



Fire and Safety

31/Aug/2018

Carried out by Derek Lamb

Viamed Ltd

15 Station Road, Cross Hills, Keighley, West Yorkshire BD20 7DT

Vandagraph Ltd

15 Station Road, Cross Hills, Keighley, West Yorkshire BD20 7DT

Vandagraph Sensor Technologies

15 Station Road, Cross Hills, Keighley, West Yorkshire BD20 7DT

Humanmed UK

15 Station Road, Cross Hills, Keighley, West Yorkshire BD20 7DT

Viamed Properties Ltd

15 Station Road, Cross Hills, Keighley, West Yorkshire BD20 7DT

Type Functions: Offices, Warehouse and Electric Workshops

"It is the policy of Those Named above to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company(s) will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company(s) will give a high level of commitment to health and safety and will comply with all statutory requirements."

Signed :

Dated:

By:

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #1

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

Hazards Identified:

Fire Fuel Ceilings
Fire Fuel Furniture
Fire Fuel Glues
Fire Fuel Paint
Fire Fuel Petrol
Fire Fuel Plastic
Fire Fuel Rubbish
Fire Fuel Solvents
Fire Fuel Trees/Bushes
Fire Fuel Waste Paper
Fire Generator Computers
Fire Generator E.Q.
Fire Generator Fans
Fire Generator Flames
Fire Generator Gas Boilers
Fire Generator Grinding
Fire Generator Heaters
Fire Generator Hot Glue
Fire Generator Laser Printer
Fire Generator Lighting
Fire Generator Microwave
Fire Generator Printer
Fire Generator Projectors
Fire Generator Soldering
Fire Generator UPS Battery
Fire Generator Welding

Area Definitions:

Main Warehouse Archives Basement Area length of main office used for the storage of Archived paperwork

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 9 Sensor Testing Area

NO LONGER EXISTS 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

Area Definitions:

Main Warehouse Toilets Downstairs
Main Warehouse Toilets
Main Warehouse Stock Room 5 / ~~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 Memembers of staff
Ghyll House Room 2 - Meeting Room Meeting Room
Ghyll House - Kitchen
Ghyll House - Conservatory
Ghyll House - Garden
Ghyll House - Hall Main enterance
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
Main Warehouse Stock Room 15 Stock Room 15
Main Warehouse MD Office New office back on warehouse building

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #5

Area Main Warehouse Archives:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

Area Main Warehouse Assembly Cabinets:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Fuel Glues	Employee Area:	Low	Careful Use
Fire Generator Laser Printer	Employee Area:	Low	Switch Off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #7

Area Main Warehouse Basement Stairs:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #8

Area Main Warehouse OLD Boiler Room:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator Flames	Employee Area:	Low	None Required
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Gas Boilers	:	High	Serviced

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #9

Area Main Warehouse Compressor room:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

Area Main Warehouse Stock Room 7:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	:	Low	General Awareness
Fire Generator Computers	:	Low	General Awareness
Fire Fuel Rubbish	:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Printer	:	Medium	switch off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #11

Area Main Warehouse Vandagraph Stock:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	:	Low	General Awareness
Fire Generator Fans	:	Low	Switch off
Fire Generator Computers	:	Low	General Awareness
Fire Fuel Rubbish	:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #12

Area Main Warehouse Entrance Hall:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

Area Main Warehouse Goods Out:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator UPS Battery	Employee Area:	Low	None Required
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	Employee Area:	Low	Switch Off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #14

Area Main Warehouse Stock Room 6:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	Employee Area:	Low	Switch Off

Area Main Warehouse Stock Room 8:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	:	Low	General Awareness
Fire Generator Fans	:	Low	Switch off
Fire Generator Computers	:	Low	General Awareness
Fire Fuel Rubbish	:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #16

Area Main Warehouse Goods Inward:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Fuel Glues	Employee Area:	Low	Careful Use
Fire Generator Laser Printer	Employee Area:	Low	Switch Off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #17

Area Main Warehouse QA / Stock Room 9:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	Employee Area:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

Area Main Warehouse Office 6:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator Projectors	Employee Area:	Low	Intermittant Use
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	Employee Area:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

Area Main Warehouse Stock Room 11:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	:	Low	General Awareness
Fire Generator Microwave	:	Low	None Required
Fire Generator Fans	:	Low	Switch off
Fire Fuel Rubbish	:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

Area Main Warehouse Office 5 Ryans:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	Employee Area:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #21

Area Main Warehouse Stock Room 2:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #22

Area Main Warehouse Loft:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #23

Area Main Warehouse Main Corridor:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	:	Low	General Awareness
Fire Generator Computers	:	Low	General Awareness
Fire Fuel Rubbish	:	Low	Cleared from premises

Area Main Warehouse Mechanical Workshop:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator Flames	Employee Area:	Low	None Required
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Grinding	Employee Area:	Low	Intermittant Use
Fire Generator Hot Glue	Employee Area:	Low	Intermittant use
Fire Generator Gas Boilers	Employee Area:	High	Serviced
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Fuel Paint	Employee Area:	Low	Minimum Amounts
Fire Fuel Solvents	Employee Area:	High	C.O.S.H.H.
Fire Fuel Glues	Employee Area:	Medium	C.O.S.H.H.

Area Main Warehouse Stock Room 10:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	:	Low	General Awareness
Fire Generator Fans	:	Low	Switch off
Fire Generator Computers	:	Low	General Awareness
Fire Fuel Rubbish	:	Low	Cleared from premises
Fire Fuel Waste Paper	:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #26

Area Main Warehouse Non Conforming Area:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #27

Area Main Warehouse Oxygen Bank:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #28

Area Main Warehouse QA / Stock Room 3:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	Employee Area:	Low	Switch Off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #29

Area NO LONGER EXISITS Main Warehouse Patio:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #30

Area Main Warehouse MD Landing:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

Area Main Warehouse Stock Room 1:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Soldering	Employee Area:	Low	Operator Control
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Fuel Solvents	Employee Area:	Low	Careful Use
Fire Fuel Glues	Employee Area:	Low	Careful Use

Area Main Warehouse R & D:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Soldering	Employee Area:	Low	Operator Control
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Fuel Solvents	Employee Area:	Low	Careful Use
Fire Fuel Glues	Employee Area:	Low	Careful Use
Fire Generator Laser Printer	Employee Area:	Low	Switch Off

Area Main Warehouse Goods in Reception:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	Employee Area:	Low	Switch Off

Area Main Warehouse Repair Area:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Soldering	Employee Area:	Low	Operator Control
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Fuel Solvents	Employee Area:	Low	Careful Use
Fire Fuel Glues	Employee Area:	Low	Careful Use

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #35

Area Main Warehouse SpO2 Cupboard:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #36

Area Main Warehouse Stairs from Basement to Level 1:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises

Area Main Warehouse Jeans Office:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator Projectors	Employee Area:	Low	Intermittant Use
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #38

Area Main Warehouse Toilets Downstairs:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #39

Area Main Warehouse Toilets:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises

Area Main Warehouse Stock Room 5 / Server Room:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator UPS Battery	Employee Area:	Medium	Main Server left on
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	Employee Area:	Low	Switch Off

Area Main Warehouse Vandagraph workshop:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Fuel Solvents	Employee Area:	Low	Careful Use
Fire Fuel Glues	Employee Area:	Low	Careful Use
Fire Generator Laser Printer	Employee Area:	Low	Switch Off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #42

Area Main Warehouse Path way:

Hazard

Potential Victim

Grading of Risk

Action Taken

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #43

Area Main Warehouse Corridor Library:

Hazard

Potential Victim

Grading of Risk

Action Taken

Area Ghyll House Room 6 - Small Loft:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator Projectors	Employee Area:	Low	Intermittant Use
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #45

Area Ghyll House Office 1 - Main Office:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator Projectors	Employee Area:	Low	Intermittant Use
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #46

Area Ghyll House Office 3 - Helen:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator Projectors	Employee Area:	Low	Intermittant Use
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #47

Area Ghyll House Office 5 - UK sales Office:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator Projectors	Employee Area:	Low	Intermittant Use
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #48

Area Ghyll House Office 4 - Steve Nixon:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator Projectors	Employee Area:	Low	Intermittant Use
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

Area Ghyll House Room 7- Big Loft:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator Projectors	Employee Area:	Low	Intermittant Use
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

Area Ghyll House Room 2 - Meeting Room:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Generator Computers	Employee Area:	Low	General Awareness
Fire Generator Projectors	Employee Area:	Low	Intermittant Use
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee Area:	Low	Recycle Bins
Fire Generator Laser Printer	:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #51

Area Ghyll House - Kitchen:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee Area:	Low	General Awareness
Fire Generator Microwave	Employee Area:	Low	None Required
Fire Generator Fans	Employee Area:	Low	Switch off
Fire Fuel Rubbish	Employee Area:	Low	Cleared from premises

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #52

Area Ghyll House - Conservatory:

Hazard

Potential Victim

Grading of Risk

Action Taken

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #53

Area Ghyll House - Garden:

Hazard

Potential Victim

Grading of Risk

Action Taken

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #54

Area Ghyll House - Hall:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator Fans	Employee:	Low	Switch off
Fire Fuel Rubbish	Employee:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee:	Low	Recycle Bins

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #55

Area Ghyll House Small Bathroom:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee:	Low	General Awareness
Fire Fuel Rubbish	Employee:	Low	Cleared from premises

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #56

Area Ghyll House Big Bathroom:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee:	Low	General Awareness
Fire Fuel Rubbish	Employee:	Low	Cleared from premises

VIAMED
H.S.E.
Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #57

Area Main Warehouse Stairs from Level 1 to Level 2:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Fuel Rubbish	Employee:	Low	Cleared from premises

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Risk Assessment
AND
Fire Assessment
31/Aug/2018
Page: #58

Area Ghyll House - 1st floor landing:

Hazard	Potential Victim	Grading of Risk	Action Taken
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AND
Fire Assessment
31/Aug/2018
Page: #59

Area Ghyll House - Stairs ground floor to 1st floor:

Hazard	Potential Victim	Grading of Risk	Action Taken
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Fire Assessment
31/Aug/2018
Page: #60

Area Ghyll House - Stairs 1st floor to 2nd floor:

Hazard	Potential Victim	Grading of Risk	Action Taken
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AND
Fire Assessment
31/Aug/2018
Page: #61

Area Main Warehouse Stock Room 15:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Fuel Waste Paper	Employee:	Low	Recycle Bins

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AND
Fire Assessment
31/Aug/2018
Page: #62

Area Main Warehouse MD Office:

Hazard	Potential Victim	Grading of Risk	Action Taken
Fire Generator E.Q.	Employee:	Low	General Awareness
Fire Generator Fans	Employee:	Low	Switch off
Fire Generator Computers	Employee:	Low	General Awareness
Fire Fuel Rubbish	Employee:	Low	Cleared from premises
Fire Fuel Waste Paper	Employee:	Low	Recycle Bins
Fire Generator Laser Printer	Employee:	Low	Switch Off