

RISK ASSESSMENT TEMPLATE

Health and Safety Questionnaire for Manual Employees

Provided by: Blackfriars Insurance Brokers Ltd

Organisation name:	Date of questionnaire: Next questionnaire due:
Employee name:	Location:

Instructions for Employers

Distribute this questionnaire to your manual employees to analyse top health and safety risks in the workplace and determine best mitigation practices. This questionnaire can be customised to suit your organisation's industry-specific risks, business operations and employee responsibilities. After your workers have filled out the questionnaire, be sure to keep a record of their answers and implement those findings into your workplace risk assessment. Further, follow up with employees who identified work-related injury or ill health concerns to ensure they feel supported, and encourage them to utilise the relevant resources provided within the questionnaire. And don't forget—at Blackfriars Insurance Brokers Ltd, we also have a wide range of additional workplace health and safety resources that we are happy to provide. **Make sure you delete this textbox before distributing the questionnaire to your employees.**

The Importance of Health and Safety in the Workplace

At , we are committed to keeping our employees healthy and safe at work. Indeed, we know that your job activities come with a range of risks—and while we trust all of our employees to uphold workplace health and safety expectations on-site, our organisation also has a responsibility to provide you with the resources and support to properly maintain these standards. Workplace health and safety doesn't fall on a single employee or department at —our entire organisation must work together to accomplish this goal.

Failure to follow workplace health and safety standards on-site comes with serious consequences. In fact, HSE statistics revealed that there were nearly 1.4 million work-related ill health cases reported in the past year. And 44 per cent of those cases were related to stress, anxiety and depression—a risk that can present itself in any workplace, regardless of size or industry. What's more, 35 per cent of work-related ill health cases were related to musculoskeletal disorders (MSDs). MSDs can come in the form of carpal tunnel syndrome, tendonitis, muscle strains, hand-arm vibration syndrome, and severe back or neck problems. Especially since manual handling is a top cause of MSDs—which is a common task for workers like you—our organisation prioritises workplace safety standards to ensure employees don't suffer long-term pain from temporary work tasks.

Lastly, poor health and safety practices at work can lead to on-site injuries. More than 550,000 non-fatal workplace injuries were reported last year, with 21 per cent of those injuries being linked to handling, lifting or carrying tasks. This data provides evidence that all it takes is a single safety slip-up to cause a workplace disaster. At , we want our employees to stay successful and injury-free at all times on-site—and we need you to play your part in making that happen.

With this information in mind, it's important for our employees to know that we take workplace health and safety seriously. Our organisation doesn't want workers like you to become another statistic—which is why we value your input in the following health and safety questionnaire. By filling out this questionnaire, you can help us ensure we are maintaining proper health and safety standards on-site and providing our employees with the necessary support and resources to be successful. We encourage you to answer each question related to workplace well-being, safety standards, injury and ill health, as well as take note of the accompanying resources provided for each topic. The information you provide in this survey today will help our organisation promote proper workplace health and safety at for years to come.

Workplace Health and Safety Questionnaire for Manual Employees

For each of the following workplace health and safety questions, answer 'yes' or 'no' by placing an 'X' in the appropriate box. After answering the question, refer to the 'relevant resources' column if you need further guidance on the topic. If you have additional questions or require specific accommodations, contact your supervisor.

Workplace Well-being

QUESTION	YES	NO	RELEVANT RESOURCES
Do you eat a balanced diet and stay properly hydrated?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Eating a balanced diet • Water, drinks and your health • Hydration guidance
Do you exercise regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Physical activity guidelines • Health benefits of exercise
Do you maintain a healthy weight?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Healthy weight guidance • 12 tips to lose weight • Keeping weight off
Are you suffering from high blood pressure or cholesterol?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • High blood pressure • High cholesterol
Are you taking steps to decrease your risk of heart disease?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Reducing the risks of developing heart disease
Do you suffer from headaches or migraines?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • How to ease headaches • Treating migraines
Are you maintaining proper oral health?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Taking proper care of your teeth and gums
Are you having trouble sleeping?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • How to get to sleep • 10 tips to beat insomnia
Do you suffer from allergies?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • How to manage allergies
Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Health risks of smoking • Quitting smoking • 10 tips to stop smoking
Are you taking steps to decrease your risk of cancer?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Understanding cancer
CUSTOMISE TO SUIT YOUR ORGANISATION			
CUSTOMISE TO SUIT YOUR ORGANISATION			*Press 'tab' to create a new row.

The content of this document is of general interest only and not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. It does not address all potential compliance issues with UK, EU or any other regulations. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. It should not be used, adopted or modified without competent legal advice or legal opinion. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. Design © 2019 Zywave, Inc. All rights reserved.

Workplace Safety

QUESTION	YES	NO	RELEVANT RESOURCES
Do you follow safe lifting techniques on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Safe lifting techniques
Do you follow safe material handling methods on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Manual handling guidance
Do you possess the right footwear for your job?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Getting footwear right
Do you possess all necessary personal protective equipment for your job (PPE)? Do you use it correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The importance of PPE Complete guide to PPE
Do you follow safe techniques when using lifting equipment on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Planning lifting operations
Do you take proper precautions to avoid slips and trips on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Preventing slips and trips
Do you take proper precautions to protect your hands on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Worried about your hands? Selecting gloves
Do you know how to reduce back-related injury when performing manual lifting tasks on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Back pain at work
CUSTOMISE TO SUIT YOUR ORGANISATION			
CUSTOMISE TO SUIT YOUR ORGANISATION			*Press 'tab' to create a new row.

Work-related Injury and Ill Health

QUESTION	YES	NO	RELEVANT RESOURCES
Are you suffering from work-related back pain?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Working with back pain
Are you suffering from symptoms of work-related upper limb disorders (disorders in the hand, wrist, arm, shoulder or neck)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Upper limb disorders
Are you suffering from symptoms of work-related lower limb disorders (disorders in the hips, legs, knees, ankles or feet)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lower limb disorders
Are you suffering from work-related stress, anxiety or depression?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Work-related stress Employees and mental health
Are you suffering from any additional work-related ill health or injury?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Additional work-related ill health or injury
CUSTOMISE TO SUIT YOUR ORGANISATION			
CUSTOMISE TO SUIT YOUR ORGANISATION			*Press 'tab' to create a new row.

For additional HSE guidance on work-related MSDs, click [here](#).

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