



**Part 1 – description of the work tasks that are your responsibility (continued on the next page)**

Marks allocated

Delegate name..... End of course date.....

Company..... Site name.....

Training provider.....

**A description/labelled sketch of the location(s)**

Using a sketch is the easiest way to accurately describe your workplace. A picture paints a thousand words. You don't need to be an artist but if it cannot be deciphered there will be no points in it. If the area that you are responsible for is only one part of a larger area you don't need to include the whole of the larger area. You could define the edge of your area with a dotted line for example. Remember that the person marking your assessment may not have seen your workplace so do not presume that they will know anything about it. For example, they wouldn't necessarily know **what you do in your workplace** nor would they know whether you work **inside or outside**. You might think that it is obvious but assumption is the mother of all failed projects. To understand your workplace the assessor might also need to know **how big** it is and how you **get in and out** of it. Is there a separate means of escape for emergency? The better project might also include information referred to in other parts of this project. You wouldn't get extra points in this part but it may add sufficient clarity to other parts to make a difference.

**A description of the people who work in or visit the area on a regular basis or from time to time and how often they're there**

The greatest problem here is people not reading the question properly. Consider the word 'description' to be key. Providing a simple list will not suffice.  
 You will need to describe what the people you work with do in the space. This needs to be extended to include **other people** who might work in the space such as **contractors**.  
 You will also need to think about people who might enter the workplace for reasons other than work such as **visitors**, the **public** or even **people who enter illegally**.  
 If you think that some of these cannot pertain to your workplace do not exclude them. You need to show that you have considered all the people who could enter your workplace and it is difficult to argue that your workplace could not be broken into if you do nothing about them.  
 To answer the question fully you will need to tell the assessor how **frequently** people are there. If they do not work there full time then **how often** and for how long are they there?  
 Check out page 23 in your delegate workbook

Please sign to confirm that this is your own work: \_\_\_\_\_