

<b><u>Risks / Hazards and 7.1.4 Environment Of Operations</u></b>							
<b><u>Personnel Questionnaire</u></b>							
<b>Name: Catrin Hollings</b>			<b>Area: Ghyll House, Marketing</b>				
<b>Date: 20/08/2024</b>				If there is a problem what is the Level of Risk?		Notes	
<b>Personal and Personal Working Area</b>			<b>Yes</b>	<b>No</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
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?		✓		✓		

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?	✓		✓			

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?	✓		✓		