

Management Review

Viamed - Health And Safety Controller

Management Review Report

Viamed

Role: Health And Safety Controller

Report Date: 14 May 2026

Index

1. Health And Safety Controller (ID #37)
2. **Conclusion / Executive Summary**

Task Completion History - Colour Key

Colour coding in the 'Days to Complete' column reflects performance, not formal sign-off status (some auto-issue tasks never receive formal investigation sign-off).

Green	Completed in 14 days or less (good)
Yellow	Completed in 15 - 60 days (acceptable)
Orange	Completed in over 60 days (slow)
Red	Outstanding - not yet completed (age shown)

Role: Health And Safety Controller (ID #37)

Reports To: Director 2 (Helen) ? Managing Director ? Share Holder

Assigned Employees: Helen Lamb, Helen Lamb, Helen Lamb, Helen Lamb

Processes Assigned: 12 (12 active, 0 responsibility-only)

Role Risk Indicators - Health And Safety Controller

- 12 linked processes
- No overdue rolling tasks
- 1 processes not reviewed >24 months
- 1 processes with only one trained user
- 1 processes missing measurable objective
- 9 processes with no audit configured
- 1 processes with no risk assessment at all

Dependency / Single-Point-of-Failure Risk

- 1 process(es) have only 1 trained employee - no backup coverage

Process ID #7867 — Bandsaw Checklist

Last Reviewed: 12 Nov 2021 by Derek Lamb

Process Maturity (3 of 6 - 50%)

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Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	No
Recent Completion Evidence	No

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Staff trained to use the band saw, the bandsaw in working order	Helen Lamb 27 Oct 2017
Outputs to the Process	A product that needed the use of the bandsaw.	Helen Lamb 27 Oct 2017
Risks to the Process	That injury will occur	Helen Lamb 27 Oct 2017
Steps to Minimise Process Risks	Training and control. The bandsaw is locked to prevent use by untrained people.	Helen Lamb 27 Oct 2017
Scope / Definition of Process / Objective	This is a check list to ensure safe use of the bandsaw BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED	Derek Lamb 21 Oct 2021
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 27 Oct 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 12 Nov 2021
Measurable Objective	Check accident book for injuries.	Helen Lamb 22 Jul 2019
Training Method Required	Procedural , Required Reading and Hands on	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report		
HSE Implications		
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.3

Interested Parties

- Staff
- Physical Sites

Linked Companies

- Viamed

Trained Staff (3)

- Michael Green (trained by Helen Lamb)

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- Philip Crossley (trained by Helen Lamb)
- John Lamb (trained by Helen Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Task Completion History (Last 2 Years, Max 20 Items)

No completed tasks in the last 2 years.

Process ID #7929 — Emergency Lighting And Fire Extinguishers

Last Reviewed: 17 Apr 2026 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Checking the Emergency Lighting And Fire Extinguishers monthly	Helen Lamb 22 Jul 2019
Outputs to the Process	So if any fail they can be fixed or replaced quickly.	Helen Lamb 22 Jul 2019
Risks to the Process	That the job is not done or not done correctly	Helen Lamb 22 Jul 2019
Steps to Minimise Process Risks	Regular issue	Helen Lamb 22 Jul 2019
Scope / Definition of Process / Objective	The regular review of the Emergency Lighting And Fire Extinguishers.	Helen Lamb 22 Jul 2019
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 12 Nov 2021
Severity of Risk (1-5)	3.Serious	Helen Lamb 22 Jul 2019
Measurable Objective	The book has been filled in and is up to date.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=3)	

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Interested Parties

- Physical Sites
- Alarm Company

Linked Companies

- Viamed
- Viamed Properties
- VST
- Vandagraph

Trained Staff (4)

- Helen Lamb (trained by Helen Lamb)
- Josh Leighton (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Emma Clark (trained by Helen Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)

Rolling Task #954

Subject: Emergency Lighting And Fire Extinguishers

Target User: Catherine Spence

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated
Task To be Completed

TEST

Emergency Lights and visual check of Fire Extinguishers.
In both the Warehouse and Offices

Rolling Audit #955

Subject: Emergency Lighting And Fire Extinguishers

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated
*** AUDIT *** Enure the Task is being Completed

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
394895	Emergency Lighting And Fire Extinguishers (955)	17 Apr 2026	22 Apr 2026	5 days	Helen Lamb
394651	Emergency Lighting And Fire Extinguishers (954)	15 Apr 2026		Outstanding (29 days)	Catherine Spence
391792	Emergency Lighting And Fire	16 Mar 2026	19 Mar 2026	3 days	Catherine Spence

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389014	Extinguishers (954) Emergency Lighting And Fire	16 Feb 2026	16 Mar 2026	28 days	Catherine Spence
385985	Extinguishers (954) Emergency Lighting And Fire	15 Jan 2026	19 Jan 2026	4 days	Catherine Spence
383457	Extinguishers (954) Emergency Lighting And Fire	15 Dec 2025	02 Jan 2026	18 days	Catherine Spence
381011	Extinguishers (954) Emergency Lighting And Fire	17 Nov 2025	02 Jan 2026	46 days	Catherine Spence
378170	Extinguishers (954) Emergency Lighting And Fire	15 Oct 2025	06 Nov 2025	22 days	Catherine Spence
375349	Extinguishers (954) Emergency Lighting And Fire	15 Sep 2025	06 Nov 2025	52 days	Catherine Spence
372817	Extinguishers (954) Emergency Lighting And Fire	15 Aug 2025	21 Aug 2025	6 days	Catherine Spence
369854	Extinguishers (954) Emergency Lighting And Fire	15 Jul 2025	14 Aug 2025	30 days	Catherine Spence
367138	Extinguishers (954) Emergency Lighting And Fire	16 Jun 2025	18 Jul 2025	32 days	Catherine Spence
364395	Extinguishers (954) Emergency Lighting And Fire	15 May 2025	29 May 2025	14 days	Catherine Spence
361893	Extinguishers (954) Emergency Lighting And Fire	17 Apr 2025	24 Apr 2025	7 days	Helen Lamb
361581	Extinguishers (955) Emergency Lighting And Fire	15 Apr 2025	08 May 2025	23 days	Catherine Spence
358709	Extinguishers (954) Emergency Lighting And Fire	17 Mar 2025	27 Mar 2025	10 days	Catherine Spence
355741	Extinguishers (954) Emergency Lighting And Fire	17 Feb 2025	15 May 2025	87 days	Catherine Spence
352607	Extinguishers (954) Emergency Lighting And Fire	15 Jan 2025	30 Jan 2025	15 days	Catherine Spence
349727	Extinguishers (954) Emergency Lighting And Fire	16 Dec 2024	08 Jan 2025	23 days	Catherine Spence
347003	Extinguishers (954) Emergency Lighting And Fire	15 Nov 2024	12 Dec 2024	27 days	Catherine Spence

Process ID #7891 — Fire Alarm Evacuation Drill

Last Reviewed: 23 Mar 2026 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
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Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Fire Alarm	Derek Lamb 25 Oct 2017
Outputs to the Process	Role call in the car Park	Derek Lamb 25 Oct 2017
Risks to the Process	That staff will not know what to do in case of a fire	Helen Lamb 27 Oct 2017
Steps to Minimise Process Risks	Regular training and reviews, documents in required reading and plenty of signs up, regular checks of the system, MCP, emergency lights, fire alarm and fire extinguishers.	Helen Lamb 27 Oct 2017
Scope / Definition of Process / Objective	To test the evacuation of the buildings in case of fire	Derek Lamb 25 Oct 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 27 Oct 2017
Severity of Risk (1-5)	3.Serious	Helen Lamb 13 Nov 2021
Measurable Objective	Check the tasks are being completed	Derek Lamb 21 Feb 2019
Training Method Required	Hands on Learning from experienced staffHealth and safety docs in Document Index	Helen Lamb 02 Nov 2021
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=3)	

Interested Parties

- Staff
- Internal Systems
- Alarm Company

Linked Companies

- Viamed
- Vandagraph
- VST
- Viamed Properties

Trained Staff (2)

- Helen Lamb (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

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- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #141

Subject: Fire Alarm Evacuation Drill
Target User: Helen Lamb
Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated
Perform the Fire Drill. (wednesday mornings)

Rolling Audit #952

Subject: Fire Alarm Evacuation Drill
Target User: Derek Lamb
Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:
System GeneratedTask To be Completed To test the evacuation of the buildings in case of fire Fire Alarm

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
392498	Fire Alarm Evacuation Drill (952)	23 Mar 2026	23 Mar 2026	0 days	Derek Lamb
387426	Fire Alarm Evacuation Drill (141)	02 Feb 2026	05 Feb 2026	3 days	Helen Lamb
379628	Fire Alarm Evacuation Drill (141)	03 Nov 2025	06 Nov 2025	3 days	Helen Lamb
371422	Fire Alarm Evacuation Drill (141)	01 Aug 2025	05 Aug 2025	4 days	Helen Lamb
362954	Fire Alarm Evacuation Drill (141)	01 May 2025	02 May 2025	1 day	Helen Lamb
359289	Fire Alarm Evacuation Drill (952)	21 Mar 2025	27 Mar 2025	6 days	Derek Lamb
354304	Fire Alarm Evacuation Drill (141)	03 Feb 2025	25 Mar 2025	50 days	Helen Lamb
345558	Fire Alarm Evacuation Drill (141)	01 Nov 2024	25 Mar 2025	144 days	Helen Lamb
336819	Fire Alarm Evacuation Drill (141)	01 Aug 2024	03 Oct 2024	63 days	Helen Lamb

Process ID #6856 — Fire Alarms

Last Reviewed: 28 Jul 2025 by Helen Lamb

Training Course Required: Fire Safety - Checking the system and Introduction

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Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	The fulling in of the log log book when the MPCs, fire extinguisher and emergency lights have been check. Weekly for the MPCs and monthly for the fire extinguisher and emergency lights. The companies we have service contracts with Keybury (alarms and emergency lights) annually and Airedale Fire protection (Fire extinguishers) annually.Evacuation Drills	Derek Lamb 29 Aug 2017
Outputs to the Process	Alarms sounding, staff safety, log books	Derek Lamb 29 Aug 2017
Risks to the Process	If these checks are not carried out correctly and we have a fire then we are less prepared and this puts staff at risk.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Testing done regularly as per supplier recommendations. Issue sent to remind of testing and monitoring.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	To ensure the fire alarms, MPC (manual call points), fire extinguishers and emergency lights are all in place, working and tested regularly. The log booked filled in.Tested by Keybury (alarms and emergency lights) annually and Airedale Fire protection (Fire extinguishers) annually. Evacuation Drills to check staff readiness.	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 12 Nov 2021
Severity of Risk (1-5)	3.Serious	Derek Lamb 12 Nov 2021
Measurable Objective	check the issues and the manual log book to verify these have been carried out.	Helen Lamb 29 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that	Helen Lamb 23 Oct 2020

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the task can be put on hold while the crisis is occurring.

Risk / Benefit Report
HSE Implications
Calculated Risk Code

No Action
No health and safety implications
No Action (Frequency=1, Severity=3)

Helen Lamb 28 Jul 2025
Helen Lamb 28 Jul 2025

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Staff
- Internal Systems
- Physical Sites
- Government E.G. HMRC
- Alarm Company

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (4)

- Helen Lamb (trained by Derek Lamb)
- Catherine Spence (trained by Helen Lamb)
- Emma Clark (trained by Helen Lamb)
- Derek Lamb (trained by Helen Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #52

Subject: Fire Alarm Test

Target User: Helen Lamb

Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedPlease Test the Fire Alarm

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
390864	Fire Alarm Test (52)	05 Mar 2026	06 Mar 2026	1 day	Helen Lamb
374595	Fire Alarm Test (52)	05 Sep 2025	12 Sep 2025	7 days	Helen Lamb
357462	Fire Alarm Test (52)	05 Mar 2025	25 Mar 2025	20 days	Helen Lamb
340136	Fire Alarm Test (52)	05 Sep 2024	19 Sep 2024	14 days	Helen Lamb

Process ID #7928 — Fire Test Points Checking

Last Reviewed: 20 Mar 2026 by Helen Lamb

Process Maturity (6 of 6 - 100%)

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Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Alarm Boxes and Test Trigger	Derek Lamb 21 Feb 2019
Outputs to the Process	Alarms are signed off	Derek Lamb 21 Feb 2019
Risks to the Process	not tested	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	regular reminders and reviewsannual testing by alarm comapny	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	To Test the Fire alarm glass boxes	Derek Lamb 21 Feb 2019
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 21 Feb 2019
Severity of Risk (1-5)	1.Negligible	Derek Lamb 21 Feb 2019
Measurable Objective	Alarms are tested	Derek Lamb 21 Feb 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Internal Systems
- Alarm Company

Linked Companies

- Vandagraph
- Viamed
- Viamed Properties
- VST

Trained Staff (4)

- Catherine Spence (trained by Derek Lamb)
- Josh Leighton (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

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Rolling Task #609

Subject: Fire Alarm checking - MCPs

Target User: Catherine Spence

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Fire Alarm checking

Fire test points to be tested in both Warehouse and the Offices

Rolling Audit #953

Subject: Fire Alarm PIR Checking

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

*** AUDIT *** Ensure the Task is being Completed

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396161	Fire Alarm checking - MCPs (609)	01 May 2026		Outstanding (13 days)	Catherine Spence
393298	Fire Alarm checking - MCPs (609)	01 Apr 2026		Outstanding (43 days)	Catherine Spence
392372	Fire Alarm PIR Checking (953)	20 Mar 2026	26 Mar 2026	6 days	Helen Lamb
390461	Fire Alarm checking - MCPs (609)	02 Mar 2026	16 Mar 2026	14 days	Catherine Spence
387464	Fire Alarm checking - MCPs (609)	02 Feb 2026	10 Feb 2026	8 days	Catherine Spence
384676	Fire Alarm checking - MCPs (609)	01 Jan 2026	19 Jan 2026	18 days	Catherine Spence
382168	Fire Alarm checking - MCPs (609)	01 Dec 2025	19 Jan 2026	49 days	Catherine Spence
379669	Fire Alarm checking - MCPs (609)	03 Nov 2025	06 Nov 2025	3 days	Catherine Spence
376730	Fire Alarm checking - MCPs (609)	01 Oct 2025	06 Nov 2025	36 days	Catherine Spence
374015	Fire Alarm checking - MCPs (609)	01 Sep 2025	12 Sep 2025	11 days	Catherine Spence
371456	Fire Alarm checking - MCPs (609)	01 Aug 2025	14 Aug 2025	13 days	Catherine Spence
368480	Fire Alarm checking - MCPs (609)	01 Jul 2025	14 Aug 2025	44 days	Catherine Spence
365815	Fire Alarm checking - MCPs (609)	02 Jun 2025	05 Jun 2025	3 days	Catherine Spence
362985	Fire Alarm checking - MCPs (609)	01 May 2025	08 May 2025	7 days	Catherine Spence
360179	Fire Alarm checking - MCPs (609)	01 Apr 2025	08 May 2025	37 days	Catherine Spence
359121	Fire Alarm PIR Checking (953)	20 Mar 2025	29 May 2025	70 days	Helen Lamb
357119	Fire Alarm checking - MCPs (609)	03 Mar 2025	02 May 2025	60 days	Catherine Spence
354344	Fire Alarm checking - MCPs (609)	03 Feb 2025	20 Feb 2025	17 days	Catherine Spence
350927	Fire Alarm checking - MCPs (609)	01 Jan 2025	08 Jan 2025	7 days	Catherine Spence

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348419 Fire Alarm checking 02 Dec 2024 08 Jan 2025 37 days Catherine Spence
 - MCPs (609)

Process ID #6849 — First Aid

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	The first aid book on Intrastats and the first aider. Any staff that need the use of the first aid boxes or the first aider.	Derek Lamb 29 Aug 2017
Outputs to the Process	Information from the accident book and from the first aider. First aid boxes	Derek Lamb 29 Aug 2017
Risks to the Process	That the first aiders training goes out of date. The first aid boxes are not fully equipped. That first aid is not available when needed.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Regular issue to ensure first aider training and first aid boxes are up to date. Review of the accident book on intrastats.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	To make sure we have a qualified member of staff trained in First Aid at Work. With the training up to date. Review the accident book. Check that there were no health and safety issues flagged up from these.	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1. Improbable	Derek Lamb 29 Aug 2017
Severity of Risk (1-5)	3. Serious	Derek Lamb 29 Aug 2017
Measurable Objective	check the issues - first aider training still valid, accident book review has been carried out and any health and safety issue that have been put on the system in last 12 month or since last review	Helen Lamb 29 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness, of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025

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HSE Implications Calculated Risk Code

No health and safety implications
No Action (Frequency=1, Severity=3)

Helen Lamb 28 Jul 2025

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Staff
- Internal Systems
- Government E.G. HMRC
- Physical Sites

Linked Companies

- Viamed
- Vandagraph
- VST
- Viamed Properties

Trained Staff (3)

- Catherine Spence (trained by Helen Lamb)
- Helen Lamb (trained by Helen Lamb)
- Derek Lamb (trained by Helen Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #712

Subject: First Aid

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Ensure we have 1 Employee with First Aid Training up to date and review the first aid book. Check that there were no health and safety issues flagged up from these.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
373495	First Aid (712)	25 Aug 2025	28 Aug 2025	3 days	Helen Lamb
338984	First Aid (712)	23 Aug 2024	05 Sep 2024	13 days	Helen Lamb

Process ID #7869 — Hand Drill Checklist

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes

Management Review

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Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Staff trained to use the Hand Drill, the bandsaw in working order	Helen Lamb 27 Oct 2017
Outputs to the Process	A product that needed the use of the Hand Drill.	Helen Lamb 27 Oct 2017
Risks to the Process	That injury will occur	Helen Lamb 27 Oct 2017
Steps to Minimise Process Risks	Training and control. The Hand Drill is locked to prevent use by untrained people.	Helen Lamb 27 Oct 2017
Scope / Definition of Process / Objective	This is a check list to ensure safe use of the Hand Drill	Helen Lamb 27 Oct 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 27 Oct 2017
Severity of Risk (1-5)	3.Serious	Helen Lamb 27 Oct 2017
Measurable Objective	Check accident book for injuries.	Helen Lamb 22 Jul 2019
Training Method Required	Procedural , Required Reading and Hands on	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=3)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.3

Interested Parties

- Staff
- Physical Sites

Linked Companies

- Viamed

Trained Staff (4)

- Michael Green (trained by Helen Lamb)
- Philip Crossley (trained by Helen Lamb)
- John Lamb (trained by Helen Lamb)
- Helen Lamb (trained by Helen Lamb)

Management Review

Viamed - Health And Safety Controller

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #788

Subject: Hand Drill Checklist

Target User: Philip Crossley

Recurrence: 24 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

We no longer have a hand drill in the workshop

Please check the Hand Drill

Confirm it works ok,

List any Faults found

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
378523	Hand Drill Checklist (788)	20 Oct 2025	24 Oct 2025	4 days	Philip Crossley

Process ID #8106 — Health And Safety Controller Review

Last Reviewed: 14 May 2026 by Derek Lamb

Process Maturity (2 of 6 - 33%)

Measure	Status
Has Risk Assessment	No
Has Audit	No
Has Measurable Objective	No
Has Backup Staff	No
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process		
Outputs to the Process		
Risks to the Process		
Steps to Minimise Process Risks		
Scope / Definition of Process / Objective		
Likelihood of Risk (1-5)		
Severity of Risk (1-5)		
Measurable Objective		
Training Method Required		
Verification / Effectiveness		

Management Review

Viamed - Health And Safety Controller

Covid / Pandemic Notes

Risk / Benefit Report

HSE Implications

Calculated Risk Code

NEEDS SETTING (Frequency=0, Severity=0)

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 5.6.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.2.5

Interested Parties

- ISO Auditing Bodies
- Internal Systems

Linked Companies

- Viamed

Trained Staff (1)

- Derek Lamb (trained by Derek Lamb)

Associated Documents

- management reviews - Roles Reviews (Doc ID: 220072)

Rolling Task #1327

Subject: Health And Safety Controller Review

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed

New Process as of 14 / 05 / 2026.

Roles Titles Processes and Procedures ADMIN Viamed
End column of Health And Safety Controller Review Responsibilitys Review
Print to PDF,

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397362	Health And Safety Controller Review (1327)	14 May 2026		Outstanding (0 days)	Derek Lamb

Process ID #8044 — PAT Test

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (4 of 6 - 67%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes

Management Review

Viamed - Health And Safety Controller

Process ID #7868 — Pillar Drill Checklist

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Staff trained to use the band saw, the Pillar Drill in working order	Helen Lamb 27 Oct 2017
Outputs to the Process	A product that needed the use of the Pillar Drill.	Helen Lamb 27 Oct 2017
Risks to the Process	That injury will occur	Helen Lamb 27 Oct 2017
Steps to Minimise Process Risks	Training and control. The Pillar Drill is locked to prevent use by untrained people.	Helen Lamb 27 Oct 2017
Scope / Definition of Process / Objective	This is a check list to ensure safe use of the Pillar Drill	Helen Lamb 27 Oct 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 27 Oct 2017
Severity of Risk (1-5)	3.Serious	Helen Lamb 13 Nov 2021
Measurable Objective	Check accident book for injuries.	Helen Lamb 22 Jul 2019
Training Method Required	Procedural , Required Reading and Hands on	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=3)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.3

Interested Parties

- Staff
- Physical Sites

Linked Companies

Management Review

Viamed - Health And Safety Controller

- Viamed

Trained Staff (3)

- John Lamb (trained by Helen Lamb)
- Michael Green (trained by Helen Lamb)
- Philip Crossley (trained by Helen Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #787

Subject: Pillar Drill Checklist

Target User: Philip Crossley

Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed

Task To be Completed

Please check the Pillar Drill

Confirm it works ok,

List any Faults found

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
394998	Pillar Drill Checklist (787)	20 Apr 2026	22 Apr 2026	2 days	Philip Crossley
378522	Pillar Drill Checklist (787)	20 Oct 2025	24 Oct 2025	4 days	Philip Crossley
362080	Pillar Drill Checklist (787)	21 Apr 2025	24 Apr 2025	3 days	Philip Crossley
344454	Pillar Drill Checklist (787)	21 Oct 2024	24 Oct 2024	3 days	Philip Crossley

Process ID #8037 — Projects / Products HSE Requirements

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Product changes HSE regulations	Helen Lamb 03 Jan 2024

Management Review

Viamed - Health And Safety Controller

Outputs to the Process	up to date product HSE	Helen Lamb 03 Jan 2024
Risks to the Process	That a product change may have a HSE implication	Helen Lamb 29 Dec 2023
Steps to Minimise Process Risks	Regular reviews	Helen Lamb 29 Dec 2023
Scope / Definition of Process / Objective	To check to see if products have changes or if there are any new products. Are there any new HSE implications.	Helen Lamb 29 Dec 2023
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 29 Dec 2023
Severity of Risk (1-5)	1.Negligible	Helen Lamb 29 Dec 2023
Measurable Objective	To check to see if products have changes or if there are any new products. Are there any new HSE implications.	Helen Lamb 03 Jan 2024
Training Method Required	Hands on with experienced members of staff.	Helen Lamb 03 Jan 2024
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 03 Jan 2024
Covid / Pandemic Notes	Not affected but Covid or other serious nation or international issues	Helen Lamb 03 Jan 2024
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- VST Supplier
- External Partners
- Supplier
- Internal Systems

Linked Companies

- Viamed
- VST
- Vandagraph

Trained Staff (2)

- Derek Lamb (trained by Helen Lamb)
- Steve Nixon (trained by Helen Lamb)

Associated Documents

- Audit 15 Production Viamed (Doc ID: 191692)
- Audit 15 Production VST (Doc ID: 159457)
- VOP 08 Production, Reworks, New Production (Doc ID: 215250)

Rolling Task #54

Subject: Projects / Products HSE Requirements

Target User: Derek Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Have any product changes / new products. got any new HSE implications?

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
380483	Projects / Products HSE Requirements (54)	11 Nov 2025	20 Nov 2025	9 days	Derek Lamb
346504	Projects / Products HSE Requirements (54)	11 Nov 2024	11 Nov 2024	0 days	Derek Lamb

Management Review

Viamed - Health And Safety Controller

Process ID #6855 — Risk Assessment HSE

Last Reviewed: 19 Mar 2026 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Rolling Issue for HSE on Staff SideRolling Issue for HSE building wise	Derek Lamb 26 May 2017
Outputs to the Process	New HSE Document including HSE risks, and Fire Risks	Derek Lamb 26 May 2017
Risks to the Process	Issues not done in terms.	Helen Lamb 22 Jul 2019
Steps to Minimise Process Risks	Keep up to date with issues.	Helen Lamb 22 Jul 2019
Scope / Definition of Process / Objective	Update the Site HSE file. Ensure staff are aware of this and the location of HSE equipment	Helen Lamb 31 Jan 2022
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 26 May 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 26 May 2017
Measurable Objective	Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Procedural , Required Reading and Hands on	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Staff
- Internal Systems
- Physical Sites
- ISO Auditing Bodies
- Government E.G. HMRC

Management Review

Viamed - Health And Safety Controller

- Customer

Linked Companies

- Viamed
- Vandagraph
- Viamed Properties
- VST

Trained Staff (2)

- Derek Lamb (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- Community_Risk_Register (Doc ID: 135421)
- Community_Risk_Register National (Doc ID: 135423)
- Community_Risk_Register North Yorkshire (Doc ID: 135425)
- Fire risk assessment 15/17 Station Road (Doc ID: 214447)
- HSE Review Premises (Doc ID: 27118)
- THE COUNCILS STRATEGIC RISK REGISTER SRR - QUARTER FOUR UPDATE 202425 (Doc ID: 202103)
- VM3COP19 Health and Safety (Doc ID: 21800)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #12

Subject: HSE Risk Assessment

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Perform HSE Risk Assessment,

Send an issue to all staff to remind Employees to be aware of Health and Safety documentation and HSE policy in Intrastats and how to find it. Also the location of Fire Exits, First Aid Kits and Manual Call Points (MPC)

Send an Issue out to all staff to remind them risk assesments need to be carried out when any changes or update occur within the companies.

e.g. moving offices, updating procedures, changes to anything

Review Online the Local Community Risk Register.

Check the Viamed Overall Risk Analysis Program Document in the Index its still current.

Check the health and safety signage

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
379304	HSE Risk Assessment (12)	29 Oct 2025	20 Nov 2025	22 days	Helen Lamb
345180	HSE Risk Assessment (12)	29 Oct 2024	27 Dec 2024	59 days	Helen Lamb

Management Review

Viamed - Health And Safety Controller

Conclusion / Executive Summary

Auto-calculated summary of findings across the report.

Coverage

- 1 roles reviewed
- 12 active processes reviewed

Key Risks

- No critical risks detected.

Overdue Reviews

- 1 process(es) not reviewed in over 24 months

Dependency Warnings

- No high-dependency individuals detected (threshold: 70%)

Missing Audits

- 9 process(es) with no audit configured (excluding responsibility-only)

Missing Measurable Objectives

- 1 process(es) missing measurable objective

Trained Staff Coverage

- 1 process(es) with only one trained user (no backup)

Process Maturity Overview

- 2 of 12 processes (17%) scored below 4 of 6 maturity checks
- 1 process(es) have no risk assessment fields populated at all

Per-Role Risk Indicator Summary

Role	Processes	Overdue	>24mo Review	Solo Trained	No Trained	Missing Obj	No Audit
Health And Safety Controller	12	0	1	1	0	1	9

End of Management Review Report - Viamed