RISK ASSESSMENT WIZARD



CONSULTING AND CLIENT-FACING SERVICES

Safety Guide

Office Professional

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Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Client Solutions

Direct engagement with clients uncovers real needs, enabling solutions that improve outcomes.

Business Growth

Project work generates revenue and supports business growth while delivering measurable value.

Market Insight

Onsite and virtual consultations provide market insight that informs strategy and positioning.

Reputation Building

Positive client experiences strengthen reputation, leading to referrals and sector credibility.

KEY HAZARDS & CONTROL MEASURES

Travel to Client Sites

- ✔ Travel policy and risk assessment
- ✔ Journey planning procedures
- ✔ Vehicle maintenance checks
- ✔ Fatigue management guidance

Lone Working at Client Sites

- ✔ Lone worker check-in system
- ✔ Client site safety briefings
- ✔ Emergency contact procedures
- ✔ Personal safety training

Client Data Handling Off-Site

- ✔ Encrypted devices mandatory
- ✔ Data handling training
- ✔ VPN for remote access
- ✔ Secure document disposal

Business Travel Fatigue

- ✔ Travel limits policy
- ✔ Time zone adjustment guidance
- ✔ Rest day requirements
- ✔ Wellbeing support available

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390+

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100%

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