

Personnel Questionnaire - Risks / Hazards

Name:	Emily Hanson				
Date:					
Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓				
Is there sufficient lighting?	✓				
Is the temperature comfortable?	✓				
Is there adequate heating and ventilation in the working area?	✓				
Is the area around the workstation / workbench clear of any obstructions?	✓				
Are walkways clear of obstructions?	✓				
Are items stacked on shelving properly?					
Is the flooring slippery, uneven, sloped or have holes?		✓			
Is there any loose or ripped carpeting?		✓			
Are radiators clear of anything combustible?	✓				
Do any cables or wires run across the floor?		✓			
Are all electrical cables in good condition?	✓				
Is there space within and around the workstation / workbench to work?	✓				
Are there any sources of distracting noise?		✓			
Are there any problems with static electricity?		✓			
Is there a Fire extinguisher in the working area?	✓				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓				
Do you know that information on fire extinguishers location and use is in intrastats?	✓				
Do you know what to do in the event of a fire?	✓				
Are you aware of the fire assembly point?	✓				
Do you know what and where the fire alarm is?	✓				
Is protective clothing and equipment provided?	✓				
Is it effective?	✓				
Do you have a pre-existing medical condition or health problem?		✓			
Are you pregnant?		✓			

DEFN NOT!

Personnel Questionnaire - Risks / Hazards

Name: Cathy Green

Date:

Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	/	/			
Is there sufficient lighting?	/	/			
Is the temperature comfortable?	/	/			
Is there adequate heating and ventilation in the working area?	/	/			
Is the area around the workstation / workbench clear of any obstructions?	/	/			
Are walkways clear of obstructions?	/				
Are items stacked on shelving properly?		/			
Is the flooring slippery, uneven, sloped or have holes?		/			
Is there any loose or ripped carpeting?		/			
Are radiators clear of anything combustible?		/			
Do any cables or wires run across the floor?	/				
Are all electrical cables in good condition?	/				
Is there space within and around the workstation / workbench to work?	/	/			
Are there any sources of distracting noise?		/			
Are there any problems with static electricity?		/			
Is there a Fire extinguisher in the working area?	/				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	/				
Do you know that information on fire extinguishers location and use is in intrastats?	/				
Do you know what to do in the event of a fire?	/				
Are you aware of the fire assembly point?		/			
Do you know what and where the fire alarm is?		/			
Is protective clothing and equipment provided?		/			
Is it effective?		/			
Do you have a pre-existing medical condition or health problem?		/			
Are you pregnant?					

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?	/	/	/		
Does the task involve reaching upwards?	/	/			
Does the task involve strenuous pushing or pulling?	/	/	/		
Does the task involve moving or carrying a load over a long distance?	/	/			
Does the task involve excessive or continuous lifting?	/	/	/		
Does the task involve stooping to lift or lower the load?	/	/	/		
Does the task involve twisting the trunk?	/	/			
Does the task involve repetitive or prolonged handling?	/				
Does the task involve unusual strength or height?	/				
Does the task involve sudden / unpredictable movements?	/				
Are there others to assist with lifting?	/				
Are packages heavy?	/				
Are packages bulky?	/				
Are packages difficult to hold?	/		/		
Are packages unstable?	/	/			
Do packages have contents that are sharp?	/	/	/		
Do packages have contents that are awkward in size?	/				
Do packages have contents that are potentially dangerous?	/				
Do packages have contents that are likely to move?	/				
Do packages have Hazardous substances present?	/				
Have you been trained on good ergonomic practices?	/				
Have you been given all available information on the use of display screen equipment?	/				
Is there a system for users to report faults relating to display screen work?	/				
Are you taking appropriate breaks from display screen work?	/				
Is your chair in good working condition and adjustable?	/				
Do you sit correctly in the chair?	/				
Can you place both feet flat on the floor?	/				
If not, is a footrest provided?	/				
Is your chair adjusted to the proper height for your display screen?	/				
Is the desk high enough for use with display screen equipment?	/				
Is the screen free from glare and reflections?	/				
If not, is a screen filter provided?	/				
Can you work comfortably at your workstation?					

Personnel Questionnaire - Risks / Hazards

Name: STEVE HARDAKER					
Date: 18/12/18					
Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓		✓		
Is there sufficient lighting?	✓		✓		
Is the temperature comfortable?	✓		✓		
Is there adequate heating and ventilation in the working area?	✓		✓		
Is the area around the workstation / workbench clear of any obstructions?	✓		✓		
Are walkways clear of obstructions?	✓		✓		
Are items stacked on shelving properly?	✓		✓		
Is the flooring slippery, uneven, sloped or have holes?		✓	✓		
Is there any loose or ripped carpeting?		✓	✓		
Are radiators clear of anything combustible?	✓		✓		
Do any cables or wires run across the floor?		✓	✓		
Are all electrical cables in good condition?	✓		✓		
Is there space within and around the workstation / workbench to work?	✓		✓		
Are there any sources of distracting noise?		✓	✓		
Are there any problems with static electricity?		✓	✓		
Is there a Fire extinguisher in the working area?	✓		✓		
Have you been trained in the use of Fire extinguishers and fire prevention techniques?		✓	✓		
Do you know that information on fire extinguishers location and use is in intrastats?	✓		✓		
Do you know what to do in the event of a fire?	✓		✓		
Are you aware of the fire assembly point?	✓		✓		
Do you know what and where the fire alarm is?	✓		✓		
Is protective clothing and equipment provided?	✓		✓		
Is it effective?	✓		✓		
Do you have a pre-existing medical condition or health problem?	.	✓	✓		
Are you pregnant?		✓	✓		

Personnel Questionnaire - Risks / Hazards

Name: Zoey Teal

Date: 13.12.18

Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓				
Is there sufficient lighting?	✓				
Is the temperature comfortable?	✓				
Is there adequate heating and ventilation in the working area?	✓				
Is the area around the workstation / workbench clear of any obstructions?	✓				
Are walkways clear of obstructions?	✓				
Are items stacked on shelving properly?	✓				
Is the flooring: slippery, uneven, sloped or have holes?		✓			
Is there any loose or ripped carpeting?		✓			
Are radiators clear of anything combustible?	✓				
Do any cables or wires run across the floor?		✓			
Are all electrical cables in good condition?	✓				
Is there space within and around the workstation / workbench to work?	✓				
Are there any sources of distracting noise?		✓			
Are there any problems with static electricity?		✓			
Is there a fire extinguisher in the working area?	✓				
Have you been trained in the use of fire extinguishers and fire prevention techniques?		✓			
Do you know that information on fire extinguishers location and use is in intrastats?	✓				
Do you know what to do in the event of a fire?	✓				
Are you aware of the fire assembly point?	✓				
Do you know what and where the fire alarm is?	✓				
Is protective clothing and equipment provided?	✓				
Is it effective?	✓				
Do you have a pre-existing medical condition or health problem?		✓			
Are you pregnant?		✓			

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓			
Does the task involve reaching upwards?		✓			
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?		✓			
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓			
Does the task involve repetitive or prolonged handling?		✓			
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?	✓				
Are packages heavy?		✓			
Are packages bulky?		✓			
Are packages difficult to hold?		✓			
Are packages unstable?		✓			
Do packages have contents that are sharp?		✓			
Do packages have contents that are awkward in size?		✓			
Do packages have contents that are potentially dangerous?		✓			
Do packages have contents that are likely to move?		✓			
Do packages have Hazardous substances present?		✓			
Have you been trained on good ergonomic practices?					
Have you been given all available information on the use of display screen equipment?	✓				
Is there a system for users to report faults relating to display screen work?	✓				
Are you taking appropriate breaks from display screen work?	✓				
Is your chair in good working condition and adjustable?	✓				
Do you sit correctly in the chair?	✓				
Can you place both feet flat on the floor?	✓				
If not, is a footrest provided?	✓				
Is your chair adjusted to the proper height for your display screen?	✓				
Is the desk high enough for use with display screen equipment?	✓				
Is the screen free from glare and reflections?	✓				
If not, is a screen filter provided?	✓				
Can you work comfortably at your workstation?	✓				

Personnel Questionnaire - Risks / Hazards

Name: <u>Helen Lamb</u>	Yes	No	Low	Medium	High
Date: <u>13-12-18</u>					
Personal and Personal Working Area					
Is the work area clean and tidy?	✓				
Is there sufficient lighting?	✓				
Is the temperature comfortable?	✓				
Is there adequate heating and ventilation in the working area?	✓				
Is the area around the workstation / workbench clear of any obstructions?	✓				
Are walkways clear of obstructions?	✓				
Are items stacked on shelving properly?	✓				
Is the flooring slippery, uneven, sloped or have holes?	✓				
Is there any loose or ripped carpeting?	✓				
Are radiators clear of anything combustible?	✓				
Do any cables or wires run across the floor?	✓				
Are all electrical cables in good condition?	✓				
Is there space within and around the workstation / workbench to work?	✓				
Are there any sources of distracting noise?	✓				
Are there any problems with static electricity?	✓				
Is there a Fire extinguisher in the working area?	✓				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓				
Do you know that information on fire extinguishers location and use is in intrastats?	✓				
Do you know what to do in the event of a fire?	✓				
Are you aware of the fire assembly point?	✓				
Do you know what and where the fire alarm is?	✓				
Is protective clothing and equipment provided?	✓				
Is it effective?	✓				
Do you have a pre-existing medical condition or health problem?	✓				
Are you pregnant?	✓				

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓			
Does the task involve reaching upwards?		✓			
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?		✓			
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓			
Does the task involve repetitive or prolonged handling?		✓			
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?	✓				
Are packages heavy?		NA			
Are packages bulky?		NA			
Are packages difficult to hold?		NA			
Are packages unstable?		NA			
Do packages have contents that are sharp?		NA			
Do packages have contents that are awkward in size?		NA			
Do packages have contents that are potentially dangerous?		NA			
Do packages have contents that are likely to move?		NA			
Do packages have Hazardous substances present?		NA			
Have you been trained on good ergonomic practices?	✓				
Have you been given all available information on the use of display screen equipment?	✓				
Is there a system for users to report faults relating to display screen work?	✓				
Are you taking appropriate breaks from display screen work?	✓				
Is your chair in good working condition and adjustable?	✓				
Do you sit correctly in the chair?	✓				
Can you place both feet flat on the floor?	✓				
If not, is a footrest provided?	✓				
Is your chair adjusted to the proper height for your display screen?	✓				
Is the desk high enough for use with display screen equipment?	✓				
Is the screen free from glare and reflections?	✓				
If not, is a screen filter provided?	✓				
Can you work comfortably at your workstation?	✓				

Personnel Questionnaire - Risks / Hazards

Name: <i>Robert Connor</i>	Yes	No	Low	Medium	High
Date: <i>13/12/18</i>					
Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓		✓		
Is there sufficient lighting?	✓		✓		
Is the temperature comfortable?	✓		✓		
Is there adequate heating and ventilation in the working area?	✓		✓		
Is the area around the workstation / workbench clear of any obstructions?	✓		✓		
Are walkways clear of obstructions?	✓		✓		
Are items stacked on shelving properly?	✓		✓		
Is the flooring slippery, uneven, sloped or have holes?		✓	✓		
Is there any loose or ripped carpeting?		✓	✓		
Are radiators clear of anything combustible?	✓		✓		
Do any cables or wires run across the floor?		✓	✓		
Are all electrical cables in good condition?	✓		✓		
Is there space within and around the workstation / workbench to work?	✓		✓		
Are there any sources of distracting noise?		✓	✓		
Are there any problems with static electricity?		✓	✓		
Is there a Fire extinguisher in the working area?	✓		✓		
Have you been trained in the use of Fire extinguishers and fire prevention techniques?		✓	✓		
Do you know that information on fire extinguishers location and use is in intrastats?	✓		✓		
Do you know what to do in the event of a fire?	✓		✓		
Are you aware of the fire assembly point?	✓		✓		
Do you know what and where the fire alarm is?	✓		✓		
Is protective clothing and equipment provided?	✓		✓		
Is it effective?	✓		✓		
Do you have a pre-existing medical condition or health problem?		✓	✓		
Are you pregnant?		✓	✓		

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		/	/		
Does the task involve reaching upwards?		/	/		
Does the task involve strenuous pushing or pulling?		/		/	
Does the task involve moving or carrying a load over a long distance?		/	/		
Does the task involve excessive or continuous lifting?		/	/		
Does the task involve stooping to lift or lower the load?		/		/	
Does the task involve twisting the trunk?		/	/		
Does the task involve repetitive or prolonged handling?		/	/		
Does the task involve unusual strength or height?		/		/	
Does the task involve sudden / unpredictable movements?		/	/		
Are there others to assist with lifting?	/		/	/	
Are packages heavy?		/	/		
Are packages bulky?		/	/		
Are packages difficult to hold?		/	/		
Are packages unstable?		/		/	
Do packages have contents that are sharp?		/		/	
Do packages have contents that are awkward in size?		/		/	
Do packages have contents that are potentially dangerous?		/		/	
Do packages have contents that are likely to move?		/		/	
Do packages have Hazardous substances present?		/		/	
Have you been trained on good ergonomic practices?		/		/	
Have you been given all available information on the use of display screen equipment?		/		/	
Is there a system for users to report faults relating to display screen work?		/		/	
Are you taking appropriate breaks from display screen work?		/		/	
Is your chair in good working condition and adjustable?		/		/	
Do you sit correctly in the chair?		/		/	
Can you place both feet flat on the floor?			/	/	
If not, is a footrest provided?		/		/	
Is your chair adjusted to the proper height for your display screen?		/		/	
Is the desk high enough for use with display screen equipment?		/		/	
Is the screen free from glare and reflections?					
If not, is a screen filter provided?		/		/	
Can you work comfortably at your workstation?					

Personnel Questionnaire - Risks / Hazards

Name:	KATE GRIFFITHS				
Date:	14.12.18				
Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓				
Is there sufficient lighting?	✓				
Is the temperature comfortable?	✓				
Is there adequate heating and ventilation in the working area?	✓				
Is the area around the workstation / workbench clear of any obstructions?	✓				
Are walkways clear of obstructions?	✓				
Are items stacked on shelving properly?	✓				
Is the flooring slippery, uneven, sloped or have holes?	✓				
Is there any loose or ripped carpeting?	✓				
Are radiators clear of anything combustible?	✓				
Do any cables or wires run across the floor?	✓				
Are all electrical cables in good condition?	✓				
Is there space within and around the workstation / workbench to work?	✓				
Are there any sources of distracting noise?	✓				
Are there any problems with static electricity?	✓				
Is there a Fire extinguisher in the working area?	✓				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓				
Do you know that information on fire extinguishers location and use is in intrastats?	✓				
Do you know what to do in the event of a fire?	✓				
Are you aware of the fire assembly point?	✓				
Do you know what and where the fire alarm is?	✓				
Is protective clothing and equipment provided?	✓				
Is it effective?	✓				
Do you have a pre-existing medical condition or health problem?	✓				
Are you pregnant?	✓				

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓			
Does the task involve reaching upwards?		✓			
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?		✓			
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓			
Does the task involve repetitive or prolonged handling?		✓			
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?	✓				
Are packages heavy?		✓			
Are packages bulky?		✓			
Are packages difficult to hold?		✓			
Are packages unstable?		✓			
Do packages have contents that are sharp?		✓			
Do packages have contents that are awkward in size?		✓			
Do packages have contents that are potentially dangerous?		✓			
Do packages have contents that are likely to move?		✓			
Do packages have Hazardous substances present?		✓			
Have you been trained on good ergonomic practices?		✓			
Have you been given all available information on the use of display screen equipment?	✓				
Is there a system for users to report faults relating to display screen work?	✓				
Are you taking appropriate breaks from display screen work?	✓				
Is your chair in good working condition and adjustable?	✓				
Do you sit correctly in the chair?	✓				
Can you place both feet flat on the floor?	✓				
If not, is a footrest provided?	✓				
Is your chair adjusted to the proper height for your display screen?	✓				
Is the desk high enough for use with display screen equipment?	✓				
Is the screen free from glare and reflections?	✓				
If not, is a screen filter provided?	✓				
Can you work comfortably at your workstation?	✓				

Personnel Questionnaire - Risks / Hazards

Name: Sophie Lines

Date: 14 - 12 - 18

Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓				
Is there sufficient lighting?	✓				
Is the temperature comfortable?	✓				
Is there adequate heating and ventilation in the working area?	✓				
Is the area around the workstation / workbench clear of any obstructions?	✓				
Are walkways clear of obstructions?	✓				
Are items stacked on shelving properly?	✓	✓			
Is the flooring slippery, uneven, sloped or have holes?		✓			
Is there any loose or ripped carpeting?	✓	✓			
Are radiators clear of anything combustible?	✓	✓			
Do any cables or wires run across the floor?		✓			
Are all electrical cables in good condition?	✓				
Is there space within and around the workstation / workbench to work?	✓	✓			
Are there any sources of distracting noise?		✓			
Are there any problems with static electricity?	✓	✓			
Is there a Fire extinguisher in the working area?	✓				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?		✓			
Do you know that information on fire extinguishers location and use is in intrastats?	✓				
Do you know what to do in the event of a fire?	✓				
Are you aware of the fire assembly point?	✓				
Do you know what and where the fire alarm is?	✓				
Is protective clothing and equipment provided?	✓				
Is it effective?	✓				
Do you have a pre-existing medical condition or health problem?		✓			
Are you pregnant?		✓			

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓			
Does the task involve reaching upwards?		✓			
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?		✓			
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓			
Does the task involve repetitive or prolonged handling?		✓			
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?	✓				
Are packages heavy?		✓			
Are packages bulky?		✓			
Are packages difficult to hold?		✓			
Are packages unstable?		✓			
Do packages have contents that are sharp?		✓			
Do packages have contents that are awkward in size?		✓			
Do packages have contents that are potentially dangerous?		✓			
Do packages have contents that are likely to move?		✓			
Do packages have Hazardous substances present?		✓			
Have you been trained on good ergonomic practices?		✓			
Have you been given all available information on the use of display screen equipment?	✓				
Is there a system for users to report faults relating to display screen work?	✓				
Are you taking appropriate breaks from display screen work?	✓				
Is your chair in good working condition and adjustable?	✓				
Do you sit correctly in the chair?	✓				
Can you place both feet flat on the floor?	✓				
If not, is a footrest provided?	✓				
Is your chair adjusted to the proper height for your display screen?	✓				
Is the desk high enough for use with display screen equipment?	✓				
Is the screen free from glare and reflections?	✓				
If not, is a screen filter provided?	✓				
Can you work comfortably at your workstation?	✓				

Personnel Questionnaire - Risks / Hazards

Name: SARAH WALTON	Yes	No	Low	Medium	High
Date: 13/12/18					
Personal and Personal Working Area					
Is the work area clean and tidy?	✓				
Is there sufficient lighting?	✓				
Is the temperature comfortable?	✓				
Is there adequate heating and ventilation in the working area?	✓				
Is the area around the workstation / workbench clear of any obstructions?	✓				
Are walkways clear of obstructions?	✓				
Are items stacked on shelving properly?	✓				
Is the flooring slippery, uneven, sloped or have holes?		✓			
Is there any loose or ripped carpeting?		✓			
Are radiators clear of anything combustible?	✓				
Do any cables or wires run across the floor?		✓			
Are all electrical cables in good condition?	✓				
Is there space within and around the workstation / workbench to work?	✓				
Are there any sources of distracting noise?		✓			
Are there any problems with static electricity?		✓			
Is there a Fire extinguisher in the working area?	✓				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓				
Do you know that information on fire extinguishers location and use is in intrastats?	✓				
Do you know what to do in the event of a fire?	✓				
Are you aware of the fire assembly point?	✓				
Do you know what and where the fire alarm is?	✓				
Is protective clothing and equipment provided?		✓			
Is it effective?		N/A			
Do you have a pre-existing medical condition or health problem?		✓			
Are you pregnant?		✓			

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓			
Does the task involve reaching upwards?		✓			
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?		✓			
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓			
Does the task involve repetitive or prolonged handling?		✓			
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?		✓			
Are packages heavy?		✓			
Are packages bulky?		✓			
Are packages difficult to hold?		✓			
Are packages unstable?		✓			
Do packages have contents that are sharp?		✓			
Do packages have contents that are awkward in size?		✓			
Do packages have contents that are potentially dangerous?		✓			
Do packages have contents that are likely to move?		✓			
Do packages have Hazardous substances present?		✓			
Have you been trained on good ergonomic practices?		✓			
Have you been given all available information on the use of display screen equipment?		✓			
Is there a system for users to report faults relating to display screen work?		✓			
Are you taking appropriate breaks from display screen work?		✓			
Is your chair in good working condition and adjustable?		✓			
Do you sit correctly in the chair?		✓			
Can you place both feet flat on the floor?		✓			
If not, is a footrest provided?		N/A			
Is your chair adjusted to the proper height for your display screen?		✓			
Is the desk high enough for use with display screen equipment?		✓			
Is the screen free from glare and reflections?		✓			
If not, is a screen filter provided?		N/A			
Can you work comfortably at your workstation?		✓			

Personnel Questionnaire - Risks / Hazards

Name:	PHIL CROXLEY	Yes	No	Low	Medium	High
Date:	13-12-19					
Personal and Personal Working Area						
Is the work area clean and tidy?		/				
Is there sufficient lighting?		/				
Is the temperature comfortable?		/				
Is there adequate heating and ventilation in the working area?		/				
Is the area around the workstation / workbench clear of any obstructions?		/				
Are walkways clear of obstructions?		/				
Are items stacked on shelving properly?		/				
Is the flooring slippery, uneven, sloped or have holes?			/			
Is there any loose or ripped carpeting?			/			
Are radiators clear of anything combustible?		/				
Do any cables or wires run across the floor?			/			
Are all electrical cables in good condition?		/				
Is there space within and around the workstation / workbench to work?		/				
Are there any sources of distracting noise?			/			
Are there any problems with static electricity?			/			
Is there a Fire extinguisher in the working area?		/				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?		/				
Do you know that information on fire extinguishers location and use is in intrastats?		/				
Do you know what to do in the event of a fire?		/				
Are you aware of the fire assembly point?		/				
Do you know what and where the fire alarm is?		/				
Is protective clothing and equipment provided?		/				
Is it effective?		/				
Do you have a pre-existing medical condition or health problem?		/		/		
Are you pregnant?			/			

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		/			
Does the task involve reaching upwards?		/			
Does the task involve strenuous pushing or pulling?		/			
Does the task involve moving or carrying a load over a long distance?		/			
Does the task involve excessive or continuous lifting?		/			
Does the task involve stooping to lift or lower the load?		/			
Does the task involve twisting the trunk?		/			
Does the task involve repetitive or prolonged handling?		/			
Does the task involve unusual strength or height?		/			
Does the task involve sudden / unpredictable movements?		/			
Are there others to assist with lifting?	/				
Are packages heavy?		/			
Are packages bulky?		/			
Are packages difficult to hold?		/			
Are packages unstable?		/			
Do packages have contents that are sharp?		/			
Do packages have contents that are awkward in size?		/			
Do packages have contents that are potentially dangerous?		/			
Do packages have contents that are likely to move?		/			
Do packages have Hazardous substances present?		/			
Have you been trained on good ergonomic practices?		/			
Have you been given all available information on the use of display screen equipment?	/				
Is there a system for users to report faults relating to display screen work?	/				
Are you taking appropriate breaks from display screen work?	/				
Is your chair in good working condition and adjustable?	/				
Do you sit correctly in the chair?	/				
Can you place both feet flat on the floor?	/				
If not, is a footrest provided?		/			
Is your chair adjusted to the proper height for your display screen?	/				
Is the desk high enough for use with display screen equipment?	/				
Is the screen free from glare and reflections?	/				
If not, is a screen filter provided?	/				
Can you work comfortably at your workstation?	/				

Personnel Questionnaire - Risks / Hazards

Name:	Catrin Hollings			
Date:	14/12/18			
Personal and Personal Working Area	Yes	No	Low	Medium
Is the work area clean and tidy?	✓			
Is there sufficient lighting?	✓			
Is the temperature comfortable?	✓			
Is there adequate heating and ventilation in the working area?	✓			
Is the area around the workstation / workbench clear of any obstructions?	✓			
Are walkways clear of obstructions?	✓			
Are items stacked on shelving properly?	✓			
Is the flooring slippery, uneven, sloped or have holes?	✓			
Is there any loose or ripped carpeting?	✓			
Are radiators clear of anything combustible?	✓			
Do any cables or wires run across the floor?	✓			
Are all electrical cables in good condition?	✓			
Is there space within and around the workstation / workbench to work?	✓			
Are there any sources of distracting noise?	✓			
Are there any problems with static electricity?	✓			
Is there a Fire extinguisher in the working area?	✓			
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓			
Do you know that information on fire extinguishers location and use is in intrastats?	✓			
Do you know what to do in the event of a fire?	✓			
Are you aware of the fire assembly point?	✓			
Do you know what and where the fire alarm is?	✓			
Is protective clothing and equipment provided?	✓			
Is it effective?	✓			
Do you have a pre-existing medical condition or health problem?	✓			
Are you pregnant?	✓			

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?	✓		✓		
Does the task involve reaching upwards?		✓			
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?		✓			
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓			
Does the task involve repetitive or prolonged handling?		✓			
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?	✓				
Are packages heavy?		✓			
Are packages bulky?		✓			
Are packages difficult to hold?		✓			
Are packages unstable?		✓			
Do packages have contents that are sharp?		✓			
Do packages have contents that are awkward in size?		✓			
Do packages have contents that are potentially dangerous?		✓			
Do packages have contents that are likely to move?		✓			
Do packages have Hazardous substances present?		✓			
Have you been trained on good ergonomic practices?	✓				
Have you been given all available information on the use of display screen equipment?	✓				
Is there a system for users to report faults relating to display screen work?	✓				
Are you taking appropriate breaks from display screen work?	✓				
Is your chair in good working condition and adjustable?	✓				
Do you sit correctly in the chair?	✓				
Can you place both feet flat on the floor?	✓				
If not, is a footrest provided?					
Is your chair adjusted to the proper height for your display screen?	✓				
Is the desk high enough for use with display screen equipment?	✓				
Is the screen free from glare and reflections?	✓				
If not, is a screen filter provided?					
Can you work comfortably at your workstation?	✓				

Personnel Questionnaire - Risks / Hazards

Name:	LINDA SHEARING			
Date:				
Personal and Personal Working Area	Yes	No	Low	Medium
Is the work area clean and tidy?	/			
Is there sufficient lighting?	/			
Is the temperature comfortable?	/			
Is there adequate heating and ventilation in the working area?	/			
Is the area around the workstation / workbench clear of any obstructions?	/			
Are walkways clear of obstructions?	/			
Are items stacked on shelving properly?	/			
Is the flooring slippery, uneven, sloped or have holes?	.	/		
Is there any loose or ripped carpeting?		/		
Are radiators clear of anything combustible?	/			
Do any cables or wires run across the floor?		/		
Are all electrical cables in good condition?	/			
Is there space within and around the workstation / workbench to work?	/			
Are there any sources of distracting noise?	.	/		
Are there any problems with static electricity?		/		
Is there a Fire extinguisher in the working area?	/	dm		
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	/			
Do you know that information on fire extinguishers location and use is in intrastats?	/			
Do you know what to do in the event of a fire?	/			
Are you aware of the fire assembly point?	/			
Do you know what and where the fire alarm is?	/			
Is protective clothing and equipment provided?	/			
Is it effective?	/			
Do you have a pre-existing medical condition or health problem?		/		
Are you pregnant?		/		

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		/			
Does the task involve reaching upwards?	/		/		
Does the task involve strenuous pushing or pulling?		/			
Does the task involve moving or carrying a load over a long distance?		/			
Does the task involve excessive or continuous lifting?		/			
Does the task involve stooping to lift or lower the load?		/			
Does the task involve twisting the trunk?		/			
Does the task involve repetitive or prolonged handling?	/		/		
Does the task involve unusual strength or height?		/			
Does the task involve sudden / unpredictable movements?		/			
Are there others to assist with lifting?	/				
Are packages heavy?		/			
Are packages bulky?	/		/		
Are packages difficult to hold?		/			
Are packages unstable?		/			
Do packages have contents that are sharp?		/			
Do packages have contents that are awkward in size?		/			
Do packages have contents that are potentially dangerous?		/			
Do packages have contents that are likely to move?		/			
Do packages have Hazardous substances present?	/		/		
Have you been trained on good ergonomic practices?	/				
Have you been given all available information on the use of display screen equipment?	/				
Is there a system for users to report faults relating to display screen work?	/				
Are you taking appropriate breaks from display screen work?	/				
Is your chair in good working condition and adjustable?	/				
Do you sit correctly in the chair?	/				
Can you place both feet flat on the floor?		/	/		
If not, is a footrest provided?	/				
Is your chair adjusted to the proper height for your display screen?	/				
Is the desk high enough for use with display screen equipment?	/				
Is the screen free from glare and reflections?	/				
If not, is a screen filter provided?	/				
Can you work comfortably at your workstation?	/				

Personnel Questionnaire - Risks / Hazards

Name: <u>RYAN SWAIN</u>	Yes	No	Low	Medium	High
Date: <u>14/12/18</u>					
Personal and Personal Working Area					
Is the work area clean and tidy?	✓	✓			
Is there sufficient lighting?	✓	✓			
Is the temperature comfortable?	✓	✓			
Is there adequate heating and ventilation in the working area?	✓	✓			
Is the area around the workstation / workbench clear of any obstructions?	✓	✓			
Are walkways clear of obstructions?	✓	✓			
Are items stacked on shelving properly?	✓	✓			
Is the flooring slippery, uneven, sloped or have holes?	✓	✓			
Is there any loose or ripped carpeting?	✓	✓			
Are radiators clear of anything combustible?	✓	✓			
Do any cables or wires run across the floor?	✓	✓			
Are all electrical cables in good condition?	✓	✓			
Is there space within and around the workstation / workbench to work?	✓	✓			
Are there any sources of distracting noise?	✓	✓			
Are there any problems with static electricity?	✓	✓			
Is there a Fire extinguisher in the working area?	✓	✓			
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓	✓			
Do you know that information on fire extinguishers location and use is in intrastats?	✓	✓			
Do you know what to do in the event of a fire?	✓	✓			
Are you aware of the fire assembly point?	✓	✓			
Do you know what and where the fire alarm is?	✓	✓			
Is protective clothing and equipment provided?	✓	✓			
Is it effective?	✓	✓			
Do you have a pre-existing medical condition or health problem?	✓	✓			
Are you pregnant?	✓	✓			

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓			
Does the task involve reaching upwards?		✓			
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?		✓			
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓			
Does the task involve repetitive or prolonged handling?		✓			
Does the task involve unusual strength or height?		✓			
Does the task involve sudden unpredictable movements?		✓			
Are there others to assist with lifting?		✓		✓	
Are packages heavy?		✓			
Are packages bulky?		✓			
Are packages difficult to hold?		✓			
Are packages unstable?		✓			
Do packages have contents that are sharp?		✓			
Do packages have contents that are awkward in size?		✓			
Do packages have contents that are potentially dangerous?		✓			
Do packages have contents that are likely to move?		✓	✓	✓	
Do packages have Hazardous substances present?		✓			
Have you been trained on good ergonomic practices?		✓			
Have you been given all available information on the use of display screen equipment?		✓			
Is there a system for users to report faults relating to display screen work?		✓			
Are you taking appropriate breaks from display screen work?		✓			
Is your chair in good working condition and adjustable?		✓			
Do you sit correctly in the chair?		✓			
Can you place both feet flat on the floor?		✓			
If not, is a footrest provided?		✓			
Is your chair adjusted to the proper height for your display screen?		✓			
Is the desk high enough for use with display screen equipment?		✓			
Is the screen free from glare and reflections?		✓			
If not, is a screen filter provided?		✓			
Can you work comfortably at your workstation?		✓			

Personnel Questionnaire - Risks / Hazards

Name: John Lamb

Date: 19-12-18

Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓				
Is there sufficient lighting?	✓				
Is the temperature comfortable?	✓				
Is there adequate heating and ventilation in the working area?	✓				
Is the area around the workstation / workbench clear of any obstructions?	✓				
Are walkways clear of obstructions?	✓				
Are items stacked on shelving properly?	✓				
Is the flooring slippery, uneven, sloped or have holes?		✓			
Is there any loose or ripped carpeting?		✓			
Are radiators clear of anything combustible?	✓				
Do any cables or wires run across the floor?		✓			
Are all electrical cables in good condition?	✓				
Is there space within and around the workstation / workbench to work?	✓				
Are there any sources of distracting noise?		✓			
Are there any problems with static electricity?		✓			
Is there a Fire extinguisher in the working area?	✓				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓				
Do you know that information on fire extinguishers location and use is in intrastats?	✓				
Do you know what to do in the event of a fire?	✓				
Are you aware of the fire assembly point?	✓				
Do you know what and where the fire alarm is?	✓				
Is protective clothing and equipment provided?		✓			
Is it effective?		✓			
Do you have a pre-existing medical condition or health problem?		✓			
Are you pregnant?		✓			

John Lamb
18/12/18

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓			
Does the task involve reaching upwards?		✓			
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?		✓			
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓			
Does the task involve repetitive or prolonged handling?		✓			
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?	✓			✓	
Are packages heavy?	✓			✓	
Are packages bulky?	✓			✓	
Are packages difficult to hold?	✓		✓		
Are packages unstable?		✓			
Do packages have contents that are sharp?		✓			
Do packages have contents that are awkward in size?		✓			
Do packages have contents that are potentially dangerous?		✓			
Do packages have contents that are likely to move?	✓				
Do packages have Hazardous substances present?	✓				
Have you been trained on good ergonomic practices?	✓				
Have you been given all available information on the use of display screen equipment?	✓				
Is there a system for users to report faults relating to display screen work?	✓				
Are you taking appropriate breaks from display screen work?	✓				
Is your chair in good working condition and adjustable?	✓				
Do you sit correctly in the chair?	✓				
Can you place both feet flat on the floor?	✓				
If not, is a footrest provided?		✓			
Is your chair adjusted to the proper height for your display screen?	✓				
Is the desk high enough for use with display screen equipment?	✓				
Is the screen free from glare and reflections?	✓				
If not, is a screen filter provided?	✓				
Can you work comfortably at your workstation?		✓			



18/12/18