



# Health 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:

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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  
Cleaning Products  
Drop Heavy Items

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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  
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.

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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  
Main Warehouse Stock Room 15 Stock Room 15  
Main Warehouse MD Office New office back on warehouse building

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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 : Sophie Lines

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

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Area Main Warehouse Entrance Hall:

Hazard	Potential Victim	Grading of Risk	Action Taken
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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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 : Sophie Lines

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

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Area Main Warehouse Goods Out:

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
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 dawers		Low	Awareness
Open dawers	Employee	Low	Awareness
Open dawers	Employee Area	Low	Awareness

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Area Main Warehouse Goods Out:

Hazard	Potential Victim	Grading of Risk	Action Taken
Open dowers	Guest	Low	Awareness
Open dowers	Public	Low	Awareness
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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	
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [14] Main Warehouse Goods Inward:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Catherine Spence

Active Staff : Steve Hardaker

Active Staff : Sophie Lines

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

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Area Main Warehouse Goods Inward:

Hazard	Potential Victim	Grading of Risk	Action Taken
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	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

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Area Main Warehouse Goods Inward:

Hazard	Potential Victim	Grading of Risk	Action Taken
Open drawers	Public	Low	Awareness
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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [15] Main Warehouse QA / Stock Room 9:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb  
Active Staff : Robert Connor  
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	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
Computer Workstation	Public	Low	HSE Safety Guide

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Area Main Warehouse QA / Stock Room 9:

Hazard	Potential Victim	Grading of Risk	Action Taken
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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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

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

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Area Main Warehouse Office 6:

Hazard	Potential Victim	Grading of Risk	Action Taken
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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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	
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [19] Main Warehouse Office 5 Ryans:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Ryan Swaine

Active Staff : Derek Lamb

Active Staff : Emily Hanson

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

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Area Main Warehouse Office 5 Ryans:

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
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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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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 : Sophie Lines

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	
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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## [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	
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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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 : 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
slipping/tripping hazards	Employee	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 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
Open dowers	Public	Low	Awareness

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Area Main Warehouse QA / Stock Room 3:

Hazard	Potential Victim	Grading of Risk	Action Taken
Burns		Low	Awareness
Burns	Employee	Low	Awareness
Burns	Employee Area	Low	Awareness
Burns	Guest	Low	Awareness
Burns	Public	Low	Awareness
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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## [29] NO LONGER EXISITS 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 Responsiblilty
Faulty Electricals	Employee	Low	PAT Testing / User Responsiblilty
Faulty Electricals	Employee Area	Low	PAT Testing / User Responsiblilty
Faulty Electricals	Guest	Low	PAT Testing / User Responsiblilty
Faulty Electricals	Public	Low	PAT Testing / User Responsiblilty
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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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## [30] Main Warehouse MD Landing:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Steve Hardaker

Active Staff : Sophie Lines

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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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	
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [34] Main Warehouse Goods in Reception:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb

Active Staff : Sophie Lines

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

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Area Main Warehouse Goods in Reception:

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
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	
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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## [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	
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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	
Cleaning Products	Employee	Medium	Store safely and use with care

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Area Main Warehouse Toilets Downstairs:

Hazard	Potential Victim	Grading of Risk	Action Taken
Cleaning Products	Employee Area	Medium	Store safely and use with care
Cleaning Products	Guest	Medium	Store safely and use with care

## [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 : Sophie Lines  
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

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Area Main Warehouse Toilets:

Hazard	Potential Victim	Grading of Risk	Action Taken
Disease		Medium	
Disease	Employee	Medium	
Disease	Employee Area	Medium	
Disease	Guest	Medium	
Disease	Public	Medium	
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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## [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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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## [49] Main Warehouse Path way:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb  
Active Staff : Steve Hardaker  
Active Staff : Sophie Lines  
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	
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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## [50] Main Warehouse Corridor Library:

Responsibility : Derek Lamb : HSE Officer : Derek Lamb  
Active Staff : Steve Hardaker  
Active Staff : Sophie Lines  
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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

## [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 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

## [52] Ghyll House Office 1 - Main Office:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Sophie Lines

Active Staff : Ryan Swaine

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 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 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

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## [57] Ghyll House Room 2 - Meeting Room:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Steve Hardaker

Active Staff : Sophie Lines

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

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Area Ghyll House Room 2 - Meeting 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
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 : Sophie Lines

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
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	
Cleaning Products	Employee	Medium	Store safely and use with care
Cleaning Products	Employee Area	Medium	Store safely and use with care
Cleaning Products	Guest	Medium	Store safely and use with care

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## [59] Ghyll House - Conservatory:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Sophie Lines

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 : Sophie Lines  
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 : 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 : Sophie Lines

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	
Cleaning Products	Employee	Medium	Store safely and use with care
Cleaning Products	Employee Area	Medium	Store safely and use with care
Cleaning Products	Guest	Medium	Store safely and use with care

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## [62] Ghyll House Big Bathroom:

Responsibility : Derek Lamb : HSE Officer : Helen Lamb

Active Staff : Helen Lamb

Active Staff : Sophie Lines

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	
Cleaning Products	Employee	Medium	Store safely and use with care
Cleaning Products	Employee Area	Medium	Store safely and use with care
Cleaning Products	Guest	Medium	Store safely and use with care

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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
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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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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## [68] Main Warehouse Stock Room 15:

Responsibility : : HSE Officer :

Hazard	Potential Victim	Grading of Risk	Action Taken
Fumes	All	Low	Alarms
Manual handling	All	Medium	HSE Lifting procedures
slipping/tripping hazards	All	Medium	Caution
Work at height	All	Low	Awareness
Power Cuts Lighting	All	Low	Emergency Lighting/Signs
Drop Heavy Items	Employee Area	Low	Steel Shoes Supplied

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## [69] Main Warehouse MD Office:

Responsibility : : HSE Officer :

Hazard	Potential Victim	Grading of Risk	Action Taken
Blades	All	Low	None required
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
slipping/tripping hazards	Employee	Medium	Caution
slipping/tripping hazards	Employee Area	Medium	Caution
slipping/tripping hazards	Guest	Medium	Caution
slipping/tripping hazards	Public	Low	Caution
Computer Workstation	All	Low	HSE Safety Guide
Power Cuts Lighting	All	Low	Emergency Lighting/Signs
Electrocution	All	Low	Awareness
Open drawers	All	Low	Awareness
Eyesight	Employee	Low	Poor eyesight
Eyesight	Employee Area	Low	Poor eyesight