
61		Satisfactory, monitor and review on an on-going basis.




Specific details of the areas, working practices, and safety arrangements considered by me are to be found in the following pages.

Overview Of Areas Relating To Documentation











	Documentation	Status	Supporting evidence - Action required
1.1	Is a current copy of the Employers' Liability Insurance Certificate available to employees or displayed in a suitable location?		Your Employer's Liability insurance certificate is in date and is available to employees. Documentary Evidence Seen - Next Due Date - 24/06/2021
1.2	Is a copy of the Health and Safety 'What you need to Know' poster on display?		The Health and Safety law poster "What you need to know" is prominently displayed in the office where employees have access to the information.
1.3	Is a health & safety policy in place (updated to meet current health & safety legislation) with the signed statement of intent, signed and dated by the overall person responsible for health & safety?		There is a health & safety policy in place and it had been signed and dated by the person with overall health & safety responsibility. Documentary Evidence Seen - Next Due Date - 05/05/2022
1.4	Have employees received a copy of the Employee Safety Handbook and provided a signature verifying their understanding and receipt of the booklet?		Employee Safety Handbooks have been issued, ensuring that employees are aware of the rules surrounding health and safety within the organisation. A signature has then been provided to confirm their understanding of the document.
1.5	Are there any enforcement actions by health and safety Enforcing Authorities, still open in connection with your business, at this site?		No visits from the Enforcing Authority have taken place so no formal enforcement actions are open.
1.6	Is the management process clear if actions are required by Enforcing Authorities?		Senior Management are aware of the need to take early action and notify Peninsula in regard to Enforcing Authority reports.
1.7	Do persons who drive on the public highway as part of their work activities, using their own transport, have adequate business insurance cover, and where applicable a current vehicle examination certificate?		All road vehicle users business insurance, vehicle examination and tax details are checked on an annual basis.
1.8	Is a suitable Data Protection legislation compliant accident recording system in place with investigation of accidents carried out?		Accidents are reported and recorded accordingly via a Data Protection Act compliant accident book and accident investigations are conducted as required to identify root causes and prevent similar occurrences.
1.9	Is a suitable hazard or handover book actively in place?		A suitable documented hazard reporting system is in place. All employees are actively encouraged to report potential hazards, unsafe conditions and near misses.
1.10	Are driving licence checks undertaken for persons who drive on the highway as part of work activities?		All workplace road vehicle users licences are checked on an annual basis, ensuring the continued eligibility to drive upon the public highways.





	Documentation	Status	Supporting evidence - Action required
1.12	Is a suitable system in place to monitor the actions of persons with assigned health and safety responsibilities?		The management Periodic Checklists are being utilised with non-conformities or areas of concern being identified and addressed as required. Documentary Evidence Seen - Next Due Date - 01/08/2021
1.13	Are Contractors assessed for suitability with submission of relevant documentation?		Contractors assessed for suitability with documentation requested, such as copies of risk assessments, method statements, insurance certificates etc.
1.14	Are arrangements in place to consult with employees on health and safety issues and provide relevant information? Are records of consultation retained?		Health and safety consultation is conducted and documented accordingly via scheduled meetings. Documentary Evidence Seen - Next Due Date - 01/07/2021

Overview Of Areas Relating To Equipment









	Equipment	Status	Supporting evidence - Action required
2.1	Is a documented planned preventative maintenance schedule in place for relevant work equipment ?		Maintenance is conducted in accordance with the manufacturer's recommendations and documented records are available. This includes (but is not limited to), your cool sculpting machine, face type machine, and laser hair machine which are all serviced annually.
2.2	Has portable electrical equipment been subject to a periodic inspection and testing?		Portable electrical appliances are tested for electrical safety within suitable timescales. Documentary Evidence Seen - Next Due Date - 01/08/2021
2.4	Are arrangements in connection with office equipment suitable?		Office equipment including chairs and desks appear suitable for the use of display screen equipment. Other equipment appears to be satisfactory.

Overview Of Areas Relating To Fire









	Fire	Status	Supporting evidence - Action required
3.2	Is the fire alarm and / or automatic fire detection system in working order and tested at weekly intervals with a record kept?		The fire alarm system appears to be in working order and is tested weekly from a scheduled rotation of call points by JLL. Documentary Evidence Seen - Next Due Date - 06/05/2021
3.3	Is the fire alarm and / or automatic fire detection system subject to six monthly servicing arrangements?		The fire alarm is serviced at six monthly intervals with records retained in accordance with the current standards. Your landlord is responsible for this.
3.4	Are arrangements in place for all staff to undertake fire evacuation drills at least every 6 months and to record the results?		Fire emergency evacuation drills are conducted within the recommended timescales. Your fire drills are coordinated and conducted by your landlord.
3.5	Are emergency lighting units subject to a suitable servicing regime?		Emergency lighting is serviced at the required intervals by Airway with documents retained in accordance with current standards. Documentary Evidence Seen - Next Due Date - 29/09/2021
3.6	Are fire assembly point(s) clearly indicated in suitable locations?		The fire assembly point is clearly identified via the fire action notices.
3.7	Are adequate arrangements in place to store and handle flammables?		Flammable substances are stored in a dedicated secure location away from direct sunlight and away from sources of ignition.
3.8	Are all the fire alarm operating points easily accessible?		Automatic fire alarm operating points are all easily accessible throughout the building.
3.10	Based on the evidence seen, has a competent person prepared / reviewed a suitable premises fire risk assessment?		A Fire Risk Assessment has been completed by Office Compliance Management. The assessment clearly identified potential fire hazards, people at significant risk the fire safety measures in place, such as how ignition and fuel sources are controlled, fire detection and warning, means of escape, fire fighting equipment, maintenance and testing of fire precautions along with fire safety training of employees. Documentary Evidence Seen - Next Due Date - 11/08/2021
3.11	Has the current premises fire risk assessment been subject to review within the last year?		The assessment has been reviewed within the last year.
3.12	Have all significant findings from the premises fire risk assessment been resolved satisfactorily?		All identified significant findings have been resolved.

	Fire	Status	Supporting evidence - Action required
3.13	Are emergency evacuation routes and doors out of the building suitable, clear of obstructions at all times, maintained and checked periodically?		On the day of the visit, all fire exit points and routes were readily accessible.
3.14	Are arrangements in place to provide suitable fire fighting equipment and service it at least every 12 months? (fire extinguishers; hose reels; fire blankets etc.)		Fire fighting equipment is subject to periodic checks and annual maintenance by a recognised fire safety engineer. Documentary Evidence Seen - Next Due Date - 01/08/2021
3.15	Are emergency lighting units subject to a suitable testing regime?		Emergency light testing is being conducted on a monthly basis by Airway. Documentary Evidence Seen - Next Due Date - 27/05/2021
3.18	Is suitable fire exit signage and evacuation instruction on display in appropriate places on fire exit routes?		Suitable fire exit signage is in place.







Overview Of Areas Relating To People Management

	People Management	Status	Supporting evidence - Action required
4.1	Do all employees receive health and safety awareness training as part of their induction, with records kept?		All employees undergo a formal induction procedure with records retained.
4.2	Are suitably stocked first aid kits available?		An adequate provision of first aid equipment is readily available and checked periodically. You also have an AED machine and emergency grab bag available for use.
4.5	Where considered necessary are sufficient persons suitably trained in first aid with arrangements for refresher training?		There is one first aid at work trained staff member.
4.6	Where workers may be exposed to threatening and challenging behaviour as part of their work, are arrangements in place to investigate and resolve the issues concerned?		Suitable arrangements regarding threatening and challenging behaviour are in place, and instruction and training provided to relevant staff.
4.7	Are management arrangements concerning substance and alcohol abuse adequate?		Suitable arrangements concerning substance and alcohol abuse are in place.
4.8	Where persons undertake lone working activities, are suitable communication and other necessary arrangements in place?		Where lone working takes place, the organisation has suitable policy and procedures in place and relevant staff have received instruction and training.
4.9	Are employees trained in general and job specific health and safety with suitable records maintained?		All employees undergo training and instruction which includes job specific health and safety and emergency evacuation. You use an online package provided by A&A Training which covers topics such as Basic Life Support, Fire Safety, Infection control, Health and safety, and Moving and Handling. Documentary Evidence Seen - Next Due Date - 31/01/2022
4.10	Are arrangements for persons with disabilities adequate?		Arrangements for persons with disabilities are adequate. You have suitable parking, access, and toilet facilities. Any treatments for persons with mobility issues can be carried out at one of the local hospitals as required.


Overview Of Areas Relating To Premises Management

	Premises Management	Status	Supporting evidence - Action required
5.6	Is the building in good condition?		The building appeared to be in a well maintained condition.
5.7	Is suitable ventilation provided to premises to ensure that fresh air is available?		Ventilation is suitable.
5.8	Are suitable arrangements in place to service and maintain any air conditioning units?		Air conditioning units are maintained and serviced in accordance with the manufacturer's recommendations.
5.10	Is there adequate workspace for the work activities taking place?		Workspace is adequate.
5.12	Are air temperatures maintained at reasonable levels?		Temperature maintained at reasonable levels.
5.13	Are slip, trip and fall hazards (spillages, cables and stock) avoided with arrangements in place to keep floors free from such hazards?		On the day of the visit, floors were free from slip, trip and fall hazards.
5.14	Are adequate welfare facilities, including toilet and washing facilities that include warm water and hand drying facilities provided and maintained in a clean condition?		Welfare, washing and toilet facilities are adequate. On the day of the visit, hot water, soap, and hand drying facilities were available for use.
5.16	Is there adequate access to and egress from the workplace?		Adequate access and egress routes are available and appear to be in a reasonable condition.









Overview Of Areas Relating To Risk Assessments

	Risk Assessments	Status	Supporting evidence - Action required
6.1	Have risk assessments been carried out for display screen equipment with suitable control measures implemented?		Display screen equipment risk assessments have been completed for the use of work stations based on the outcomes of completed self-assessment questionnaires. Following a significant change to a user's workstation assessments are reviewed.
6.2	Have risk assessments been carried out for manual handling with suitable control measures implemented?		Manual handling risk assessments have been conducted. The assessments contained an adequate amount of detail with regard to the task, the load, the individual, the environment and of the controls to be implemented. Documentary Evidence Seen - Next Due Date - 05/05/2022
6.3	Have risk assessments been carried out for hazardous substances with suitable control measures implemented?		An inventory of hazardous substances has been documented with supporting Safety Data Sheets. Hazardous Substance risk assessments have been prepared for the relevant products. Hazardous substance risk assessments have been conducted. The substance assessments have been produced in conjunction with the relevant information from the safety data sheet. The assessments clearly identified the control measures to be implemented for the substance use.
6.5	Have risk assessments been carried out for occupational driving with suitable control measures implemented?		Suitable assessments are in place and up to date.
6.6	Have risk assessments been carried out for general tasks with suitable control measures implemented and reviewed within the last twelve months.?		General task based Risk Assessments have been conducted. Examples include office activities and the specific treatment procedures. The assessments contained a reasonable amount of detail with regard to the hazards involved and of the control measures implemented. Documentary Evidence Seen - Next Due Date - 05/05/2022
6.9	Have the findings of risk assessments been communicated to relevant individuals e.g. employees, with suitable records retained?		Risk assessment findings are communicated to employees.

Overview Of Areas Relating To Safety Arrangements

	Safety Arrangements	Status	Supporting evidence - Action required
7.1	Are suitable arrangements in place to deal with incidents of workplace stress?		Suitable arrangements are in place including the use of Health Assured - Employee Assistance Programme.

Overview Of Areas Relating To Other Subjects

	Other Subjects	Status	Supporting evidence - Action required
8.1	Is housekeeping in all workplaces to a good standard?		Housekeeping was to a very good standard on the day of the visit.
8.2	COVID-19 - Is a documented social distancing process in place and working effectively?		A documented social distancing process is in place and working efficiently, this includes: Home working where possible, floor demarcations at 2 metre intervals, one way pedestrian systems, and physical barriers/screens. These measures have been documented and communicated to all employees.
8.3	COVID-19 - Are there sufficient signs & notices clearly outlining the social distancing measures?		There were sufficient signs, notices and floor markings clearly indicating the social distancing measures in place.
8.4	COVID-19 - Are there sufficient hand washing facilities and clear instruction on how to wash hands effectively?		A sufficient number of hand washing facilities were in place throughout the workplace. Clear signage giving instruction on effective hand washing was in place.
8.6	COVID-19 - Has suitable Personal Protective Equipment (PPE) to protect employees from the spread of COVID-19 been identified, provided and staff been instructed in its use?		Suitable Personal Protective Equipment (PPE) for protection against COVID-19 had been identified and provided to the appropriate employees. Training and instruction had been provided to all users.
8.7	COVID-19 - Is there a clear procedure and response plan for employees reporting the recognised COVID-19 symptoms?		A clear procedure and response plan outlining how to recognise the symptoms of COVID-19 and what to do should an employee presents or reports with these symptoms.
8.8	COVID-19 - Are work surfaces (desks, keyboards, telephones etc.) and work equipment subject to a robust and effective cleaning regime?		A clear process is in place for the regular cleaning of work surfaces (desks, keyboards, telephones etc.) and work equipment. Cleaning materials have been made available to all areas.
8.9	COVID-19 - Is hand sanitiser available and located in convenient locations throughout the workplace?		Suitable and effective hand sanitiser is provided and located at convenient locations throughout the workplace.