

Personnel Questionnaire

Name: Jonathan

Connor

Date: 14/8/13

RISK?

LEVEL of RISK

[illegible]

Personnel Questionnaire

Risks / Hazards

Name: *Sarah Jane Connor*
Date: *14/8/13*

RISK?

LEVEL of RISK

Personal & Personal Working Area	Y/N	Yes	No	Low	Medium	High
Is the work area clean and tidy?						
Is there sufficient lighting?	Y		✓			
Is the temperature comfortable?	Y		✓			
Is there adequate heating & ventilation in the working area?	Y		✓			
Is the area around the workstation / workbench clear of any obstructions?	Y		✓			
Are walkways clear of obstructions?	Y		✓			
Are items stacked on shelving properly?	Y		✓			
Is the flooring: slippery, uneven, sloped or have holes?	2		✓			
Is there any loose or ripped carpeting?	2		✓			
Are radiators clear of anything combustible?	2		✓			
Do any cables or wires run across the floor?	2		✓			
Are all electrical cables in good condition?	Y		✓			
Is there space within and around the workstation / workbench to work?	Y		✓			
Are there any sources of distracting noise?	2		✓			
Are there any problems with static electricity?	2		✓			
Is there a Fire extinguisher in the working area?	Y		✓			
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	Y		✓			
Do you know what to do in the event of a fire?	Y		✓			
Are you aware of the fire assembly point?	Y		✓			
Do you know what & where the fire alarm is?	Y		✓			
Is protective clothing and equipment provided?	2		✓			
Is it effective?	2/A					
Do you have a pre-existing medical condition or health problem?	Y		✓			
Are you pregnant?	2					

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Name:

Date: 14/8/13

LEVEL of RISK

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