



Health and Safety

26/Sep/2016

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People Definitions:

Employee	General Employee Lone workers Inexperience Staff
Employee Area	Employee working in specific area
Guest	General Guest Maintenance Personnal Contractors Cleaners Vistors
Public	Unauthorised Public

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Hazards Identified:

Computer Workstation
Work at height
Vehicles Parking
slipping/tripping hazards
Pressure Systems
Poor Lighting
Noise
Moving parts of Machinery
Mezzanine floors
Manual handling
Low temperature
Fumes
Faulty Electricals
Fire Cigarettes
Ejection of material
Dust
Chemicals
Blades
Waste Paper
Waste Plastic
Waste Electronic
Large Boxes
Power Cuts Lighting
Vehicles Fork lift
Vehicles Transit
Electrocution
Flood
Open drawers
External Hazards
Burns
Eyesight
Low headroom
Disease
Asbestos

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Area Definitions:

Main Warehouse Archives Basement Area length of main office used for the storage of Archived paperwork and computer disks. Bottom shelf not used due to the risk of flood
Main Warehouse Assembly Cabinets
Main Warehouse Basement Stairs
Main Warehouse OLD Boiler Room
Main Warehouse Compressor room
Main Warehouse Stock Room 7
Main Warehouse Vandagraph Stock
Main Warehouse Entrance Hall
Main Warehouse Goods Out
Main Warehouse Stock Room 6 Big Main room upstairs,
Narrow corridors - not for general access
Main Warehouse Stock Room 8
Main Warehouse Goods Inward
Main Warehouse QA / Stock Room 9
Main Warehouse Office 6 Currently Johns / Dereks Office
Main Warehouse Stock Room 11
Main Warehouse Office 5 Ryans Currently Ryans Office
Main Warehouse Stock Room 2
Main Warehouse Loft
Main Warehouse Main Corridor
Main Warehouse Mechanical Workshop
Main Warehouse Stock Room 10
Main Warehouse Non Conforming Area
Main Warehouse Oxygen Bank
Main Warehouse QA / Stock Room 3 Sensor Testing Area
Main Warehouse Patio
Main Warehouse MD Landing Derek Office PC and VNC PC and CCTV pcs
Main Warehouse Stock Room 1
Main Warehouse R & D
Main Warehouse Goods in Reception
Main Warehouse Repair Area
Main Warehouse SpO2 Cupboard
Main Warehouse Stairs from Basement to Level 1
Main Warehouse Jeans Office Room contains Water tap on wall (painted Red) Feeds the central heating system.

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Area Definitions:

Main Warehouse Toilets Downstairs
Main Warehouse Toilets
Main Warehouse Stock Room 5 / Server Room Stock Room 5 Computer Servers at the end
Main Warehouse Vandagraph workshop
Main Warehouse Path way Path down the North side of the building
Main Warehouse Corridor Library
Ghyll House Room 6 - Small Loft Helen Quiet Room Off limits to Staff
Ghyll House Office 1 - Main Office Main Office Downstairs Facing Road
Ghyll House Office 3 - Helen Helen Office
Ghyll House Office 5 - UK sales Office Sales Office Catrin Hollins Steve Hardaker
Ghyll House Office 4 - Steve Nixon Steve Nixon
Ghyll House Room 7 - Big Loft Second Floor - Big room Off limits to Members of staff
Ghyll House Room 2 - Meeting Room Meeting Room
Ghyll House - Kitchen
Ghyll House - Conservatory
Ghyll House - Garden
Ghyll House - Hall Main entrance
Ghyll House Small Bathroom Ghyll House Small Bathroom
Ghyll House Big Bathroom
Main Warehouse Stairs from Level 1 to Level 2
Ghyll House - 1st floor landing
Ghyll House - Stairs ground floor to 1st floor
Ghyll House - Stairs 1st floor to 2nd floor

[3] Main Warehouse Archives:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		High	Alarms
Fumes	Employee	High	Alarms
Fumes	Employee Area	High	Alarms
Fumes	Guest	High	Alarms
Fumes	Public	High	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness

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Area Main Warehouse Archives:

Hazard	Potential Victim	Grading of Risk	Action Taken
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Flood		Low	Pump
Flood	Employee	Low	Pump
Flood	Employee Area	Low	Pump
Flood	Guest	Low	Pump
Flood	Public	Low	Pump
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Eyesight		Low	Poor eyesight
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight
Eyesight	Guest	Low	Poor eyesight
Eyesight	Public	Low	Poor eyesight

[4] Main Warehouse Assembly Cabinets:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Helen Lamb

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		High	Alarms
Fumes	Employee	High	Alarms
Fumes	Employee Area	High	Alarms
Fumes	Guest	High	Alarms
Fumes	Public	High	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	Employee	Medium	HSE Lifting procedures
Manual handling	Employee Area	Medium	HSE Lifting procedures
Manual handling	Guest	Low	HSE Lifting procedures
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness

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Area Main Warehouse Assembly Cabinets:

Hazard	Potential Victim	Grading of Risk	Action Taken
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Eyesight		Low	Poor eyesight
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight
Eyesight	Guest	Low	Poor eyesight
Eyesight	Public	Low	Poor eyesight
Low headroom		Medium	Warnings
Low headroom	Employee	Low	Warnings
Low headroom	Employee Area	Low	Warnings
Low headroom	Guest	Medium	Warnings
Low headroom	Public	Medium	Warnings

[5] Main Warehouse Basement Stairs:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catherine Spence

Active Staff : Ryan Swaine

Active Staff : Derek Lamb

Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height	Public	Low	None required
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Flood		Low	Pump
Flood	Employee	Low	Pump
Flood	Employee Area	Low	Pump
Flood	Guest	Low	Pump
Flood	Public	Low	Pump
Low headroom		Medium	Warnings
Low headroom	Employee	Low	Warnings
Low headroom	Employee Area	Low	Warnings
Low headroom	Guest	Medium	Warnings
Low headroom	Public	Medium	Warnings

[6] Main Warehouse OLD Boiler Room:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		High	Alarms
Manual handling	All	Low	HSE Lifting procedures
Pressure Systems		High	Training
Pressure Systems	All	Low	No Entry
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness

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Area Main Warehouse OLD Boiler Room:

Hazard	Potential Victim	Grading of Risk	Action Taken
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Burns		High	WArning signs
Burns	All	Medium	WArning signs

[7] Main Warehouse Compressor room:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Ryan Swaine

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
Moving parts of Machinery		Low	Restricted Access & use
Moving parts of Machinery	Employee	Medium	Restricted Access & use
Moving parts of Machinery	Employee Area	High	Training and control
Moving parts of Machinery	Guest	Low	Restricted Access & use
Moving parts of Machinery	Public	Low	Restricted Access & use
Noise	All	High	Ear muffs available
Pressure Systems		High	Training
Pressure Systems	Employee	High	No Entry
Pressure Systems	Employee Area	High	Training
Pressure Systems	Guest	High	Training
Pressure Systems	Public	High	No Entry
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required

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Area Main Warehouse Compressor room:

Hazard	Potential Victim	Grading of Risk	Action Taken
slipping/tripping hazards	Public	Low	None required
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Flood		Low	Pump
Flood	Employee	Low	Pump
Flood	Employee Area	Low	Pump
Flood	Guest	Low	Pump
Flood	Public	Low	Pump

[8] Main Warehouse Stock Room 7:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Robert Connor

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	All	Medium	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Waste Paper		Low	Paper Recycling Bins
Waste Plastic		Low	None Required
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Open drawers		Low	Awareness
Eyesight		Low	Poor eyesight

[9] Main Warehouse Vandagraph Stock:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Ryan Swaine

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	All	Medium	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Open drawers		Low	Awareness
Eyesight		Low	Poor eyesight

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[10] Main Warehouse Entrance Hall:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catherine Spence

Active Staff : Catrin Hird

Active Staff : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
Poor Lighting		Low	None required
Poor Lighting	Employee	Low	None required
Poor Lighting	Employee Area	Low	None required
Poor Lighting	Guest	Low	None required
Poor Lighting	Public	Low	None required
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Large Boxes		High	General Awareness
Large Boxes	Employee	High	General Awareness

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Area Main Warehouse Entrance Hall:

Hazard	Potential Victim	Grading of Risk	Action Taken
Large Boxes	Employee Area	High	General Awareness
Large Boxes	Guest	High	General Awareness
Large Boxes	Public	High	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs

[11] Main Warehouse Goods Out:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catherine Spence

Active Staff : Derek Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Medium	HSE Lifting procedures
Manual handling	Employee	Medium	HSE Lifting procedures
Manual handling	Employee Area	Medium	HSE Lifting procedures
Manual handling	Guest	Medium	HSE Lifting procedures
Manual handling	Public	Medium	HSE Lifting procedures
Moving parts of Machinery		Low	Training and control
Moving parts of Machinery	Employee	Low	Training and control
Moving parts of Machinery	Employee Area	Low	Training and control
Moving parts of Machinery	Guest	Low	Training and control
Moving parts of Machinery	Public	Low	Training and control
slipping/tripping hazards		Medium	Caution

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Area Main Warehouse Goods Out:

Hazard	Potential Victim	Grading of Risk	Action Taken
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Waste Paper		Low	Paper Recycling Bins
Waste Paper	Employee	Low	Paper Recycling Bins
Waste Paper	Employee Area	Low	Paper Recycling Bins
Waste Paper	Guest	Low	Paper Recycling Bins
Waste Paper	Public	Low	Paper Recycling Bins
Large Boxes		Medium	General Awareness
Large Boxes	Employee	Medium	General Awareness
Large Boxes	Employee Area	Medium	General Awareness
Large Boxes	Guest	Medium	General Awareness
Large Boxes	Public	Medium	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness

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Area Main Warehouse Goods Out:

Hazard	Potential Victim	Grading of Risk	Action Taken
Open drawers	Public	Low	Awareness

[12] Main Warehouse Stock Room 6:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Catherine Spence
Active Staff : Robert Connor
Active Staff : Derek Lamb
Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Medium	HSE Lifting procedures
Manual handling	Employee	Medium	HSE Lifting procedures
Manual handling	Employee Area	Medium	HSE Lifting procedures
Manual handling	Guest	Medium	HSE Lifting procedures
Manual handling	Public	Medium	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness

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Area Main Warehouse Stock Room 6:

Hazard	Potential Victim	Grading of Risk	Action Taken
Work at height	Public	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Large Boxes		Medium	General Awareness
Large Boxes	Employee	Medium	General Awareness
Large Boxes	Employee Area	Medium	General Awareness
Large Boxes	Guest	Medium	General Awareness
Large Boxes	Public	Medium	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight
Disease	Employee	Low	
Disease	Employee Area	Low	
Disease	Public	Low	

[13] Main Warehouse Stock Room 8:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catrin Hird

Active Staff : Robert Connor

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Medium	HSE Lifting procedures
Noise		Low	None Required
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Waste Paper		Low	Paper Recycling Bins
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Open drawers		Low	Awareness

[14] Main Warehouse Goods Inward:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catherine Spence

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	Employee	Medium	HSE Lifting procedures
Manual handling	Employee Area	Medium	HSE Lifting procedures
Manual handling	Guest	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness

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Area Main Warehouse Goods Inward:

Hazard	Potential Victim	Grading of Risk	Action Taken
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Waste Electronic		Low	Seperate Waste Container
Waste Electronic	Employee	Low	Seperate Waste Container
Waste Electronic	Employee Area	Low	Seperate Waste Container
Waste Electronic	Guest	Low	Seperate Waste Container
Waste Electronic	Public	Low	Seperate Waste Container
Large Boxes		High	General Awareness
Large Boxes	Employee	High	General Awareness
Large Boxes	Employee Area	High	General Awareness
Large Boxes	Guest	High	General Awareness
Large Boxes	Public	High	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness

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Area Main Warehouse Goods Inward:

Hazard	Potential Victim	Grading of Risk	Action Taken
External Hazards	Public	Medium	Restricted area
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight
Disease		High	Awareness
Disease	Employee	High	Awareness
Disease	Employee Area	High	Awareness
Disease	Guest	High	Awareness
Disease	Public	High	Awareness

[15] Main Warehouse QA / Stock Room 9:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Robert Connor

Active Staff : Derek Lamb

Active Staff : Michael Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Chemicals	All	Low	C.O.S.H.H
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	Employee	Medium	HSE Lifting procedures
Manual handling	Employee Area	Medium	HSE Lifting procedures
Moving parts of Machinery	All	Low	None required
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	HSE Information
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide

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Area Main Warehouse QA / Stock Room 9:

Hazard	Potential Victim	Grading of Risk	Action Taken
Computer Workstation	Public	Low	HSE Safety Guide
Large Boxes		Low	None Required
Large Boxes	All	Medium	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Burns	All	Low	Awareness

[16] Main Warehouse Office 6:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Steve Hardaker
Active Staff : Ryan Swaine
Active Staff : Robert Connor
Active Staff : Derek Lamb
Active Staff : Michael Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs

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Area Main Warehouse Office 6:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Eyesight		Low	Poor eyesight
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight
Eyesight	Guest	Low	Poor eyesight
Eyesight	Public	Low	Poor eyesight

[17] Main Warehouse Stock Room 11:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Catherine Spence
Active Staff : Helen Lamb
Active Staff : Steve Hardaker
Active Staff : Robert Connor
Active Staff : Derek Lamb
Active Staff : Helen Lamb
Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	All	Medium	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution Sign when wet
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Open drawers		Low	Awareness

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Area Main Warehouse Stock Room 11:

Hazard	Potential Victim	Grading of Risk	Action Taken
Burns		High	Warning signs
Disease		Medium	

[19] Main Warehouse Office 5 Ryans:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Ryan Swaine

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	All	Low	Caution
Work at height	All	Medium	HSE Information
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness

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Area Main Warehouse Office 5 Ryans:

Hazard	Potential Victim	Grading of Risk	Action Taken
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight

[20] Main Warehouse Stock Room 2:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catherine Spence

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Medium	HSE Lifting procedures
Manual handling	Employee	Medium	HSE Lifting procedures
Manual handling	Employee Area	Medium	HSE Lifting procedures
Manual handling	Guest	Medium	HSE Lifting procedures
Manual handling	Public	Medium	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs

[21] Main Warehouse Loft:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting	All	High	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Low headroom		High	
Low headroom	Employee	Medium	
Low headroom	Employee Area	Medium	
Low headroom	Guest	High	
Low headroom	Public	Low	

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Area Main Warehouse Loft:

Hazard	Potential Victim	Grading of Risk	Action Taken
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[22] Main Warehouse Main Corridor:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catherine Spence

Active Staff : Catrin Hird

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Steve Nixon

Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals		Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Low temperature	All	Low	Staff have control
Manual handling		Low	HSE Lifting procedures
Manual handling	Employee	Low	HSE Lifting procedures
Manual handling	Employee Area	Low	HSE Lifting procedures
Manual handling	Guest	Low	HSE Lifting procedures
Manual handling	Public	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	All	Low	Caution
Work at height		Low	Awareness
Large Boxes		Medium	General Awareness
Large Boxes	All	Low	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Eyesight		Medium	

[24] Main Warehouse Mechanical Workshop:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Chemicals		Medium	C.O.S.H.H
Chemicals	Employee	High	C.O.S.H.H
Chemicals	Employee Area	High	Training
Chemicals	Guest	Medium	C.O.S.H.H
Chemicals	Public	High	C.O.S.H.H
Dust		High	Masks & Eyeshields
Dust	Employee	High	Masks & Eyeshields
Dust	Employee Area	High	Masks & Eyeshields
Dust	Guest	High	Masks & Eyeshields
Dust	Public	High	Masks & Eyeshields
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		High	Alarms
Fumes	Employee	High	Alarms
Fumes	Employee Area	High	Alarms
Fumes	Guest	High	Alarms
Fumes	Public	High	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	Employee	Medium	HSE Lifting procedures

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Area Main Warehouse Mechanical Workshop:

Hazard	Potential Victim	Grading of Risk	Action Taken
Manual handling	Employee Area	Medium	HSE Lifting procedures
Manual handling	Guest	Low	HSE Lifting procedures
Moving parts of Machinery		Low	Restricted Access & use
Moving parts of Machinery	Employee	Medium	Restricted Access & use
Moving parts of Machinery	Employee Area	High	Training and control
Moving parts of Machinery	Guest	Low	Restricted Access & use
Moving parts of Machinery	Public	Low	Restricted Access & use
Noise	All	High	Ear muffs available
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness

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Area Main Warehouse Mechanical Workshop:

Hazard	Potential Victim	Grading of Risk	Action Taken
Burns	Employee	Medium	Awareness
Burns	Employee Area	Medium	Awareness
Eyesight		Medium	Eye goggles
Eyesight	Employee	Medium	Eye goggles
Eyesight	Employee Area	Medium	Eye goggles
Eyesight	Guest	Medium	Eye goggles
Eyesight	Public	Medium	Eye goggles
Disease		Low	
Disease	Employee	Low	
Disease	Employee Area	Low	
Disease	Guest	Low	
Disease	Public	Low	

[25] Main Warehouse Stock Room 10:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Catherine Spence
Active Staff : Robert Connor
Active Staff : Derek Lamb
Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	All	Medium	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Open drawers		Low	Awareness

[26] Main Warehouse Non Conforming Area:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Ryan Swaine

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards	All	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness

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Area Main Warehouse Non Conforming Area:

Hazard	Potential Victim	Grading of Risk	Action Taken
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Burns	Employee	Low	Awareness
Burns	Employee Area	Low	Awareness
Eyesight	All	Medium	Eye goggles
Eyesight	Public		None

[27] Main Warehouse Oxygen Bank:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Fumes		High	Alarms
Fumes	Employee	High	Alarms
Fumes	Employee Area	High	Alarms
Fumes	Guest	High	Alarms
Fumes	Public	High	Alarms
Manual handling	All	High	HSE Lifting procedures
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Burns		Low	None
Burns	Employee	Low	Awareness
Burns	Employee Area	Low	Awareness
Burns	Guest	Low	None
Burns	Public	Low	None
Eyesight	All	Low	Eye goggles

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[28] Main Warehouse QA / Stock Room 3:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Catherine Spence
Active Staff : Robert Connor
Active Staff : Derek Lamb
Active Staff : Michael Lamb
Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Chemicals		Low	C.O.S.H.H
Chemicals	Employee	Low	C.O.S.H.H
Chemicals	Employee Area	Low	C.O.S.H.H
Chemicals	Guest	Low	C.O.S.H.H
Chemicals	Public	Low	C.O.S.H.H
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	Employee	Medium	HSE Lifting procedures
Manual handling	Employee Area	Medium	HSE Lifting procedures
Moving parts of Machinery		Low	None required
Moving parts of Machinery	Employee	Low	None required
Moving parts of Machinery	Employee Area	Low	None required
Moving parts of Machinery	Guest	Low	None required
Moving parts of Machinery	Public	Low	None required
slipping/tripping hazards		Medium	Caution

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Area Main Warehouse QA / Stock Room 3:

Hazard	Potential Victim	Grading of Risk	Action Taken
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	HSE Information
Work at height	Employee	Low	HSE Information
Work at height	Employee Area	Low	HSE Information
Work at height	Guest	Low	HSE Information
Work at height	Public	Low	HSE Information
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Large Boxes		Medium	General Awareness
Large Boxes	Employee	Medium	General Awareness
Large Boxes	Employee Area	Medium	General Awareness
Large Boxes	Guest	Medium	General Awareness
Large Boxes	Public	Medium	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness

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Area Main Warehouse QA / Stock Room 3:

Hazard	Potential Victim	Grading of Risk	Action Taken
Open drawers	Public	Low	Awareness
Burns		Low	Awareness
Burns	Employee	Low	Awareness
Burns	Employee Area	Low	Awareness
Burns	Guest	Low	Awareness
Burns	Public	Low	Awareness

[29] Main Warehouse Patio:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
slipping/tripping hazards		High	Restricted access
slipping/tripping hazards	Employee	High	Restricted access
slipping/tripping hazards	Employee Area	High	Restricted access
slipping/tripping hazards	Guest	High	Restricted access
slipping/tripping hazards	Public	High	Restricted access

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[30] Main Warehouse MD Landing:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Manual handling		Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	All	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Computer Workstation	All	Low	None required
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness

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[32] Main Warehouse Stock Room 1:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Catherine Spence
Active Staff : Robert Connor
Active Staff : Philip Crossley
Active Staff : Derek Lamb
Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Large Boxes		Medium	General Awareness
Large Boxes	Employee	Medium	General Awareness

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Area Main Warehouse Stock Room 1:

Hazard	Potential Victim	Grading of Risk	Action Taken
Large Boxes	Employee Area	Medium	General Awareness
Large Boxes	Guest	Medium	General Awareness
Large Boxes	Public	Medium	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Low headroom		Medium	Warnings
Low headroom	Employee	Medium	Warnings
Low headroom	Employee Area	Medium	Warnings
Low headroom	Guest	Medium	Warnings
Low headroom	Public	Medium	Warnings

[33] Main Warehouse R & D:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Ryan Swaine

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Chemicals		Low	C.O.S.H.H
Chemicals	Employee	Medium	C.O.S.H.H
Chemicals	Employee Area	High	Training
Chemicals	Guest	Low	C.O.S.H.H
Chemicals	Public	Low	C.O.S.H.H
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution Sign when wet
slipping/tripping hazards	Employee	Medium	Caution Sign when wet
slipping/tripping hazards	Employee Area	Medium	Caution Sign when wet
slipping/tripping hazards	Guest	Medium	Caution Sign when wet
slipping/tripping hazards	Public	Medium	Caution Sign when wet
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness

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Area Main Warehouse R & D:

Hazard	Potential Victim	Grading of Risk	Action Taken
Work at height	Public	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Waste Electronic		Low	Seperate Waste Container
Waste Electronic	Employee	Low	Seperate Waste Container
Waste Electronic	Employee Area	Low	Seperate Waste Container
Waste Electronic	Guest	Low	Seperate Waste Container
Waste Electronic	Public	Low	Seperate Waste Container
Large Boxes		Medium	General Awareness
Large Boxes	Employee	Medium	General Awareness
Large Boxes	Employee Area	Medium	General Awareness
Large Boxes	Guest	Medium	General Awareness
Large Boxes	Public	Medium	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Warning signs
Electrocution	Employee	High	Warning signs
Electrocution	Employee Area	High	Warning signs
Electrocution	Guest	Low	Warning signs
Electrocution	Public	Low	Warning signs
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Burns	All	Medium	Awareness
Eyesight		Low	Poor eyesight

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Area Main Warehouse R & D:

Hazard	Potential Victim	Grading of Risk	Action Taken
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight
Eyesight	Guest	Low	Poor eyesight
Eyesight	Public	Low	Poor eyesight
Disease		Medium	
Disease	Employee	Medium	
Disease	Employee Area	Medium	
Disease	Guest	Medium	
Disease	Public	Medium	

[34] Main Warehouse Goods in Reception:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	Employee	High	HSE Lifting procedures
Manual handling	Employee Area	High	HSE Lifting procedures
Manual handling	Guest	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness

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Area Main Warehouse Goods in Reception:

Hazard	Potential Victim	Grading of Risk	Action Taken
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Eyesight		Low	Poor eyesight
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight
Eyesight	Guest	Low	Poor eyesight
Eyesight	Public	Low	Poor eyesight
Disease		High	
Disease	Employee	High	
Disease	Employee Area	High	
Disease	Guest	High	
Disease	Public	High	

[35] Main Warehouse Repair Area:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catherine Spence

Active Staff : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Chemicals		Low	C.O.S.H.H
Chemicals	Employee	Medium	C.O.S.H.H
Chemicals	Employee Area	High	Training
Chemicals	Guest	Low	C.O.S.H.H
Chemicals	Public	Low	C.O.S.H.H
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		High	Alarms
Fumes	Employee	High	Alarms
Fumes	Employee Area	High	Alarms
Fumes	Guest	High	Alarms
Fumes	Public	High	Alarms
Manual handling		Low	HSE Lifting procedures
Manual handling	Employee	Medium	HSE Lifting procedures
Manual handling	Employee Area	Medium	HSE Lifting procedures
Manual handling	Guest	Low	HSE Lifting procedures

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Area Main Warehouse Repair Area:

Hazard	Potential Victim	Grading of Risk	Action Taken
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Waste Electronic		Low	Separate Waste Container
Waste Electronic	Employee	Low	Separate Waste Container
Waste Electronic	Employee Area	Low	Separate Waste Container
Waste Electronic	Guest	Low	Separate Waste Container
Waste Electronic	Public	Low	Separate Waste Container
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution	Employee	Medium	Warning signs
Electrocution	Employee Area	Medium	Warning signs
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Burns	All	Medium	Awareness

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Area Main Warehouse Repair Area:

Hazard	Potential Victim	Grading of Risk	Action Taken
Eyesight		Low	Eye goggles
Eyesight	Employee	Medium	Eye goggles
Eyesight	Employee Area	Medium	Eye goggles
Eyesight	Guest	Low	Eye goggles
Low headroom		Medium	Warnings
Low headroom	Employee	Medium	Warnings
Low headroom	Employee Area	Medium	Warnings
Low headroom	Guest	Medium	Warnings
Low headroom	Public	Medium	Warnings
Disease	All	High	
Disease	Employee	Medium	

[36] Main Warehouse SpO2 Cupboard:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Fumes		High	Alarms
Fumes	Employee	High	Alarms
Fumes	Employee Area	High	Alarms
Fumes	Guest	High	Alarms
Fumes	Public	High	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness

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Area Main Warehouse SpO2 Cupboard:

Hazard	Potential Victim	Grading of Risk	Action Taken
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[37] Main Warehouse Stairs from Basement to Level

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Catherine Spence
Active Staff : Robert Connor
Active Staff : Philip Crossley
Active Staff : Derek Lamb
Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Fumes		Medium	Alarms
Fumes	Employee	Medium	Alarms
Fumes	Employee Area	Medium	Alarms
Fumes	Guest	Medium	Alarms
Fumes	Public	Medium	Alarms
Manual handling	All	Low	HSE Lifting procedures
Pressure Systems		Medium	None required
Pressure Systems	Guest	Medium	None required
Pressure Systems	Public	Medium	None required
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Low headroom		High	Warnings
Low headroom	Employee	High	Warnings
Low headroom	Employee Area	High	Warnings
Low headroom	Guest	High	Warnings

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Area Main Warehouse Stairs from Basement to Level 1:

Hazard	Potential Victim	Grading of Risk	Action Taken
Low headroom	Public	High	Warnings

[40] Main Warehouse Jeans Office:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Catherine Spence
Active Staff : Ryan Swaine
Active Staff : Derek Lamb
Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling		Medium	HSE Lifting procedures
Manual handling	Employee	Low	HSE Lifting procedures
Manual handling	Employee Area	Low	HSE Lifting procedures
Manual handling	Guest	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness

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Area Main Warehouse Jeans Office:

Hazard	Potential Victim	Grading of Risk	Action Taken
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Large Boxes		Medium	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open drawers		Medium	Awareness
External Hazards	Guest	Medium	Restricted area
External Hazards	Public	Medium	Restricted area
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight

[41] Main Warehouse Toilets Downstairs:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
slipping/tripping hazards		Low	None required
slipping/tripping hazards	Employee	Low	None required
slipping/tripping hazards	Employee Area	Low	None required
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Disease		Medium	
Disease	Employee	Medium	
Disease	Employee Area	Medium	
Disease	Guest	Medium	
Disease	Public	Medium	

[42] Main Warehouse Toilets:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Catherine Spence
Active Staff : Catrin Hird
Active Staff : Steve Hardaker
Active Staff : Ryan Swaine
Active Staff : Philip Crossley
Active Staff : Derek Lamb
Active Staff : Catherine Spence

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Disease		Medium	

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Area Main Warehouse Toilets:

Hazard	Potential Victim	Grading of Risk	Action Taken
Disease	Employee	Medium	
Disease	Employee Area	Medium	
Disease	Guest	Medium	
Disease	Public	Medium	

[44] Main Warehouse Stock Room 5 / Server Room

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	All	Low	General awareness
Chemicals	Employee	Low	Training
Chemicals	Employee Area	Low	Training
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide

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Area Main Warehouse Stock Room 5 / Server Room:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Low headroom	All	Medium	Warnings
Low headroom	Public	Low	Warnings

[45] Main Warehouse Vandagraph workshop:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catrin Hird

Active Staff : Ryan Swaine

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	Medium	General awareness
Blades	Employee Area	Medium	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Medium	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution Sign when wet
slipping/tripping hazards	Employee	Medium	Caution Sign when wet
slipping/tripping hazards	Employee Area	Medium	Caution Sign when wet
slipping/tripping hazards	Guest	Medium	Caution Sign when wet
slipping/tripping hazards	Public	Medium	Caution Sign when wet
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness
Waste Electronic		Low	Separate Waste Container
Waste Electronic	Employee	Low	Separate Waste Container
Waste Electronic	Employee Area	Low	Separate Waste Container
Waste Electronic	Guest	Low	Separate Waste Container

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Area Main Warehouse Vandagraph workshop:

Hazard	Potential Victim	Grading of Risk	Action Taken
Waste Electronic	Public	Low	Seperate Waste Container
Large Boxes		Medium	General Awareness
Large Boxes	Employee	Medium	General Awareness
Large Boxes	Employee Area	Medium	General Awareness
Large Boxes	Guest	Medium	General Awareness
Large Boxes	Public	Medium	General Awareness
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution	Employee	Medium	Warning signs
Electrocution	Employee Area	Medium	Warning signs
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Burns		Low	None
Burns	Employee	Medium	Awareness
Burns	Employee Area	Medium	Awareness
Burns	Guest	Low	None
Burns	Public	Low	None
Eyesight		Low	Eye goggles
Eyesight	Employee	Low	Eye goggles
Eyesight	Employee Area	Low	Eye goggles
Eyesight	Guest	Low	Eye goggles
Eyesight	Public	Low	Eye goggles

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[49] Main Warehouse Path way:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Steve Hardaker
Active Staff : Ryan Swaine
Active Staff : Robert Connor
Active Staff : Philip Crossley
Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Disease	All	Low	

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[50] Main Warehouse Corridor Library:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Steve Hardaker
Active Staff : Ryan Swaine
Active Staff : Robert Connor
Active Staff : Philip Crossley
Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Low temperature	All	Low	Staff have control
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards	All	Low	Caution
Large Boxes	All	Low	General Awareness
Power Cuts Lighting	All	Low	Emergency Lighting/Signs

[51] Ghyll House Room 6 - Small Loft:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs

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Area Ghyll House Room 6 - Small Loft:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dawers		Low	Awareness
External Hazards	Guest	Medium	Restricted area
External Hazards	Public	Medium	Restricted area
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight

[52] Ghyll House Office 1 - Main Office:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Active Staff : Katie Evans

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs

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Area Ghyll House Office 1 - Main Office:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
External Hazards	Guest	Medium	Restricted area
External Hazards	Public	Medium	Restricted area
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight

[53] Ghyll House Office 3 - Helen:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs

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Area Ghyll House Office 3 - Helen:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dawers		Low	Awareness
External Hazards	Guest	Medium	Restricted area
External Hazards	Public	Medium	Restricted area
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight

[54] Ghyll House Office 5 - UK sales Office:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs

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Area Ghyll House Office 5 - UK sales Office:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
External Hazards	Guest	Medium	Restricted area
External Hazards	Public	Medium	Restricted area
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight

[55] Ghyll House Office 4 - Steve Nixon:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Ryan Swaine

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs

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Area Ghyll House Office 4 - Steve Nixon:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
External Hazards	Guest	Medium	Restricted area
External Hazards	Public	Medium	Restricted area
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight

[56] Ghyll House Room 7- Big Loft:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs

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Area Ghyll House Room 7- Big Loft:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
External Hazards	Guest	Medium	Restricted area
External Hazards	Public	Medium	Restricted area
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight

[57] Ghyll House Room 2 - Meeting Room:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Low	None required
Blades	Employee	Low	None required
Blades	Employee Area	Low	None required
Blades	Guest	Low	None required
Blades	Public	Low	None required
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Medium	Caution
Work at height	All	Low	Awareness
Computer Workstation		Low	HSE Safety Guide
Computer Workstation	Employee	Low	HSE Safety Guide
Computer Workstation	Employee Area	Low	HSE Safety Guide
Computer Workstation	Guest	Low	HSE Safety Guide
Computer Workstation	Public	Low	HSE Safety Guide
Power Cuts Lighting		Low	Emergency Lighting/Signs

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Area Ghyll House Room 2 - Meeting Room:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open drawers		Low	Awareness
External Hazards	Guest	Medium	Restricted area
External Hazards	Public	Medium	Restricted area
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight

[58] Ghyll House - Kitchen:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Michael Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades		Medium	General awareness
Blades	Employee	High	General awareness
Blades	Employee Area	High	General awareness
Blades	Guest	Medium	General awareness
Blades	Public	Low	General awareness
Faulty Electricals		Low	PAT Testing / User Responsibility
Faulty Electricals	Employee	Low	PAT Testing / User Responsibility
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsibility
Faulty Electricals	Guest	Low	PAT Testing / User Responsibility
Faulty Electricals	Public	Low	PAT Testing / User Responsibility
Fumes		Low	Alarms
Fumes	Employee	Low	Alarms
Fumes	Employee Area	Low	Alarms
Fumes	Guest	Low	Alarms
Fumes	Public	Low	Alarms
Manual handling	All	Low	HSE Lifting procedures
slipping/tripping hazards		Medium	Caution Sign when wet
slipping/tripping hazards	Employee	Medium	Caution Sign when wet
slipping/tripping hazards	Employee Area	Medium	Caution Sign when wet
slipping/tripping hazards	Guest	Medium	Caution Sign when wet
slipping/tripping hazards	Public	Medium	Caution Sign when wet
Work at height		Low	Awareness
Work at height	Employee	Low	Awareness
Work at height	Employee Area	Low	Awareness
Work at height	Guest	Low	Awareness
Work at height	Public	Low	Awareness

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Area Ghyll House - Kitchen:

Hazard	Potential Victim	Grading of Risk	Action Taken
Power Cuts Lighting		Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee	Low	Emergency Lighting/Signs
Power Cuts Lighting	Employee Area	Low	Emergency Lighting/Signs
Power Cuts Lighting	Guest	Low	Emergency Lighting/Signs
Power Cuts Lighting	Public	Low	Emergency Lighting/Signs
Electrocution		Low	Awareness
Electrocution	Employee	Low	Awareness
Electrocution	Employee Area	Low	Awareness
Electrocution	Guest	Low	Awareness
Electrocution	Public	Low	Awareness
Open dowers		Low	Awareness
Open dowers	Employee	Low	Awareness
Open dowers	Employee Area	Low	Awareness
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Burns	All	High	WArning signs
Burns	Public	Medium	WArning signs
Disease		Medium	
Disease	Employee	Medium	
Disease	Employee Area	Medium	
Disease	Guest	Medium	
Disease	Public	Medium	

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[59] Ghyll House - Conservatory:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Dust	Employee	Low	None required
Dust	Employee Area	Low	None required
Dust	Guest	Low	None required
Low temperature	Employee	Low	None
Low temperature	Employee Area	Low	None
Low temperature	Guest	Low	None
slipping/tripping hazards	All	Medium	Caution Sign when wet
Electrocution	Employee	Low	Non Required
Electrocution	Employee Area	Low	Non Required
Electrocution	Guest	Low	Non Required

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[60] Ghyll House - Garden:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb
Active Staff : Steve Hardaker
Active Staff : Ryan Swaine
Active Staff : Robert Connor
Active Staff : Philip Crossley
Active Staff : Derek Lamb
Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
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[64] Ghyll House - Hall:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb
Active Staff : Derek Lamb
Active Staff : Michael Lamb
Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals	All	Low	PAT Testing / User Responsibility
Fumes	All	Low	Alarms
Manual handling	Employee	Low	HSE Lifting procedures
Manual handling	Employee Area	Low	HSE Lifting procedures
Manual handling	Guest	Low	HSE Lifting procedures
Poor Lighting	All	Low	None required
slipping/tripping hazards	All	Medium	Caution
Large Boxes	All	Medium	General Awareness
Power Cuts Lighting	All	Low	Emergency Lighting/Signs

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[61] Ghyll House Small Bathroom:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Ryan Swaine

Active Staff : Robert Connor

Active Staff : Philip Crossley

Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals	All	Low	PAT Testing / User Responsibility
slipping/tripping hazards	All	Medium	Caution
Power Cuts Lighting	All	Low	Emergency Lighting/Signs
Electrocution	All	Low	Awareness
Disease	All	Medium	

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[62] Ghyll House Big Bathroom:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb
Active Staff : Helen Lamb
Active Staff : Steve Hardaker
Active Staff : Ryan Swaine
Active Staff : Robert Connor
Active Staff : Philip Crossley
Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Faulty Electricals	All	Low	PAT Testing / User Responsibility
slipping/tripping hazards	All	Medium	Caution
Power Cuts Lighting	All	Low	Emergency Lighting/Signs
Electrocution	All	Low	Awareness
Disease	All	Medium	

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[63] Main Warehouse Stairs from Level 1 to Level 2

Responsibility : Derek Lamb : HSE Officer : Derek Lamb
Active Staff : Derek Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
Fumes	All	Medium	Alarms
Manual handling	Employee	Low	HSE Lifting procedures
Manual handling	Employee Area	Low	HSE Lifting procedures
Manual handling	Guest	Low	HSE Lifting procedures
Pressure Systems	Guest	Medium	None required
Pressure Systems	Public	Medium	None required
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Low	None required
slipping/tripping hazards	Public	Low	None required
Work at height	All	Low	Awareness
Power Cuts Lighting	All	Low	Emergency Lighting/Signs
Low headroom	All	High	Warnings

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[65] Ghyll House - 1st floor landing:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb
Active Staff : Derek Lamb
Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
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[66] Ghyll House - Stairs ground floor to 1st floor:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb
Active Staff : Derek Lamb
Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
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[67] Ghyll House - Stairs 1st floor to 2nd floor:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb
Active Staff : Derek Lamb
Active Staff : Helen Lamb

Hazard	Potential Victim	Grading of Risk	Action Taken
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