

Level 2

# A Question of Health & Safety (Level 2)

Ideal for use on HABC, CIEH, REHIS and RSPH Level 2 Health & Safety courses.



IMPROVING HEALTH & SAFETY



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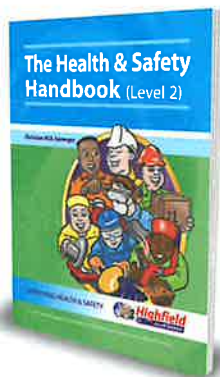
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# A Question of Health & Safety (Level 2)

Designed for use with  
**The Health and Safety  
Handbook** (Level 2)  
from [Highfield.co.uk](http://Highfield.co.uk)



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First Published: 2005  
5th Edition 2011  
ISBN: 978-1-907751-52-3

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Ideal for use on HABC\*, CIEH, REHIS and RSPH Level 2 Health & Safety courses.

This book is designed to test your knowledge of Level 2 health and safety.

*The Health and Safety at Work Act 1974 states that all employees must receive information, instruction and training to ensure health and safety whilst at work.*

**A Question of Health and Safety** can be used as an integral part of the in-house training programme or to assist with refresher training. It is an excellent exercise book to use for revision purposes prior to taking accredited HABC, CIEH, REHIS and RSPH examinations.

**B** Look for this icon at the beginning of each new section of **A Question of Health and Safety**. It refers to the relevant pages of **The Health and Safety Handbook** (Level 2) that should be read before attempting the questions.

**Q** Look for the 'Q' icon and based on the information that you have learned, answer that question. If you find answering the question difficult then reading **The Health and Safety Handbook** (Level 2) again will help you to understand more clearly.

When the book has been successfully completed it should be signed and dated by the appropriate manager as it may be used to demonstrate that an employee has received appropriate training in health and safety.



→ Employee:

→ Manager/supervisor/trainer:

→ Date:



## Introduction



**B Please read**

Pages: 1 - 5

**Q 1** Give 3 examples of costs of poor health and safety and 3 examples of benefits of good health and safety.

## COSTS

- 3.

## BENEFITS

- 3.

**Q 3** Below each factor, give 3 examples of how accidents can be caused in your workplace:

## ENVIRONMENTAL

- ### 3.

## HUMAN

- ### 3.

## OCCUPATIONAL

- 3

**Q 2** Look carefully at this shopping centre. Can you spot at least 10 hazards that may cause accidents? Please put a circle around the hazards.



# A Question of Health & Safety (Level 2)



# Accidents, ill health, slips and trips



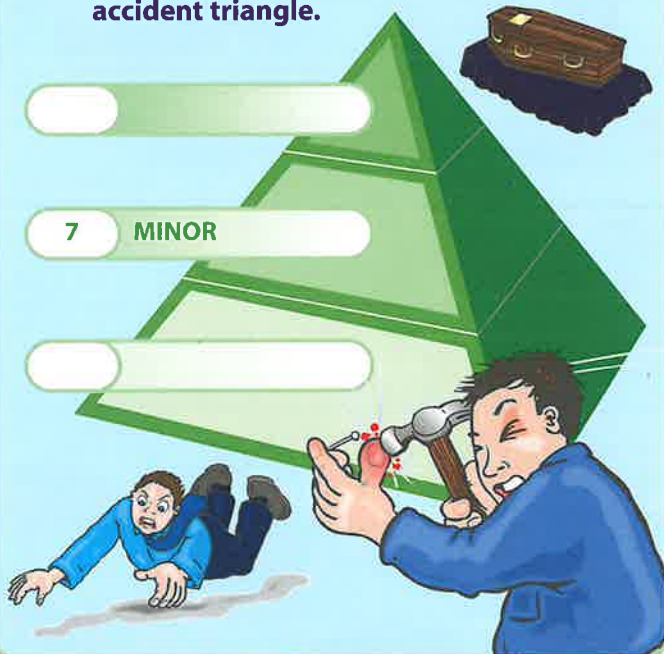
**B** Please read

Pages: 5 - 7

**Q 4** Complete the following sentence:

An **A**    **I**     is an  
**U**   **L**      event  
 that has **L**     or could  
 have **C**       
**I**     to persons,  
**D**     to  
**B**         
 or other **L**    .

**Q 5** Fill in the missing sections on the accident triangle.



**Q 6** It is a legal requirement for an employer to keep an:

**A**    **I**       
**B**    **K**

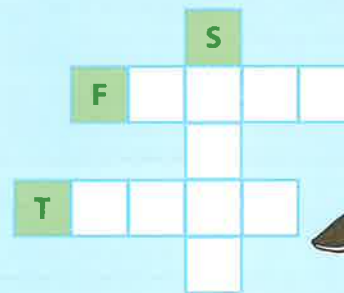
**Q 7** What do the following initials stand for?

**R**   
**I**   
**D**   
**D**   
**O**   
**R**



RIDDOR

**Q 8** Complete the crossword to reveal the main cause of accidents in the workplace.



**Q 9** Listed below are 7 consequences of slips and trips. Can you complete the 3 missing ones?

1. Minor injuries (cuts, bruises and sprains)
2.
3. Injuries to the back
4.
5. Major injuries (head injuries or concussions)
6. Legal proceedings
7.





# Health and safety law



**B Please read**

Pages: 8 - 11

**Q 10**

In the boxes on the left are a number of key health and safety topics. On the right is further information regarding these. Using arrows, link the two.

**Criminal Law**

must take reasonable care of themselves and others and cooperate with their employer.

**Civil Law**

enforcing the law in shops, offices and warehouses.

**HSW Act 1974**

places duties on employers, employees, designers and manufacturers, the self-employed and the occupiers of buildings.

**EHPs are responsible for**

allows the state to punish a business/person for breaking the law.

**Employers**

is an action from one person against another for negligence. The purpose of this is to claim compensation.

**Employees**

must ensure, as far as is reasonably practicable, the health and safety and welfare of all employees.

**Q 12**

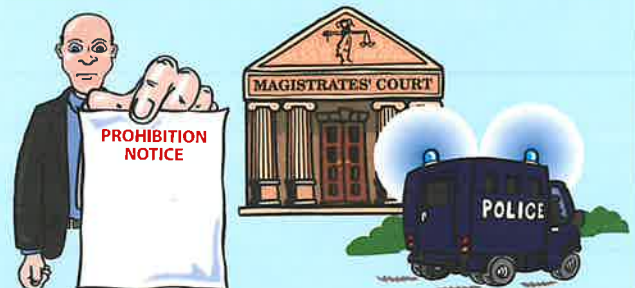
Tick 3 of the following statements that you believe to be correct. If a contravention of legislation is discovered during an inspection, the enforcement officer has the power to:

Serve an improvement notice ☐

Serve a prohibition notice ☐

Place the director of the business in prison immediately ☐

Commence criminal proceedings ☐



**Q 13**

What do the initials EHP stand for?

E

H

P

**Q 11**

Is the following statement **TRUE** or **FALSE**?

An individual may be taken to court and punished if it is found that they did not take reasonable care of others.

**TRUE** ☐

**FALSE** ☐

Tick (✓) your answer



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# Risk assessment



**B Please read**

Pages: 12 - 17

**Q 14**

Hidden in the wordsearch are **5** hazards that you could expect to find in most workplaces. Can you find them?  
You can move in horizontal and vertical directions.

Fire

Fumes

Dust

Stress

Noise



F	I	R	E	Z	V
U	K	P	D	N	X
M	Y	J	M	O	D
E	T	D	C	I	U
S	T	R	E	S	S
W	T	R	Y	E	T

**Q 15**

What is a control measure?

- ☐ A procedure to determine temperature
- ☐ A method to remove or reduce risks
- ☐ A record of performance
- ☐ Keeping the costs down

Tick (✓) one answer ONLY.

**Q 16**

Using the following 'Step boxes', state the **5** principles of risk assessment.



**Q 17**

Are the following statements **TRUE** or **FALSE**?

A hazard has the potential to cause harm.

TRUE ☐

Tick (✓) your answer

FALSE ☐

The hierarchy of control can be used to determine which controls should be used.

TRUE ☐

Tick (✓) your answer

FALSE ☐

Risk assessments do not need to be carried out for pregnant women.

TRUE ☐

Tick (✓) your answer

FALSE ☐

A risk always results in harm.

TRUE ☐

Tick (✓) your answer

FALSE ☐

PPE is always the first control that you should use.

TRUE ☐

Tick (✓) your answer

FALSE ☐

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# Hazardous substances



**B Please read**

Pages: 18 -19

**Q 18**

Other than absorption, there are 3 main ways in which hazardous substances can enter the body. What are they?

1 I N H L T

2 I G N

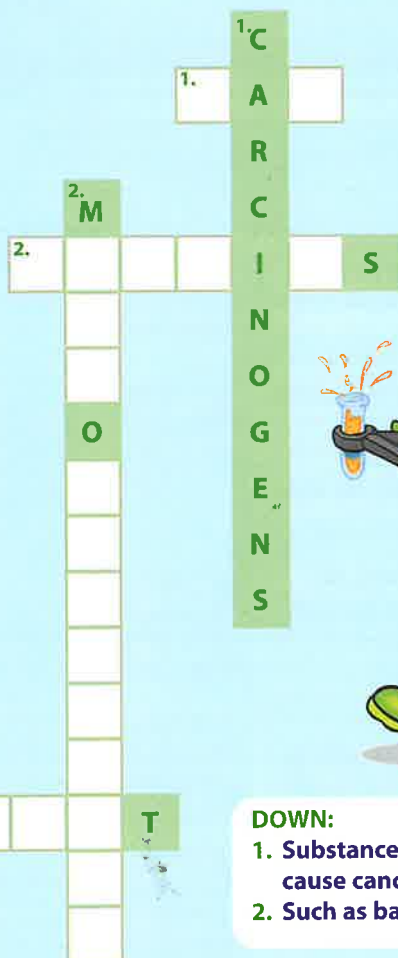
3 I J T

**Q 19**

Use the following clues to complete the crossword.

**ACROSS:**

1. Chlorine is an example of one. (3)
2. Usually poured (includes cleaning materials). (7)
3. Fine particles created by a sanding operation. (4)



**DOWN:**

1. Substances that cause cancer. (11)
2. Such as bacteria. (14)



**Q 20**

Rank 1, 2, 3 in order of preference the following methods for controlling hazardous substances.

No.

Enclose the process.

No.

Replace the substance with a safer alternative.

No.

Use PPE.

**Q 21**

Who is responsible for ensuring that a suitable assessment of risk to the health of employees is carried out?

- ☐ The enforcing officer
- ☐ The employer
- ☐ The employee
- ☐ The trainer

Tick (✓) one answer ONLY.

**Q 22**

Label the following warning signs.



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## Personal protective equipment



**B** Please read

Pages: 19 - 20

**Q 23**

PPE is designed to protect wearers from one or more:

R



**Q 25**

Tick (✓) one answer ONLY.

Employers must ensure:

- ☐ Suitable PPE is provided.
- ☐ PPE is only considered after a risk assessment.
- ☐ Employees are instructed on how to use PPE.
- ☐ All of the above.



**Q 24**

Hidden in the wordsearch are 5 examples of personal protective equipment. Can you find them?  
You can move in horizontal and vertical directions.



Cap

Jacket

Helmet

Gloves

Boots

Q	C	V	F	H	X
J	A	C	K	E	T
R	P	T	Z	L	I
N	D	B	J	M	O
G	L	O	V	E	S
B	B	O	O	T	S

## Workplace health, safety, welfare and transport



**B** Please read

Pages: 21 - 24

**Q 26**

The colour and design of a sign identify its meaning. Fill in the gaps provided to show the colour or meaning of the following signs.



Sign type:  
**PROHIBITION**

Sign colour:



Sign type:  
**SAFE**

Sign colour:



Sign type:

Sign colour:  
**BLUE**



Sign type:  
**WARNING**

Sign colour:



# Workplace health, safety, welfare and transport



**B** Please read  
Pages: 21 - 24

**Q 27**

Hidden in the wordsearch are 5 examples of areas which should be considered when determining the design and layout of a work environment.

Can you find them?  
You can move in horizontal and vertical directions.

S	L	I	G	H	T
Q	R	F	Y	I	S
A	X	L	V	O	I
D	O	O	R	S	G
A	T	O	Y	Q	N
J	H	R	V	Z	S
D	E	S	I	G	N

Signs

Doors

Design

Floors

Light

**Q 28**

Tick (✓) one answer ONLY.

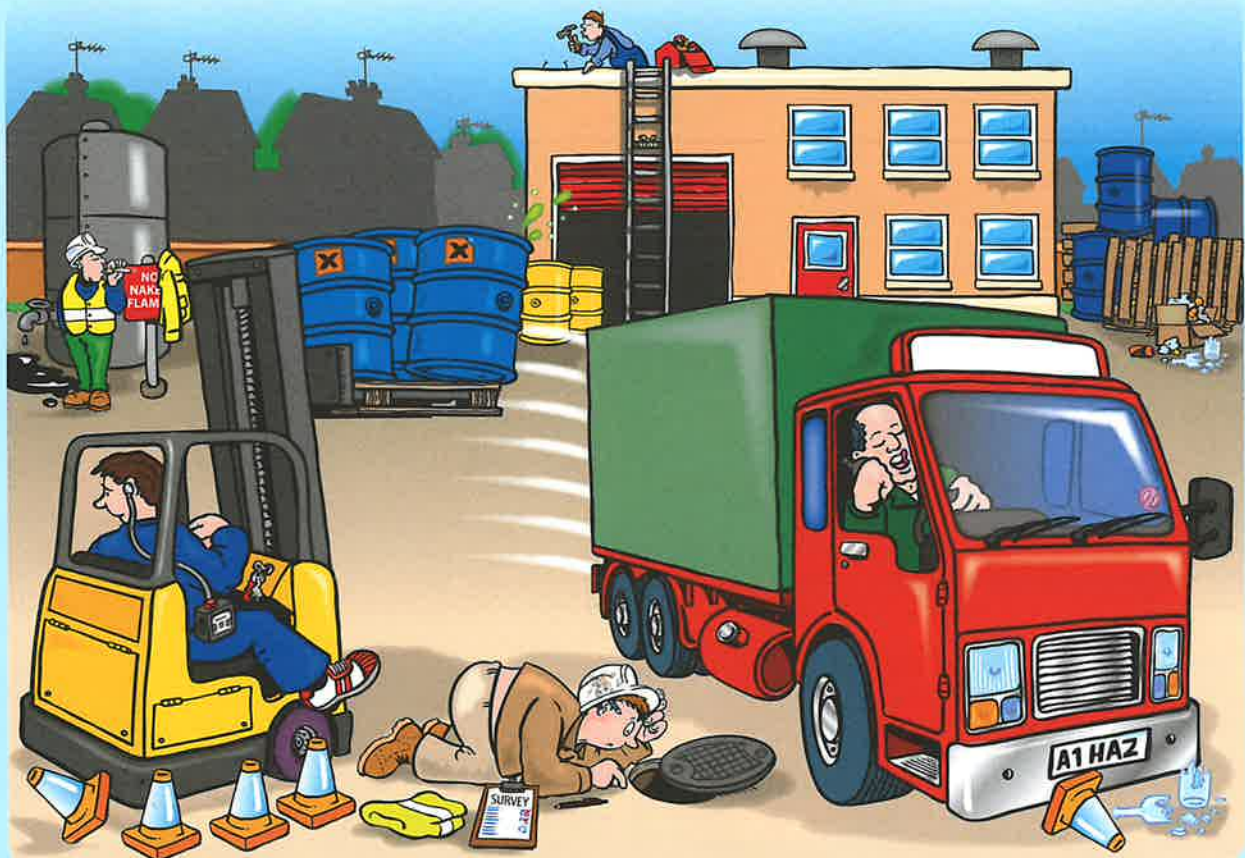
The lighting levels in the workplace should be:

- ☐ What the light fittings manage to generate
- ☐ Suitable and sufficient to maintain safety
- ☐ As bright as a clear, sunny day



**Q 29**

Look carefully at this workplace. Can you spot at least 10 hazards that may cause accidents? Please put a circle around the hazards.



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# Fire prevention



**B Please read**

Pages: 25 - 26

**Q 30**

Label the 3 sides of the Fire Triangle shown below.



**Q 31**

Whilst the workplace is in use, doors on escape routes should:

- ☐ be labelled with a yellow fire exit sign
- ☐ be easily openable from the inside
- ☐ never be blocked
- ☐ not be locked

Tick (✓) 3 answers.



**Q 32**

Extinguishers should be used by:

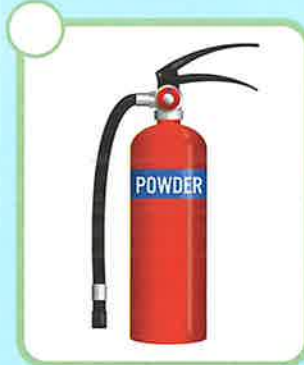
- ☐ all staff
- ☐ trained staff
- ☐ managers only
- ☐ firemen only

Tick (✓) your answer.



**Q 33**

Label each fire extinguisher with the correct number from the types of fire listed, to show which they should be used for.



**TYPES OF FIRE**

- |  |   |
|--|---|
| <b>1</b> Electrical/flammable liquids                            | <b>4</b> Cooking oil and fat fires          |
| <b>2</b> General fires and plastics/electrical/flammable liquids | <b>5</b> Wood, paper and fabrics            |
| <b>3</b> General fires and flammable liquids                     | <b>6</b> Oils/fats in small containers/pans |

**fire extinguishers**

# A Question of

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# First aid



**B Please read**

Pages: 27 - 28

**Q 34** What should be included in a first aid box?

Tick (✓) your answers.



**Q 35** What is first aid?

**Q 36** Are the following statements **TRUE** or **FALSE**?

A first aider must have completed a course in first aid and have been awarded an approved first aid certificate.

**TRUE** ☐

Tick (✓) your answer

**FALSE** ☐

An appointed person must have completed a course in first aid and have been awarded a first aid certificate approved by the HSE.

**TRUE** ☐

Tick (✓) your answer

**FALSE** ☐

An employer should provide materials and facilities to ensure that first aid is available at all times.

**TRUE** ☐

Tick (✓) your answer

**FALSE** ☐

**Q 37** When deciding on first aid facilities, what should an employer consider?

☐ Hazards and risks in the workplace

☐ How many first aiders are in the company

☐ History of accidents

☐ The size of the first aid room



Tick (✓) 2 answers.

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## Work equipment



**B Please read**

Pages: 28 - 30



- Q 38** Give 4 ways in which work equipment can cause injury.

1.
2.
3.
4.

- Q 39** Fill in the blanks in the following definition of 'work equipment'.

Equipment is defined as 'any

**M**         **R** **Y**,  
 appliance,   par       **s**,  
**T**     or installation for use  
 at **W**    .



e.g. toolbox,  
tools and  
ladders

- Q 40** Name 4 pieces of work equipment you use in your job:

1. e.g. photocopier

2.

3.

4.



e.g. hoists  
and slings

- Q 41** Are the following statements **TRUE** or **FALSE**?

You should never remove guarding without consulting your supervisor.

**TRUE** ☐

Tick (✓)  
your  
answer

**FALSE** ☐

Employees should train themselves on how to operate machinery in their own time.

**TRUE** ☐

Tick (✓)  
your  
answer

**FALSE** ☐

Employees should provide their own PPE.

**TRUE** ☐

Tick (✓)  
your  
answer

**FALSE** ☐

Employees have an obligation to wear PPE when provided.

**TRUE** ☐

Tick (✓)  
your  
answer

**FALSE** ☐

Equipment should be maintained in efficient order and in a good state of repair

**TRUE** ☐

Tick (✓)  
your  
answer

**FALSE** ☐



## A Question of

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Q 42

Give 5 common sense precautions that should be taken to prevent electric shocks.

**EXAMPLE:** Use double-insulated equipment and step-down transformers.

1.

2.

3.

4.

5.



Q 43

Complete the 3 requirements for maintenance of electrical equipment.

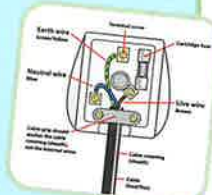
1 Any maintenance, servicing or repair should be carried out by a

C [ ] [ ] [ ] [ ] [ ] N T

P [ ] [ ] [ ] [ ] [ ]

2 Building installations (wiring, sockets etc.) should be checked every [ ] years.

3 V [ ] [ ] [ ] [ ] [ ] checks by users should be made regularly.



Q 44

What are the 2 categories of HAZARD that can arise from the use of electricity?

Tick (✓) your answer.

- ☐ The risk of fire and explosion where electrical discharge could be a source of ignition
- ☐ Having to replace light bulbs
- ☐ The risk of death and serious injury arising from contact with live parts
- ☐ Costly electricity bills



# Occupational health



**B Please read**

Pages: 32 - 34

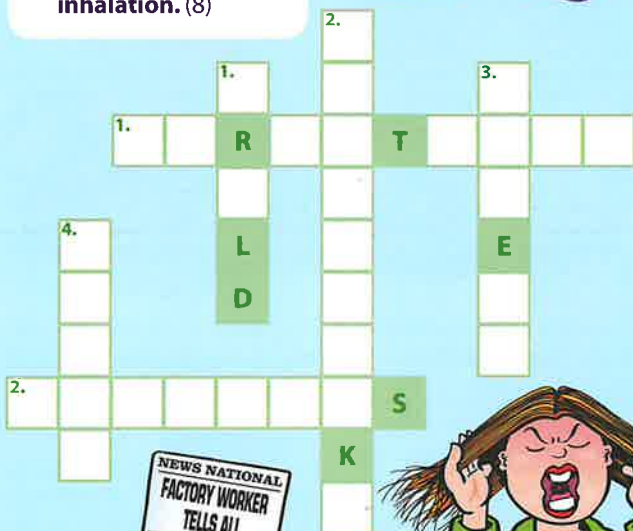
**Q 45** What is Occupational Health?



**Q 46** Use the following clues to complete the crossword. All the answers are examples or causes of occupational illness and disease.

## ACROSS:

- Scaling, cracking and crusting of the skin. (10)
- These fibres can cause illness through their inhalation. (8)



## DOWN:

- Abbreviation for work-related upper limb disorders. (5)
- Encountered in high-temperature environments. (10)
- Can be work related. Often linked to depression and anxiety. (6)
- If loud can induce illness. (5)



**Q 47** What are the 4 main types of occupational health hazards?

P				I			L
C							L
B			L			C	A
W				-		L	E



**Q 48** List 2 main types of work related-violence which can occur in the workplace.

1. \_\_\_\_\_

2. \_\_\_\_\_



**Q 49** Is the following statement **TRUE** or **FALSE**?

Persistent verbal abuse through harassment or bullying can cause damage to health through anxiety and stress.

**TRUE** ☐

**FALSE** ☐

Tick (✓) your answer

**Q 50** What do the initials WRULD stand for?

W				-			L		E
		P				L			
		S				D			

# A Question of

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# Noise and vibration



**B Please read**

Pages: 34 - 35

**Q 51** What type of damage to hearing can result from long-term exposure to noise?

- ☐ Temporary
- ☐ Permanent
- ☐ No effect at all

Tick (✓) your answer.



**Q 52** Which noises can cause short-term hearing loss?

- ☐ Gunfire
- ☐ A crying baby
- ☐ Explosions

Tick (✓) your answer.



**Q 53** What are the 2 types of vibration that need to be considered?

1.

2.



**Q 55** Number the noise controls below in order of priority (1 - 4), 1 being the highest priority.

**CONTROL**

**PRIORITY**

Use PPE

Write your number here

Enclose the machine with a sound-absorbing material

Write your number here

Discontinue use of particular machine

Write your number here

Reduce the time allowed for employees to be within the same area as the machine

Write your number here



**Q 56** Is the following statement **TRUE** or **FALSE**?

Vibration white finger and carpal tunnel syndrome are not classed as vibration injuries.

**TRUE**

Tick (✓) your answer

**FALSE**

**Q 54** Which piece of PPE can protect you from noise? Tick (✓) your answer.



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# Ergonomics and workstation design



**B** Please read

Pages: 36 - 38

**Q 57**

In a workstation risk assessment what part of the body must be level with the top part of a monitor/screen?

E



**Q 58**

Musculoskeletal disorders mainly affect 3 parts of the body. What are they? Complete the matrix to find out.



B

K



**Q 60**

What 4 items should be considered when carrying out a risk assessment on a workstation?

1.

2.

3.

4.



**Q 61**

What may be caused by long periods of screen use?



**Q 59**

Look carefully at this workstation. Can you spot at least 5 guidance rules that are being broken? Please put a circle around the ones you can identify.



workstation faults

## A Question of

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# Manual handling and working at height



**B Please read**  
Pages: 38 - 40  
+ outside back cover

**Q 62** Fill in the blanks in the following definition of 'manual handling'.

Manual handling is the

**M** \_\_\_\_\_ **T** or

support of any \_\_\_\_\_ **D** by

physical effort including

**L** \_\_\_\_\_ ;

**M** \_\_\_\_\_ ;

**C** \_\_\_\_\_ ;

putting **D** \_\_\_\_\_ ; pushing and

**P** \_\_\_\_\_ .



**Q 63** Complete the following to reveal the **LITE** stairway to safety.

**L** \_\_\_\_\_ **D**

**I** \_\_\_\_\_ **I** \_\_\_\_\_ **L**

**T** \_\_\_\_\_

**E** \_\_\_\_\_ **V** \_\_\_\_\_ **E** \_\_\_\_\_

**Q 64** Is the following statement **TRUE** or **FALSE**?

Falls from a height are the most common cause of fatal injury in the workplace.

**TRUE** ☐ **FALSE** ☐ Tick (✓) your answer

**Q 65** Identify the 6 steps to safe lifting.

1 **S** \_\_\_\_\_ and think.

2 Position the **F** \_\_\_\_\_ .

3 **B** \_\_\_\_\_ the knees.

4 Get a **F** \_\_\_\_\_ grip, keep the **B** \_\_\_\_\_ straight.

5 Raise with the **L** \_\_\_\_\_ .

6 Keep the **L** \_\_\_\_\_ close to the **B** \_\_\_\_\_ .



**Q 66** Give 3 examples of tasks carried out at heights.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Q 67** Is the following statement **TRUE** or **FALSE**?

Today in the workplace, manual handling is by far the greatest reason for time off work.

**TRUE** ☐ **FALSE** ☐ Tick (✓) your answer



**CONGRATULATIONS!** You have completed 'A Question of Health & Safety'.  
Make sure your manager/supervisor/trainer signs the first page.  
**REMEMBER** to put what you have learned into practice.



**A Question of**  
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QUESTION

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