NATIONAL GENERAL CERTIFICATE (2009 specification)

NGC3 - THE HEALTH AND SAFETY PRACTICAL APPLICATION



Candidate's observation sheet

Sheet number: 1 of 4

Student name: __

Student number:

Place inspected:

Date of inspection:

Observations	Control measures	Timescale
Hazards and consequences	Immediate and longer-term actions	
 Old fire extinguisher in office area. (Fire regs.) 	Install new fire extinguisher/s in office. Assessment fire risk valuations.	Immediate Monitor monthly
no fire alarm system in office and ware house	Install proper alarm system in office to reduce the risk of damages	Immediate Monitor monthly
 Heaps of PPE on the ground obstructive entrance to fire extinguishers and moreover fire exit. (Fire regs.) 	Remove all PPE from the floor and keep fire exit clear	1 week
	Monitor the area to ensure fire exit remains free from obstructions at all times.	Monthly
 Remove rods of steel being used as doorstops in office area (Tripping hazards). 	Remove rods of steel from the office block Keep all entrances shut wherever	Immediate
	possible and must installed proper door stops.	Monitor weekly
Various tools and equipment of outdoor work put away nearby office zone and beneath counters. (PUWER).	Observe the situation to make sure no more rods of steel are carried hooked on the office block.	Immediate 1 week
No correct dispenser placement and no hand wash area near office.	Keep hand cleaners installed. Install correct hand wash dispenser	Immediate Review monthly
 Old printer and cartons of printer paper left on floor and right next to fixed electric heater, (Fire and manual handling regs). 	Change old printers on top of its desk and put printer paper into paper closet.	Immediate
	Old printers repaired or detached and properly disposed of.	1-2 weeks
		Immediate
 A number of mobile chargers under office chair with tangled cables. Also connected to the power supply with no batteries charging. (Electricity and fire regs.) 	Remove chargers from power supply as soon as not in usage and have cables free from twisting. Similarly not to be port under chairs. Appropriate placement of chargers to be put in storage	1 month

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AN Whitehead

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