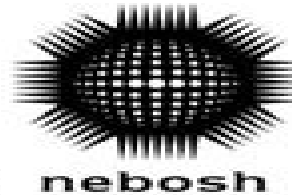


**NATIONAL GENERAL
CERTIFICATE
(2009 specification)**

**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	
1. Old fire extinguisher in office area. (Fire regs.)	Install new fire extinguisher/s in office. Assessment fire risk valuations.	Immediate Monitor monthly
2. no fire alarm system in office and ware house	Install proper alarm system in office to reduce the risk of damages	Immediate Monitor monthly
3. Heaps of PPE on the ground obstructive entrance to fire extinguishers and more-over fire exit. (Fire regs.)	Remove all PPE from the floor and keep fire exit clear. Monitor the area to ensure fire exit remains free from obstructions at all times.	1 week Monthly
4. 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 possible and must installed proper door stops.	Immediate Monitor weekly
5. 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
6. No correct dispenser placement and no hand wash area near office.	Keep hand cleaners installed. Install correct hand wash dispenser	Immediate Review monthly
7. 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. Old printers repaired or detached and properly disposed of.	Immediate 1-2 weeks
8. 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	Immediate 1 month

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