

Risks / Hazards and 7.1.4 Environment Of Operations Personnel Questionnaire						
Name: Emma Clark		Area: Warehouse				
Date: 15.8.22		If there is a problem what is the Level of Risk?				
		Yes	No	Low	Medium	High
1	Is the work area clean and tidy?	✓				
2	Is there sufficient lighting?	✓				
3	Is the temperature comfortable?	✓				
3	Is the humidity comfortable?	✓				
4	Is the heating comfortable?	✓				
5	Is there any problem with air flow?		✓			
6	Are there any problems with hygiene?		✓			
7	Is the area around the workstation / workbench clear of any obstructions?	✓				
8	Are walkways clear of obstructions?	✓				
9	Are items stacked on shelving properly?	✓				
10	Is the flooring slippery, uneven, sloped or have holes?		✓			
11	Is there any loose or ripped carpeting?		✓			
12	Are radiators clear of anything combustible?	✓				
13	Do any cables or wires run across the floor?		✓			
14	Are all electrical cables in good condition?	✓				

Sheet 1

15	Is there space within and around the workstation / workbench to work?	✓							
16	Are there any sources of distracting noise?		✓						
17	Are there any problems with static electricity?		✓						
18	Is there a Fire extinguisher in the working area?	✓							
19	Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓							
20	Do you know that information on fire extinguishers - location and uses is in intrastats?	✓							
21	Do you know what to do in the event of a fire?	✓							
22	Are you aware of the fire assembly point?	✓							
23	Do you know what and where the fire alarm is?	✓							
26	Is protective clothing and equipment provided where needed?	✓							
27	Is it effective?	✓							
28	Do you do any lifting, if no proceed to question 49.	✓							
29	Does the task involve holding a load away from your body?	✓							
30	Does the task involve reaching upwards?	✓							
31	Does the task involve strenuous pushing or pulling?		✓						
32	Does the task involve moving or carrying a load over a long distance?		✓						
33	Does the task involve excessive or continuous lifting?	✓							
34	Does the task involve stooping to lift or lower the load?		✓						
35	Does the task involve twisting the trunk?		✓						

Sheet I

56	If not, is a footrest provided?								
57	Is your chair adjusted to the proper height for your work station?	✓							
58	Is the desk high enough for you to sit comfortably?	✓							
59	Can you work comfortably at your workstation?	✓							
60	Is the screen free from glare and reflections?	✓							
61	If not, is a screen filter provided?	✓							
62	Do you know you Viamed pays for your annual eye tests?	✓							
63	Do you have yours eyes tested annually?	✓							
64	Do you have a pre-existing medical condition or health problem?		✓						
65	Are you pregnant?		✓						
66	Do you think you work in a non-discriminatory Atmosphere?	✓							
67	Do you think you work in a calm Atmosphere?	✓							
68	Do you think you work in a non-confrontational Atmosphere?	✓							
69	Do you feel burnt out?		✓						
70	Can we do anything to be emotionally protective in the current environment?		✓						
71	Are Management Approachable to Staff Issues?	✓							
72	Is the Management Response to Staff Concerns / Issues ok?	✓							

Q6 - # 267818
 Q19 # 267862
 Q49 send ergonomics 287818

Renewed ok
 HB 22-8-22

Sheet 1

Risks / Hazards and 7.1.4 Environment Of Operations Personnel Questionnaire						
Name:	Kate Griffiths	Area: Office/home				
Date:	4.8.2022	If there is a problem what is the Level of Risk?			Notes	
Personal and Personal Working Area		Yes	No	Low	Medium	High
1	Is the work area clean and tidy?	✓				
2	Is there sufficient lighting?	✓				
3	Is the temperature comfortable?	✓				
3	Is the humidity comfortable?	✓				
4	Is the heating comfortable?	✓				
5	Is there any problem with air flow?		✓			
6	Are there any problems with hygiene?	✓				
7	Is the area around the workstation / workbench clear of any obstructions?	✓				
8	Are walkways clear of obstructions?	✓				
9	Are items stacked on shelving properly?	✓				
10	Is the flooring slippery, uneven, sloped or have holes?		✓			
11	Is there any loose or ripped carpeting?		✓			
12	Are radiators clear of anything combustible?	✓				
13	Do any cables or wires run across the floor?		✓			
14	Are all electrical cables in good condition?	✓				

Sheet 1

15	Is there space within and around the workstation / workbench to work?	✓							
16	Are there any sources of distracting noise?		✓						
17	Are there any problems with static electricity?		✓						
18	Is there a Fire extinguisher in the working area?	✓							
19	Have you been trained in the use of Fire extinguishers and fire prevention techniques?		✓						
20	Do you know that information on fire extinguishers - location and uses is in intrastats?	✓							
21	Do you know what to do in the event of a fire?	✓							
22	Are you aware of the fire assembly point?	✓							
23	Do you know what and where the fire alarm is?	✓							
26	Is protective clothing and equipment provided where needed?							n/a	
27	Is it effective?							n/a	
28	Do you do any lifting, if no proceed to question 49.		✓						
29	Does the task involve holding a load away from your body?								
30	Does the task involve reaching upwards?								
31	Does the task involve strenuous pushing or pulling?								
32	Does the task involve moving or carrying a load over a long distance?								
33	Does the task involve excessive or continuous lifting?								
34	Does the task involve stooping to lift or lower the load?								
35	Does the task involve twisting the trunk?								

Sheet I

36	Does the task involve repetitive or prolonged handling?								
37	Does the task involve unusual strength or height?								
38	Does the task involve sudden / unpredictable movements?								
39	Are there others to assist with lifting?								
40	Are packages heavy?								
41	Are packages bulky?								
42	Are packages difficult to hold?								
43	Are packages unstable?								
44	Do packages have contents that are sharp?								
45	Do packages have contents that are awkward in size?								
46	Do packages have contents that are potentially dangerous?								
47	Do packages have contents that are likely to move?								
48	Do packages have Hazardous substances present?								
49	Have you been trained on good ergonomic practices?								n/a
50	Have you been given all available information on the use of display screen equipment?	✓							
51	Is there a system to report faults relating to equipment including display, computer etc?	✓							
52	Are you taking appropriate breaks from your computer screen?	✓							
53	Is your chair in good working condition and adjustable?	✓							
54	Do you sit correctly in the chair?	✓							
55	Can you place both feet flat on the floor?	✓							

56	If not, is a footrest provided?						
57	Is your chair adjusted to the proper height for your work station?	✓					
58	Is the desk high enough for you to sit comfortably?	✓					
59	Can you work comfortably at your workstation?	✓					
60	Is the screen free from glare and reflections?	✓					n/a
61	If not, is a screen filter provided?						
62	Do you know you Viamed pays for your annual eye tests?	✓					
63	Do you have yours eyes tested annually?		✓				every 2 years
64	Do you have a pre-existing medical condition or health problem?	✓					
65	Are you pregnant?		✓				
66	Do you think you work in a non-discriminatory Atmosphere?	✓					
67	Do you think you work in a calm Atmosphere?	✓					
68	Do you think you work in a non-confrontational Atmosphere?	✓					
69	Do you feel burnt out?		✓				
70	Can we do anything to be emotionally protective in the current environment?		✓				
71	Are Management Approachable to Staff Issues?	✓					
72	Is the Management Response to Staff Concerns / Issues ok?	✓					

Renewed 2-8-22 DL

No issues

office

Sheet 1

Risks / Hazards and 7.1.4 Environment Of Operations Personnel Questionnaire							
Name: HELEN CAMB		Area: Warehouse MD office + Home					
Date: 2-8-22					Notes		
Personal and Personal Working Area					If there is a problem what is the Level of Risk?		
		Yes	No	Low	Medium	High	
1	Is the work area clean and tidy?	✓					
2	Is there sufficient lighting?	✓					
3	Is the temperature comfortable?	✓					
3	Is the humidity comfortable?	✓					
4	Is the heating comfortable?	✓					
5	Is there any problem with air flow?		✓				
6	Are there any problems with hygiene?		✓				
7	Is the area around the workstation / workbench clear of any obstructions?	✓					
8	Are walkways clear of obstructions?	✓					
9	Are items stacked on shelving properly?	✓					
10	Is the flooring slippery, uneven, sloped or have holes?		✓				
11	Is there any loose or ripped carpeting?		✓				
12	Are radiators clear of anything combustible?	✓					
13	Do any cables or wires run across the floor?		✓				
14	Are all electrical cables in good condition?	✓					

Sheet 1

15	Is there space within and around the workstation / workbench to work?	✓							
16	Are there any sources of distracting noise?		✓						
17	Are there any problems with static electricity?		✓						
18	Is there a Fire extinguisher in the working area?		✓						
19	Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓							
20	Do you know that information on fire extinguishers - location and uses is in intrastats?	✓							
21	Do you know what to do in the event of a fire?	✓							
22	Are you aware of the fire assembly point?	✓							
23	Do you know what and where the fire alarm is?	✓							
26	Is protective clothing and equipment provided where needed?	✓							
27	Is it effective?	✓							
28	Do you do any lifting, if no proceed to question 49.	✓							
29	Does the task involve holding a load away from your body?	✓							
30	Does the task involve reaching upwards?	✓		✓					No issues
31	Does the task involve strenuous pushing or pulling?		✓						
32	Does the task involve moving or carrying a load over a long distance?		✓						
33	Does the task involve excessive or continuous lifting?		✓						
34	Does the task involve stooping to lift or lower the load?	✓					✓		No issues
35	Does the task involve twisting the trunk?	✓					✓		No issues

56	If not, is a footrest provided?	N/A					
57	Is your chair adjusted to the proper height for your work station?	✓					
58	Is the desk high enough for you to sit comfortably?	✓					
59	Can you work comfortably at your workstation?	✓					
60	Is the screen free from glare and reflections?	✓					
61	If not, is a screen filter provided?	N/A					
62	Do you know you Viamed pays for your annual eye tests?	✓					
63	Do you have yours eyes tested annually?		✓				will be doing covid
64	Do you have a pre-existing medical condition or health problem?	✓		✓			No issues
65	Are you pregnant?		✓				
66	Do you think you work in a non-discriminatory Atmosphere?	✓					
67	Do you think you work in a calm Atmosphere?	✓					
68	Do you think you work in a non-confrontational Atmosphere?	✓					
69	Do you feel burnt out?		✓				
70	Can we do anything to be emotionally protective in the current environment?		✓				
71	Are Management Approachable to Staff Issues?	✓					
72	Is the Management Response to Staff Concerns / Issues ok?	✓					

Q19

Renewed ok
WR 9-9-22

Sheet 1

Risks / Hazards and 7.1.4 Environment Of Operations Personnel Questionnaire						
Name: ROBERT CONNOR		Area: WAREHOUSE / GOODS IN				
Date: 4/8/22		If there is a problem what is the Level of Risk?			Notes	
Personal and Personal Working Area		Yes	No	Low	Medium	High
1	Is the work area clean and tidy?	✓				
2	Is there sufficient lighting?	✓				
3	Is the temperature comfortable?	✓				
3	Is the humidity comfortable?	✓				
4	Is the heating comfortable?	✓				
5	Is there any problem with air flow?		✓			
6	Are there any problems with hygiene?		✓			
7	Is the area around the workstation / workbench clear of any obstructions?	✓				
8	Are walkways clear of obstructions?	✓				
9	Are items stacked on shelving properly?	✓				
10	Is the flooring slippery, uneven, sloped or have holes?		✓			
11	Is there any loose or ripped carpeting?		✓			
12	Are radiators clear of anything combustible?	✓				
13	Do any cables or wires run across the floor?		✓			
14	Are all electrical cables in good condition?	✓				

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15	Is there space within and around the workstation / workbench to work?	✓					
16	Are there any sources of distracting noise?		✓				
17	Are there any problems with static electricity?		✓				
18	Is there a Fire extinguisher in the working area?	✓					
19	Have you been trained in the use of Fire extinguishers and fire prevention techniques?		✓				
20	Do you know that information on fire extinguishers - location and uses is in intrastats?	✓					
21	Do you know what to do in the event of a fire?	✓					
22	Are you aware of the fire assembly point?	✓					
23	Do you know what and where the fire alarm is?	✓					
26	Is protective clothing and equipment provided where needed?	✓					
27	Is it effective?	✓					
28	Do you do any lifting, if no proceed to question 49.	✓					
29	Does the task involve holding a load away from your body?		✓				
30	Does the task involve reaching upwards?	✓					
31	Does the task involve strenuous pushing or pulling?		✓				
32	Does the task involve moving or carrying a load over a long distance?	✓					
33	Does the task involve excessive or continuous lifting?	✓					
34	Does the task involve stooping to lift or lower the load?	✓					
35	Does the task involve twisting the trunk?		✓				

36	Does the task involve repetitive or prolonged handling?	✓							
37	Does the task involve unusual strength or height?		✓						
38	Does the task involve sudden / unpredictable movements?		✓						
39	Are there others to assist with lifting?	✓							
40	Are packages heavy?	✓							
41	Are packages bulky?	✓							
42	Are packages difficult to hold?		✓						
43	Are packages unstable?		✓						
44	Do packages have contents that are sharp?		✓						
45	Do packages have contents that are awkward in size?		✓						
46	Do packages have contents that are potentially dangerous?	✓							
47	Do packages have contents that are likely to move?		✓						
48	Do packages have Hazardous substances present?	✓							
49	Have you been trained on good ergonomic practices?		✓						
50	Have you been given all available information on the use of display screen equipment?	✓							
51	Is there a system to report faults relating to equipment including display, computer etc?	✓							
52	Are you taking appropriate breaks from your computer screen?	✓							
53	Is your chair in good working condition and adjustable?	✓							
54	Do you sit correctly in the chair?	✓							
55	Can you place both feet flat on the floor?		✓						

Sheet1

56	If not, is a footrest provided?	✓							
57	Is your chair adjusted to the proper height for your work station?	✓							
58	Is the desk high enough for you to sit comfortably?	✓							
59	Can you work comfortably at your workstation?	✓							
60	Is the screen free from glare and reflections?	✓							
61	If not, is a screen filter provided?								
62	Do you know you Viamed pays for your annual eye tests?	✓							
63	Do you have yours eyes tested annually?		✓						
64	Do you have a pre-existing medical condition or health problem?	✓							
65	Are you pregnant?		✓						
66	Do you think you work in a non-discriminatory Atmosphere?	✓							
67	Do you think you work in a calm Atmosphere?	✓							
68	Do you think you work in a non-confrontational Atmosphere?	✓							
69	Do you feel burnt out?		✓						
70	Can we do anything to be emotionally protective in the current environment?		✓						
71	Are Management Approachable to Staff Issues?	✓							
72	Is the Management Response to Staff Concerns / Issues ok?	✓							

Q4 ✓
Q18 Not an issue ✓
Q19 ✓
Q53 ✓

Q63

267825

Sheet I

Risks / Hazards and 7.1.4 Environment Of Operations Personnel Questionnaire							
Name: Sophie Lines		Area: Office Admin					
Date: 02/08/2022		If there is a problem what is the Level of Risk?			Notes		
Personal and Personal Working Area		Yes	No	Low		Medium	High
1	Is the work area clean and tidy?	X					
2	Is there sufficient lighting?	X					
3	Is the temperature comfortable?	X					
3	Is the humidity comfortable?	X					
4	Is the heating comfortable?		X				?
5	Is there any problem with air flow?		X				
6	Are there any problems with hygiene?		X				
7	Is the area around the workstation / workbench clear of any obstructions?	X					
8	Are walkways clear of obstructions?	X					
9	Are items stacked on shelving properly?	X					
10	Is the flooring slippery, uneven, sloped or have holes?		X				
11	Is there any loose or ripped carpeting?		X				
12	Are radiators clear of anything combustible?	X					
13	Do any cables or wires run across the floor?		X				
14	Are all electrical cables in good condition?	X					

Sheet I

15	Is there space within and around the workstation / workbench to work?	X							
16	Are there any sources of distracting noise?		X						
17	Are there any problems with static electricity?		X						
18	Is there a Fire extinguisher in the working area?		X						
19	Have you been trained in the use of Fire extinguishers and fire prevention techniques?		X						
20	Do you know that information on fire extinguishers - location and uses is in intrastats?	X							
21	Do you know what to do in the event of a fire?	X							
22	Are you aware of the fire assembly point?	X							
23	Do you know what and where the fire alarm is?	X							
26	Is protective clothing and equipment provided where needed?	X							
27	Is it effective?	X							
28	Do you do any lifting, if no proceed to question 49.		X						
29	Does the task involve holding a load away from your body?								
30	Does the task involve reaching upwards?								
31	Does the task involve strenuous pushing or pulling?								
32	Does the task involve moving or carrying a load over a long distance?								
33	Does the task involve excessive or continuous lifting?								
34	Does the task involve stooping to lift or lower the load?								
35	Does the task involve twisting the trunk?								

Sheet I

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37	Does the task involve unusual strength or height?								
38	Does the task involve sudden / unpredictable movements?								
39	Are there others to assist with lifting?								
40	Are packages heavy?								
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42	Are packages difficult to hold?								
43	Are packages unstable?								
44	Do packages have contents that are sharp?								
45	Do packages have contents that are awkward in size?								
46	Do packages have contents that are potentially dangerous?								
47	Do packages have contents that are likely to move?								
48	Do packages have Hazardous substances present?								
49	Have you been trained on good ergonomic practices?	X							
50	Have you been given all available information on the use of display screen equipment?	X							
51	Is there a system to report faults relating to equipment including display, computer etc?	X							
52	Are you taking appropriate breaks from your computer screen?	X							
53	Is your chair in good working condition and adjustable?		X						
54	Do you sit correctly in the chair?	X							
55	Can you place both feet flat on the floor?	X							

