

# Assessment

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It is understood that those using this publication may be doing so to broaden their understanding of this important topic, management of health and safety risks, wherever in the world they may be working, and others will be studying in order to obtain a specific health and safety related qualification. The approach taken by those assessing such qualifications will vary.

This section provides information on how one such qualification is assessed, the NEBOSH International General Certificate in Occupational Health and Safety. The questions and related answers provided in this element may prove useful for those that want to assess their understanding for this qualification and for more general reasons.

The inspection observation sheets and accompanying report, provided in the section 'health and safety workplace inspection', will be of great use to those studying for the NEBOSH qualification and will prove particularly useful to those that wish to develop and use their own means of inspecting health and safety in their workplace.

**IMPORTANT:** *The example practical assessment given here is for illustrative purposes only and must not be reproduced in part, section or full. Following a full investigation by NEBOSH, where it has been proven that this example has been plagiarised by candidates, practical assessments will be voided and those candidates involved potentially barred from undertaking any further NEBOSH qualifications.*

## WRITTEN ASSESSMENTS - PAPERS IGC1 AND GC2

At every examination a number of candidates - including some good ones - perform less well than they might because of poor examination technique. It is essential that candidates practice answering both essay-type and short answer questions and learn to budget their time according to the number of marks allocated to questions (and parts of questions) as shown on the paper.

Each written paper is 2 hours duration and contains 2 sections:

Section 1 has one question carrying 20 marks. This question should be allocated 30 minutes in total. If time (for example, 5 minutes) is given to reading, planning and checking, the time available for writing is 25 minutes.

Candidates should produce approximately 1½ sides, depending on the command words and how many parts to the question.

Section 2 has 10 questions each carrying 8 marks. If time (for example, 10 minutes) is allowed for reading, planning and checking then there are 8 minutes to answer each question. Candidates should produce approximately ½ a page, depending on the question.

A common fault is that candidates may fail to pay attention to the command word (for example, **identify**, **give**, **outline**, **describe** and **explain**) in each question. The need to understand the meaning of the 'command word' and to read the question carefully is explained in the section 'Revision and Examination Guidance'.

## Answers to exam practice

Answer guidance is provided on pages 541-559.

## General confirmation of understanding

Those not taking examinations related to health and safety may find the questions and answers useful to check and confirm their understanding of some of the issues covered by this publication.

## HEALTH AND SAFETY WORKPLACE INSPECTION

### NEBOSH UNIT GC3

The aim of this unit is to assess a candidate's ability to complete successfully a health and safety inspection of their workplace and to provide a report to management with justified recommendations. The inspection observation sheet has been produced by NEBOSH as part of their practical assessment of the NEBOSH International General Certificate qualification, their origination and copyright is acknowledged. In order to understand how the observation sheets may be used and the type of report produced by candidates studying this qualification, completed observation sheets and a report are provided.

### Creating workplace templates

The NEBOSH approach is an excellent starting point for those wishing to develop and create their own approach to carry out inspections of their health and safety standards at work.

## PROCEDURE

The assessment must normally take place within 10 working days of (before or after) the date of the IGC and/or GC2 written papers (the 'date of the examination'). Please make sure you are clear about when you will carry out the assessment.

The time allowed by NEBOSH to complete the assessment is not restricted, but NEBOSH advise that candidates should aim to complete the inspection and report in two hours. This indicates an acceptable amount of time that could produce an acceptable result. The actual time taken will depend on the candidate, the type of workplace and the method used to produce the observations sheet and report, i.e. either hand-written or word processed format.

You are advised to spend no more than 45 minutes making an inspection of the workplace in order to leave enough time to finish your observation notes and prepare the management report. NEBOSH advise that you should aim to complete the management report in one hour. Once you have completed your practical assessment (observation sheets and management report) - you must sign (written signature should be used on paper submissions) a declaration that shows the submission is your own work. If this declaration is not submitted then your result may be declared void.

The whole assessment must be carried out under as near examination conditions as possible and you must not use anything previously prepared or gain assistance from other people while conducting the assessment.

The practical assessment must be completed using the NEBOSH observation sheet provided and take place in your own workplace. It must not contain extraneous material such as drawings and photographs.

The NEBOSH observation sheet provided for use during the inspection of the workplace, consists of three columns to be completed for; observations, control measures and timescales, *see figure A1-1*.

The observation sheets must be completed during the inspection and must be included with your covering management report for marking by the assessor. Both the observation sheet and management report may be submitted in the candidate's handwriting or word processed. Whilst poor spelling and grammar are not penalised, if the assessor cannot read or understand what the candidate has written good marks are less likely to be achieved.

When conducting the inspection of the workplace you are expected to recognise hazards which have the potential to cause harm. Good work practices as well

as bad work practices should be observed, though the emphasis for this assessment should be on uncontrolled hazards. Do not become distracted by discussing/interviewing personnel, the exercise is to identify the level of compliance in the physical work area.

You should cover as wide a range of hazards as possible, but at least five different types, for example, electrical, fire, incorrect storage, defective work equipment etc. It is important that the observed hazard and consequences for each is recorded; particular care should be taken not to use short general comments like 'poor housekeeping in the store' this does not convey what the hazard is. The sample provided uses the helpful approach which utilises the two categories of 'hazard' and 'consequence' under the observations column.

While only short notes on each hazard are required, it is important that the assessor is able to identify from your notes in the observation column:

- Where the hazard was located.
- The type and nature of the hazard **and** consequence.
- In what way, if any, the hazard was being controlled.

Welfare and environmental issues may also be observed and noted, for example:

- Availability and standard of washing and toilet facilities.
- Adequacy of heating, lighting and ventilation.
- Condition of floors and gangways.
- Cleanliness of structures.
- Emergency exit signs identified.

In the time advised for the inspection it should be possible to carry out 20-30 observations and record what was seen. In order to gain good marks it is necessary to identify hazards and corresponding consequences for at least 20 hazards that are not controlled (minimum of five hazard categories). For each observation the candidate is required to comment on any actions necessary to control the hazards in the 'Control measures' column. It is important to consider for each; the immediate (**I**), and long term (**L**) actions. The candidate should note actions to take immediate control of the hazard, for example, (**I**) remove an obstruction. (**L**) to prevent a reoccurrence, for example, increase level of supervision and increase storage facilities. Where hazards are currently controlled, longer term actions should be considered in order to

Observations	Control measures	Timescale
Hazards and consequences	Immediate and longer-term actions	

Figure A1-1: NEBOSH observation sheet extract. Source: NEBOSH.

maintain or improve control, for example, where lighting satisfactory, (I) commend good practice, (L) ensure regular maintenance and cleaning schedule in place and reassess light levels if the work activity changes.

Care should be taken to identify the action proposed sufficiently and avoid over simple statements like 'Monitor'; you should indicate what should be monitored and how. Actions proposed should be practical and cost effective, in that they should relate to the level of risk. Candidates should remember that if observations noted are unclear it will not be possible to gain full credit for the actions suggested as their suitability in relation to the hazard cannot be determined by the assessor.

The 'Timescales' column should be completed for each action to indicate an acceptable completion date, for example, immediately, 1 week, 1 month, 3 months etc.

**An example of completed observation sheets in this style are provided on pages 531-536.** Please study this document as it will help to indicate the approach the candidate should take and support the explanation already provided. When completing the management report it should follow the structure set out by NEBOSH:

- Introduction, including overview of area inspected and activities taking place.
- Executive summary.
- Main findings of the inspection.
- Conclusions.
- Recommendations - action plan.

Deviation from this structure will make the report less effective and will usually lead to reduced marks. NEBOSH allows the candidate to consult reference books when preparing the management report, but examples such as the practical content illustrated later in this section should not be reproduced (plagiarism prohibited) in any part as your own work. The report should be written persuasively, so that a manager would be encouraged and be able to take action. Copying the notes from the observation sheet will not be persuasive enough and not gain good marks. NEBOSH advise that the report should be approximately 700 to 1,000 words. There is no penalty based on word count, but marks are available for the quality of interpretation of findings and persuasiveness. The introduction should provide a concise outline of the area to be inspected, size, number workers, nature of the work, equipment and materials activities. The executive summary should be written after completion of the other parts of the report and explain positive and negative findings in a persuasive way with reference to legal, moral and financial implications (where relevant) of the conclusions, recommendations and actions. It can be difficult for the candidate to provide a concise executive summary, but they should keep in mind that it

should only be long enough to indicate the outcome of the inspection and the content of the report.

The main findings are an important part of a report of this type and attract nearly a third of the marks. Observations from the observation sheets should be selected for specific comments in the findings. This may be on the basis of the highest risk or on their prevalence. A large number of small risks may be a significant problem, if this is the case this should be made clear in the report. It would be common to find that 4 to 5 significant findings are necessary; care should be taken to ensure that the findings do not become just a copy of all the observations. The notes in the observation sheet should be further explained to ensure the manager understands the hazard, the significance of the risk and the likely outcomes, in terms of harm to people (moral), cost (financial) and any noncompliance with ILO standards. Where noncompliance of ILO standards exist the candidate should explain what the specific noncompliance is in relation to the observation. Stating the noncompliance alone will not be sufficient to gain marks. The actions proposed should be explained to demonstrate a clear understanding of the reason for the breach.

The conclusions and recommendations are also important and attract nearly one third of the available marks. The conclusions should be drawn from and reflect the findings of the report. Care should be taken not to introduce new items not discussed in the report. Conclusions should be clear, concise and convince management to take action. Do not generalise, state specifics from the main body of the report, it may be useful to number them. Recommendations, should follow on from conclusions, again take care not to include topics not discussed previously. Recommendations should be presented in a table format, with costings and timescales for each.

**Candidates are reminded that this example is in the public domain and should not be used in part or whole as their assessment submission, plagiarism is not tolerated by NEBOSH and may result in disqualification and other sanctions.**

The following report is indicative of the style which may be used, but is not and does not represent a minimum or higher standard for this qualification level.

**Information relating to the GC3 practical assessment was current at time of print - this book does not replace the need to always consult NEBOSH guidance, refer to the NEBOSH website [www.nebosh.org.uk](http://www.nebosh.org.uk) for the latest guidance relating to this qualification.**



# A.2

## Sample practical application (GC3)

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### NEBOSH INTERNATIONAL GENERAL CERTIFICATE GC3 - THE HEALTH AND SAFETY PRACTICAL APPLICATION

Candidate's observation sheet

Sheet number 1 of 6

Student name:	G. Novák	Student number:	*****
Place inspected:	Education Development Centre	Date of Inspection:	01/04/2014
Observations	Control measures	Timescale	
Hazards and consequences	Immediate and longer-term actions		
Hazard: Inadequate speed control on access roads to school and main buildings.  Consequence: Risk of traffic accidents and injuries to pedestrians.	Inform school workers and parents of speed limits on access roads. Fix temporary speed limit signs.  Re-paint speed signs on road.  Review the wear and damage to painted signs consider their appropriateness and any additional requirements.	Immediately  1 month  Yearly	
Hazard: Narrow sharp bend on access road to rear car park.  Consequence: Risk of collision of vehicles and pedestrians.	Email all school workers to increase awareness. Get the school managers to contact parents.  Change observation mirror to large one. Erect signs warning of sharp bends.  Monitor effects of measures. Look into feasibility of installing traffic light system or road modification.	Immediately  1 month  Every 6 months	
Hazard: Vision blocked by unauthorised car parking in several areas.  Consequence: Risk of injury to pedestrians.	Inform school parents by email not to park in undesignated areas.  Erect bollards where possible. Erect no parking signs.  Site maintenance team to monitor and issue warning letter to offenders. Investigate feasibility of drop off zone for parents with infants.	Immediately  2 months  On-going	
Hazard: Potholes in surface of footpath.  Consequence: Risk of trip and fall.	Barrier off around affected area. Erect warning sign.  Repair/resurface footpath.  Monitor the surface condition of all footpaths on site during site inspection.	Immediately  1-2 months  Yearly	

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## NEBOSH INTERNATIONAL GENERAL CERTIFICATE GC3 - THE HEALTH AND SAFETY PRACTICAL APPLICATION

### Candidate's observation sheet

Sheet number 2 of 6

Student name:	G. Novák	Student number:	*****
Place inspected:	Education Development Centre	Date of Inspection:	01/04/2014
Observations	Control measures	Timescale	
Hazards and consequences	Immediate and longer-term actions		
Hazard: Electrical communication mast access gates not securely locked due to missing padlock, also lack of electrical hazard warning signs.  Consequence: Risk of electric shock.	Lock gates, fit temporary electrical hazard sign.  Fit permanent electrical hazard signs. Monitor to ensure gates are padlocked, particularly after maintenance worker visits.  Investigate the appropriateness of the mast location with respect to young persons exposure to electromagnetic radiation.	Immediate	3 months / Continual
Hazard: Damaged concrete step leading to reception and school pathway.  Consequence: Risk of trip and fall	Apply yellow paint to worn parts of step. Identify damage to users.  Concrete repairs to steps.  Monitor all access steps for damage during site inspection.	Immediate	2-3 months  Yearly
Hazard: Receptionist lone working.  Consequence: Risk to personal safety from visitors.	Review security in reception area.  Install panic alarm. Instruct receptionist in use when installed. Review work patterns causing lone working. Train receptionist in dealing with abusive visitors.  Initiate test protocols for security.	Immediate	2 months  Every 6 months
Hazard: Electrical fuse board in small hall corridor not locked and maintained.  Consequence: Risk of electric shock/ fire.	Lock fuse board initiate test and inspection.  Ensure fuse board is closed and locked. Accessed by competent workers only.  Maintenance team to ensure five year inspection routine from last date of inspection and testing.	Immediate	On-going  5 years

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## NEBOSH INTERNATIONAL GENERAL CERTIFICATE GC3 - THE HEALTH AND SAFETY PRACTICAL APPLICATION

Candidate's observation sheet

Sheet number 3 of 6

Student name:	G. Novák	Student number:	*****
Place inspected:	Education Development Centre	Date of Inspection:	01/04/2014
Observations	Control measures	Timescale	
Hazards and consequences	Immediate and longer-term actions		
Hazard: Worn tape around access hatch in floor located in main corridor. Consequence: Risk of trip and fall.	Barrier off with warning sign. Replace carpet section. Administration manager to create a check list and organise a monthly inspect of all floor areas.	Immediate One week One month then on-going	
Hazard: Asbestos identified in stair nosing and floor tiles. Consequence: Low risk of asbestosis.	Ensure locations of asbestos are also recorded in asbestos risk register. Inspection of area for damage. Keep asbestos report for reference and provide details in asbestos risk register to contractors. Consider need for specific asbestos awareness training for workers.	Immediate Monthly On-going	
Hazard: General office display screen user provided with a chair without height adjustment capabilities. Consequence: Risk of upper limb injury/ eye strain.	Adjust equipment to suit worker. Check assessment records in compliance with display screen equipment use policy. Carry out regular reassessments of display screen equipment workstations and workers.	Immediate One month When worker changes or is relocated	
Hazard: Trailing cables of many portable appliances in general office i.e. fans, electric heaters and paper shredders. Consequence: Risk of trip and fall.	Tape down cables. Provide portable rubber covers for cables. Consider relocating sockets to avoid need to trail cables. Relocate sockets where possible. Continue to monitor where cables are situated and monitor for damage. Ensure training is carried out with workers.	Immediate 1 month 3–6 months Every 6 months	

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## NEBOSH INTERNATIONAL GENERAL CERTIFICATE GC3 - THE HEALTH AND SAFETY PRACTICAL APPLICATION

Candidate's observation sheet

Sheet number 4 of 6

Student name:	G. Novák	Student number:	*****
Place inspected:	Education Development Centre	Date of Inspection:	01/04/2014
Observations	Control measures	Timescale	
Hazards and consequences	Immediate and longer-term actions		
Hazard: Many document folders stored under desks in education workers office, next to electrical sockets and cables.  Consequence: Risk of fire and death.	Email workers to warn of the fire risk, look for temporary storage for document folders.  Erect suitable shelving to store files on. Ensure workers undertake fire awareness training.  Monitor on-going for correct storage and fire risks.  Consider electronic scanning and storage of documents and disposal of hard copies.	Immediate  1 month  Yearly	
Hazard: Inadequate ladder used by lone worker in store cupboard.  Consequence: Risk of falling.	Replace ladder with one more suitable.  'Use of ladders' refresher training to be carried out.  Continue to monitor work practices with ladders. Review storage at height requirements to reduce need.	Immediate  1 month  On-going	
Hazard: Heavy files stored under desks (with poor access) in education workers office.  Consequence: Risk of back injury.	Email staff to warn of the manual handling hazard, look for temporary storage for document folders.  Erect suitable shelving to store files on. Ensure workers undertake manual handling awareness training.  Monitor correct storage of folders and manual handling in the workplace area. Ensure workers have annual refresher training.	Immediate  1 month  On-going	
Levels of lighting very good in main corridor.  Risk of eye strain and trips prevented.	No action required.  Regular lighting unit maintenance by competent person.  Light level checks carried out and recorded by competent person.	N/A  On-going  2 years	



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## NEBOSH INTERNATIONAL GENERAL CERTIFICATE GC3 - THE HEALTH AND SAFETY PRACTICAL APPLICATION

Candidate's observation sheet

Sheet number 5 of 6

Student name:	G. Novák	Student number:	*****
Place inspected:	Education Development Centre	Date of Inspection:	01/04/2014
Observations	Control measures	Timescale	
Hazards and consequences	Immediate and longer-term actions		
Hazard: Several electrical items with out of date portable appliance testing (PAT) checks. Consequence: Risk of electric shock	Isolate all electrical items that have out of date PAT.  PAT to be carried out on items by competent person. Equipment users to carry out pre-use checks.  Schedule Regular PAT for all portable electrical equipment from date of purchase.	Immediate  1 week  On-going  Yearly	
Hazard: No warning sign on hot water boiler in kitchen. Consequence: Risk of hot water burns.	Put up temporary sign to warn staff of very hot water.  Ensure permanent warning sign is fixed to boiler.  Monitor that sign remains in place and is legible.	Immediate  1 week  On-going	
Hazard: Unstable and overhanging-boxes stored on shelves in kitchen. Consequence: Risk of injury if struck from falling boxes.	Remove overhanging boxes.  Re-organise boxes on shelves to ensure all boxes fit onto shelves correctly and are not overhanging.  Review storage needs in this work area. Consider alternative storage for bulk items.  Monitor to ensure storage in the work area kept to a minimum.	Immediate  2 weeks  On-going	
Risk of legionella controlled by regular inspection of water supplied from taps and temperature of boiler in kitchen.	No action required.  Ensure relevant maintenance staff undergo legionella training.  Ensure inspection and recording continues by competent person.	N/A  3 months  Yearly	

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## NEBOSH INTERNATIONAL GENERAL CERTIFICATE GC3 - THE HEALTH AND SAFETY PRACTICAL APPLICATION

### Candidate's observation sheet

Sheet number 6 of 6

Student name:	G. Novák	Student number:	*****
Place inspected:	Education Development Centre	Date of Inspection:	01/04/2014
Observations	Control measures	Timescale	
Hazards and consequences	Immediate and longer-term actions		
Hazard: Ice on walkways between buildings due to a lack of equipment for dealing with possible adverse weather conditions as winter approaches. Consequence: Risk of slips and falls.	Allocate responsibilities. Monitor weather forecasts as winter approaches. Provide grit/salt in suitable container.	1 month Next 3 months 2 months	
Hazard: Workers carrying several cups of coffee in corridor. Consequence: Risk of burns to hands and legs.	Remind staff of risk of scalding. Provide trays to carry cups. Ensure trays are used. Provide reminders at worker involvement meetings. Consider additional refreshment stations to reduce distance travel, and review feasibility of a worker rest room to avoid carrying along corridors.	Immediate 1 week Monthly	
Hazard: Eye wash bottle in corridor out of date. Consequence: Risk of delayed first-aid treatment and injury to the eyes.	Replace eye wash. Implement system of weekly checks of eye wash and other first aid equipment. Team meetings to discuss and prepare procedure for replacing first aid equipment when out of date for use.	1 day 1 week 1 month	
Hazard: Storage of materials on floor in general office area, uneven floor and poor lighting in corridor. Consequence: Risk of trip, falls and ankle sprains.	Move all excess materials to store or waste bin. Install more lights and review floor condition. Inspect light levels and materials storage regularly.	1 week 1 month 3 months	

### 1. Introduction

The inspection was carried out on the 1st of April 2014, at 10.30hrs. The inspection focused on the Education Development Centre building, Kladno, which is used as a day school, nursery and special needs unit. The property is owned by the local peoples committee for educational development.

The Centre is occupied by 370 workers whose roles revolve around educational attainment, improvement and inclusion. There is an access road from the main road to the rear car parks. Potential hazards include slips, trips and falls, musculoskeletal injury from handling of stored materials, and poor access and egress arrangements for pedestrians and vehicles.

### 2. Executive summary

Lighting levels inside and outside the buildings and welfare facilities were of a good standard, i.e. clean and sufficient for the number of workers.

Areas of main concern were vehicle movement through the school site. Risks of electric shock, due to uncontrolled access to the communications mast and portable electrical equipment with portable appliance testing (PAT) labels out of date. Consideration should be given to storage, in particular to reduce the need to store at height. Electronic scanning of documents to remove the documents currently stored under workstation desks would create extra space and improve the work environment. A rest room should be provided for workers with refreshment facilities to stop the need to carry hot drinks along corridors.

Most of the problems that were observed were related to a lack of maintenance and the need for improved management controls to ensure good health and safety practice.

### 3. Main Findings

#### 3.1 Observation 1 – Risk of road traffic accidents

The access road through the school site is heavily used. In addition, visitors to the site, parents and children use the road to enter and leave the school and the day nursery. Many of the road speed restriction signs were worn away, so users would not be aware of speed restrictions. This presented a significant risk of vehicles speeding and traffic accidents. Any accident claims would have a significant impact on the school's finances and reputation which breach the ILO Occupational Safety and Health Convention C155, (ILO-OSHC-C155), Article 16 (1), requirement to provide workplaces that are safe.

Temporary restriction signs should be made and located on the route into the school and where parked vehicles cause an obstruction. Temporary Safety signs could be made using school printing facilities. Cost 1,000 CZH. Signs and bollards should be erected to prevent the unauthorised parking. Cost 30,000 CZK.

#### 3.2 Observation 5 and 17 – Risk of electric shock

The communications mast access gates were not secured by a padlock and electrical hazard warning signs were not displayed. Unrestricted access to an electric shock risk is a breach of the ILO-OSHC-C155, Article 16 (1), which requires workplace machinery, equipment and processes to be safe and without risk to health. Temporary electrical hazard warning signs should be fitted until permanent signs can be obtained, estimated cost 6,000 CZK. The maintenance supervisor should padlock the gate and control access. The appropriateness of the close proximity of the mast location and the potential exposure to young persons of electromagnetic radiation should be reviewed to determine the acceptability of the risk.

Portable electrical equipment (PAT) stickers were out of date which breaches ILO-OSHC-C155, Article 16 (1) requirements that equipment should be safe, since electrical equipment that is not maintained can lead to the risk of fire or electric shock. Portable electrical equipment should display an up-to-date PAT sticker.

Immediate action is required to identify and isolate all items that are out of date, and mark 'out of use', until tested and PAT labelled. Cost, 75.00 CZK per item.

#### 3.3 Observation 13 and 15 – Risk of fire and manual handling injury

Workers stored document files under their desks next to trailing electrical cables, creating a potential fire risk. No fire risk assessment had been carried out and fire risk controls were inadequate, contravening the ILO Guidelines

on Occupational Safety and Health Management Systems (ILO-OSH) 2001, which require risk assessments and the application of control measures.

Poor access to files increased the risk of back injury to workers and long term absence from work. A breach of ILO-OSH-C155, Article 16 (1) and (2), requirement that manual handling risks should be avoided where reasonably practicable and where risk remain they are minimised by appropriate protection measures.

The files should be promptly removed into temporary storage. Suitable shelving should be erected at the cost of 12,000 CZK approximately for long term filing use. The Safety Advisor should provide fire awareness and manual handling refresher training to office workers.

## 4. Conclusions

There is a significant risk associated with people and vehicle movement, signage is inadequate particularly with respect to parking of vehicles. Temporary signage should be replaced by new road traffic signs and parking barriers should be installed.

Electrical equipment should be reviewed and a periodic inspection of portable electrical equipment condition should be carried out annually and recorded.

To prevent unauthorised entry to the communications tower area the maintenance supervisor should padlock the access gate to restrict access.

Files stored under desks should be moved to alternate storage, consider electronic scanning and disposal of documents to reduce the quantity stored,

Fire and manual handling refresher training to be carried out for office workers.

I suggest that my recommendations are implemented at the earliest opportunity according to the priority allocated to them in the recommendations section of this report.

## 5. Recommendations

Ref. No.	Recommendation	Likely resource implications Estimate Cost (EC)	Priority	Target date
3.1	Inform workers, parents, children and visitors of speed restrictions.	Admin time, cost of paper. By email or hand-out letters.	High	Immediate
3.1	Fix temporary speed limit, hazardous bends warning and no parking signs.	Download from internet, print and laminate. EC 1500.00 CZH.	High	Immediate
3.1	Repaint speed limit signs on the road.	Contractor. EC 15, 000.00 CZH.	Medium	One month
3.1	Erect bollards where possible. Erect permanent no parking signs.	Contractor EC 30,000.00 CZH.	Medium	1-2 months
3.2	Monitor to ensure gates are padlocked, particularly after maintenance worker visits.	Maintenance Supervisor to control access and security.	Medium	As entry is required
3.2	On-going inspection of mast security and that warning signs stay in good condition.	Amendment of current duties of contracted security staff.	Low	Six months
3.2	Fit temporary electrical hazard warning signs.	From internet, print and laminate using school facilities.	High	Immediate
3.3	Remove files to temporary storage.	Pack into storage boxes. Boxes are in stock.	High	Immediate
3.3	Erect suitable shelving for file storage.	Estimated to be 12,000.00 CZK	Medium	One month

3.3	Ensure workers undertake fire and manual handling refresher training.	Provided by health and safety advisor at the time of monthly meeting.	Medium	One month
3.4	Isolate equipment without PAT sticker.	Worker time, 2 hours.	High	Immediate
3.4	PAT the out of date equipment.	Contractor EC 75.00 CZK per item.	Medium	Two weeks
3.4	Establish Annual PAT for portable appliances.	Maintenance Supervisor/ Contractor. EC 75.00 CZK per item.	Low	Annually