

Fire and Saftey 06/Jun/2011

People Definitions:

Employee General Employee Lone workers Inexperience Staff

Employee Area Employee working in specific area

Guest General Guest Maintenance Personnal Contractors Cleaners

Public Unauthorised Public

Hazards Identified:

Fire Fuel Ceilings

Fire Fuel Furniture

Fire Fuel Glues

Fire Fuel Paint

Fire Fuel Petrol

Fire Fuel Plastic

Fire Fuel Rubbish

Fire Fuel Solvents

Fire Fuel Trees/Bushes

Fire Fuel Waste Paper

Fire Generator Computers

Fire Generator E.Q.

Fire Generator Fans

Fire Generator Flames

Fire Generator Gas Boilers

Fire Generator Grinding

Fire Generator Heaters

Fire Generator Hot Glue

Fire Generator Laser Printer

Fire Generator Lighting

Fire Generator Microwave

Fire Generator Printer

Fire Generator Projectors

Fire Generator Soldering

Fire Generator UPS Battery

Fire Generator Welding

Area Definitions:

Main Warehouse ArchivesBasement Area length of main office used for the storage of Ar

Main Warehouse Assembly Cabinets

Main Warehouse Basement Stairs

Main Warehouse Boiler Room

Main Warehouse Compressor room

Main Warehouse Office 4 Currently Steve Hardaker and Dereks Office

Main Warehouse Jeans New Office

Main Warehouse Entrance Hall

Main Warehouse Goods Out

Main Warehouse Stock Robing Main room upstairs, Narrow corridors - not for general acc

Main Warehouse Office 3 Currently Ryan and Sarah Office

Main Warehouse Goods Inward

Main Warehouse Office 2 Currently Lisa / Laura Office

Main Warehouse Office 6 Currently Johns Office

Main Warehouse Kitchen

Main Warehouse Office 5 Currently Helens Office

Main Warehouse Stock Room 2

Main Warehouse Loft

Main Warehouse Main Corridor

Main Warehouse Mechanical Workshop

Main Warehouse Office 1 Currently Steve Nixons Office

Main Warehouse Non Conforming Area

Main Warehouse Oxygen Bank

Main Warehouse Stock Rosemsor Testing Area

Main Warehouse Patio

Main Warehouse Plant Landing

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 Stock Robon contains Water tap on wall (painted Red) Feeds the cer

Area Definitions:

Main Warehouse Toilets Downstairs

Main Warehouse Toilets upstairs

Main Warehouse Stock Rocons Sto Se Rocons Computer Servers at the end

Main Warehouse Vandagraph workshop

Main Warehouse Path wayPath down the North side of the building

Main Warehouse Corridor Cibraidor Library

Ghyll House Room 6 - Smatb bifelen Quiet Room < br /> Off limits to Staff

Ghyll House Office 1 - Mainp>Main Office Downstairs Facing Road

Ghyll House Office 3 - Helen Office

Ghyll House Office 5 Ryan Speles Office of />Ryan swaine of />Steve Hardaker /p>

Ghyll House Office 4 - Steven Abtene Nixon

Ghyll House Room 7- Big kapts Second Floor - Big room

om />Off limits to Memebers of sta

Ghyll House Room 2 - Meeting/Recting Room

Ghyll House - Kitchen

Ghyll House - Conservatory

Ghyll House - Garden

Area Main Warehouse Archives:

Hazard Potential Victim Grading of Risk Action Taken

Fire Fuel Rubbish Employee Area: Low Cleared from premises

Fire Fuel Waste Paper Employee Area: Low Recycle Bins

Area Main Warehouse Assembly Cabinets:

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

Area Main Warehouse Basement Stairs:

Hazard Potential Victim Grading of Risk Action Taken

Fire Fuel Rubbish Employee Area: Low Cleared from premises

Area Main Warehouse Boiler Room:

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

Area Main Warehouse Compressor room:

Hazard Potential Victim Grading of Risk Action Taken

Fire Fuel Rubbish Employee Area: Low Cleared from premises

Fire Fuel Waste Paper Employee Area: Low Recycle Bins

Area Main Warehouse Office 4:

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

Area Main Warehouse 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 Main Warehouse Entrance Hall:

Hazard Potential Victim Grading of Risk Action Taken Fire Generator Fans Employee Area: Low Switch off

Fire Fuel Rubbish Employee Area: Low Cleared from premises

Fire Fuel Waste Paper Employee Area: Low Recycle Bins

Area Main Warehouse Goods Out:

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

Area Main Warehouse Stock Room 6:

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

Area Main Warehouse Office 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 Printe	r Employee Area:	Low	Switch Off
Fire Generator Printer	•	Medium	switch off

Area Main Warehouse Goods Inward:

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

Area Main Warehouse Office 2:

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 Main Warehouse Office 6:

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

Area Main Warehouse Kitchen:

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

Area Main Warehouse Office 5:

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 Printe	r Employee Area:	Low	Switch Off
Fire Generator Printer	:	Medium	switch off

Area Main Warehouse Stock Room 2:

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

Area Main Warehouse Loft:

Hazard Potential Victim Grading of Risk Action Taken

Fire Fuel Rubbish Employee Area: Low Cleared from premises

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Area Main Warehouse Main Corridor: Potential Victim Grading of Risk Action Taken

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 Main Warehouse Mechanical Workshop:

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

Area Main Warehouse Office 1:

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

Area Main Warehouse Non Conforming Area:

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

Fire Fuel Waste Paper Employee Area: Low Recycle Bins

Area Main Warehouse Oxygen Bank:

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

Area Main Warehouse 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

Area Main Warehouse Patio:

Hazard Potential Victim Grading of Risk Action Taken

Fire Fuel Rubbish Employee Area: Low Cleared from premises

Area Main Warehouse 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 Main Warehouse Stock Room 1:

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

Area Main Warehouse R & D:

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

Area Main Warehouse Goods in Reception:

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

Area Main Warehouse Repair Area:

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

Area Main Warehouse SpO2 Cupboard:

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

Area Main Warehouse Stairs from Basement to Level 1:

Hazard Potential Victim Grading of Risk Action Taken

Fire Fuel Rubbish Employee Area: Low Cleared from premises

Area Main Warehouse Stock Room 4:

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 Main Warehouse Toilets Downstairs:

Hazard Potential Victim Grading of Risk Action Taken Fire Generator Fans Employee Area: Low Switch off

Fire Fuel Rubbish Employee Area: Low Cleared from premises

Fire Fuel Waste Paper Employee Area: Low Recycle Bins

Area Main Warehouse 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 Main Warehouse Stock Room 5 / Server Room:

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

Area Main Warehouse Vandagraph workshop:

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

Hazard

Area Main Warehouse Path way:
Potential Victim Grading of Risk Action Taken

Hazard

Area Main Warehouse Corridor Library:
Potential Victim Grading of Risk Action Taken

Area Ghyll House Room 6 - Small Loft:

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

Area Ghyll House Office 1 - Main:

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

Area Ghyll House Office 3 - Helen:

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

Area Ghyll House Office 5 Ryan Steve:

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

Area Ghyll House Office 4 - Steve Nixon:

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

Area Ghyll House Room 7- Big Loft:

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

Area Ghyll House Room 2 - Meeting Room:

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

Area Ghyll House - Kitchen:

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

Hazard

Area Ghyll House - Conservatory:
Potential Victim Grading of Risk Action Taken

Hazard

Area Ghyll House - Garden:
Potential Victim Grading of Risk Action Taken