



Fire and Safety  
19/Jun/2008

People Definitions:

Employee	General Employee
Employee Area	Employee working in specific area
Guest	General Guest
Public	Unauthorised Public

Hazards Identified:

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

Area Definitions:

Archives	Basement Area length of main office used for the storage of Ar
Assembly Cabinets	
Basement Stairs	
Boiler Room	
Compressor room	
Steve Ryan Office	
Jeans New Office	
Entrance Hall	
Goods Out	
Stock Room 6	Big Main room upstairs, Narrow corridors - not for general acc
Kelli Angela sarah Office	
Goods Inward	
Derek Steve Office	
JSL Office	
Kitchen	
Helens Room	
Stock Room 2	
Loft	
Main Corridor	
Mechanical Workshop	
Meeting room	
Non Conforming Area	
Oxygen Bank	
Stock Room 3	Sensor Testing Area
Patio	
Plant Landing	
Stock Room 1	
R & D	
Goods in Reception	
Repair Area	
SpO2 Cupboard	
Stairs from Basement to Level 1	
Stores Area Warehouse - Empty	Warehouse

Area Definitions:

Stock Room 4	Room contains Water tap on wall (painted Red) Feeds the cen
Toilets Downstairs	
Toilets upstairs	
Toilets Warehouse Empty	Empty Warehouse
Server Room	Empty Room / Computer Servers at the end
Vandagraph workshop	
Path way	Path down the North side of the building
Corridor Library	Corridor Library

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Area Archives:

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

Area Assembly Cabinets:

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

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



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Area Boiler Room:

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

Area Compressor room:

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

Area Steve Ryan Office:

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

Area Jeans New Office:

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

Area Entrance Hall:

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

Area Goods Out:

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

Area Stock Room 6:

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

Area Kelli Angela sarah Office:

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



Area Goods Inward:

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

Area Derek Steve Office:

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

Area JSL Office:

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

Area Kitchen:

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

Area Helens Room:

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

Area Stock Room 2:

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

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

Area Main Corridor:

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



Area Mechanical Workshop:

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

Area Meeting room:

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

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

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

Area Stock Room 3:

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

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

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

Area Stock Room 1:

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



Area R & D:

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

Area Goods in Reception:

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

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

Area SpO2 Cupboard:

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

Area Stairs from Basement to Level 1:

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

Area Stores Area Warehouse - Empty:

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

Area Stock Room 4:

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

Area Toilets Downstairs:

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



Area Toilets upstairs:

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

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

Area Server Room:

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

Area Vandagraph workshop:

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

Area Path way:			
Hazard	Potential Victim	Grading of Risk	Action Taken

Area Corridor Library:			
Hazard	Potential Victim	Grading of Risk	Action Taken