

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

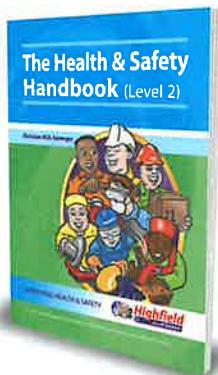


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Designed for use with
The Health and Safety Handbook (Level 2)
from Highfield.co.uk



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A Question of Health & Safety (Level 2)

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.

 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

1.
2.
3.

BENEFITS

1.
2.
3.

ENVIRONMENTAL

1.
2.
3.

HUMAN

1.
2.
3.

OCCUPATIONAL

- 1.
- 2.
- 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:

is an	A		I				
event	U		L				
or could	that has	L					
to persons,	have	C					
to	I						
	D						
	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:

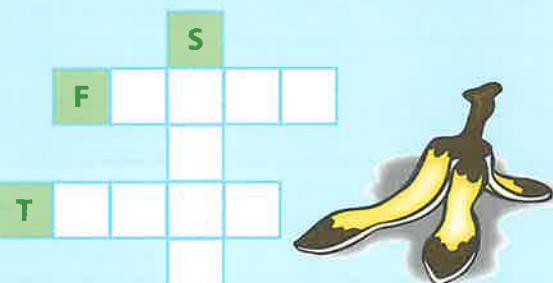
A				I			
B				K			

Q 7 What do the following initials stand for?

R
I
D
D
O
R



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.



A Question of

Health & Safety (Level 2)

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 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

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



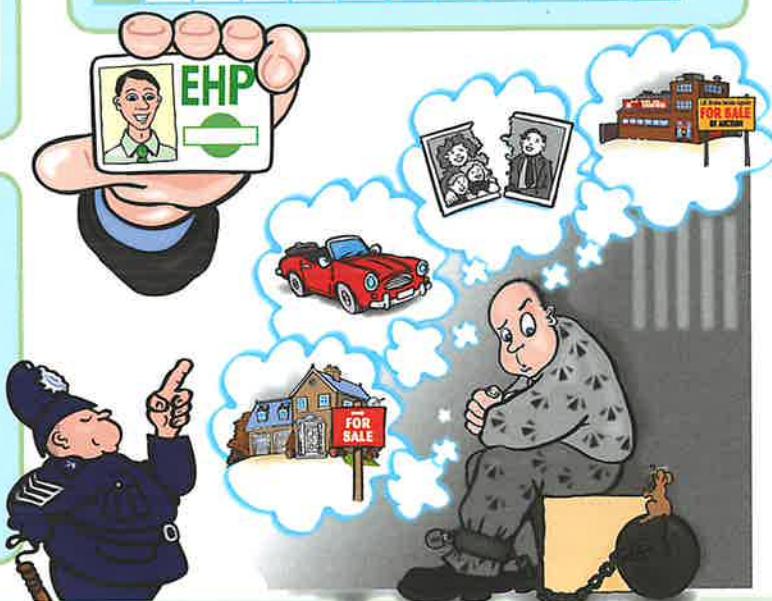
Q 13

What do the initials EHP stand for?

E

H

P



A Question of
Health & Safety (Level 2)

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.



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

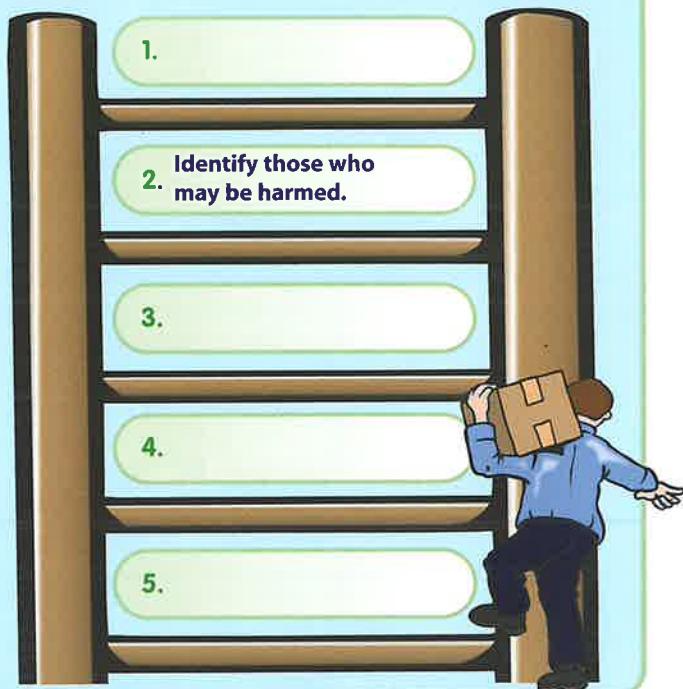
Q 15 What is a control measure?

- 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

A Question of

Health & Safety (Level 2)

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 20

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

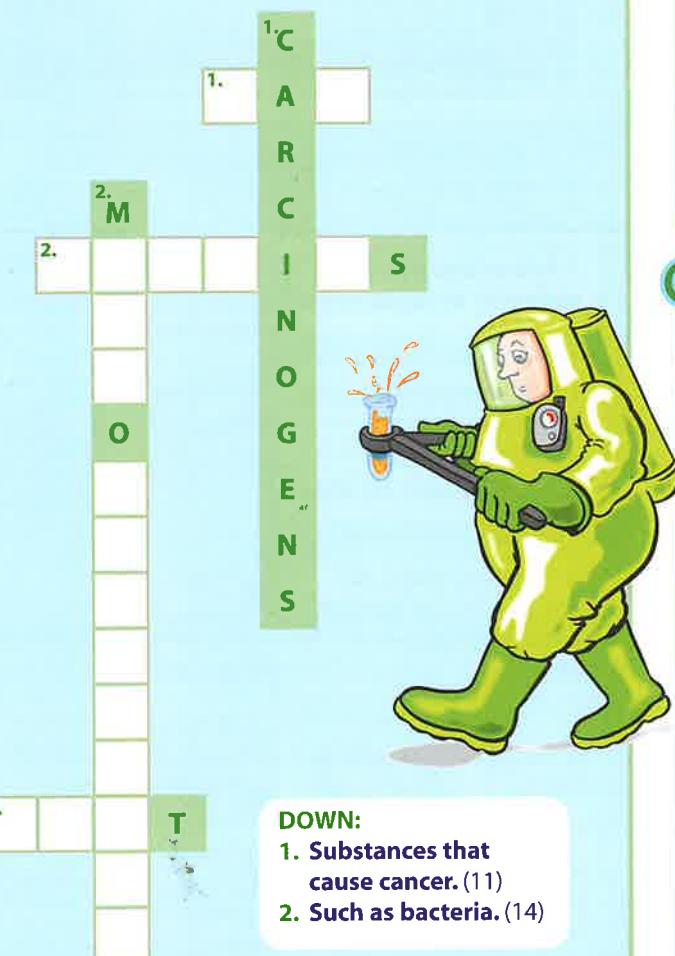
- No. 1 Enclose the process.
- No. 2 Replace the substance with a safer alternative.
- No. 3 Use PPE.

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)



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.



A Question of
Health & Safety (Level 2)

Personal protective equipment



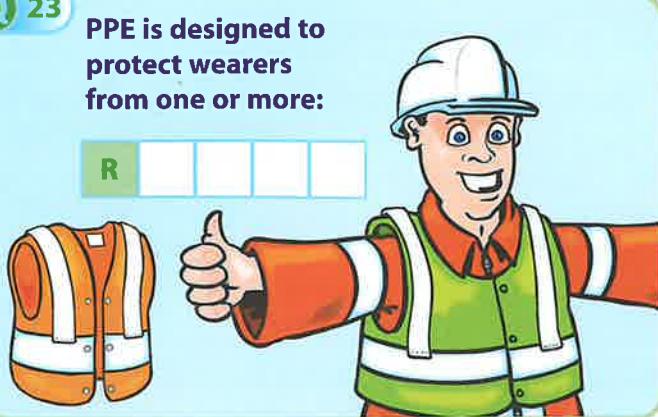
B Please read

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: **KEEP CLEAN**

Sign colour:

Sign type: **WARNING**

Sign colour:

A Question of

Health & Safety (Level 2)

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.

Signs
Doors
Design
Floors
Light

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

Q 28

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



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

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

fire extinguishers

A Question of

Health & Safety (Level 2)

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.

A Question of
Health & Safety (Level 2)

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

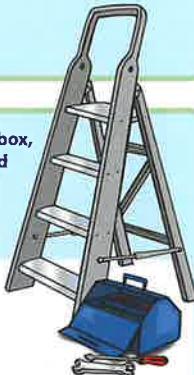
M R Y ,
appliance, par s,
T or installation for use
at W .

definition

Q 40

Name 4 pieces of work equipment you use in your job:

e.g. toolbox, tools and ladders



1. e.g. photocopier

- 2.

- 3.

- 4.



A Question of

Health & Safety (Level 2)

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



Electricity



Please read

Page: 31

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.

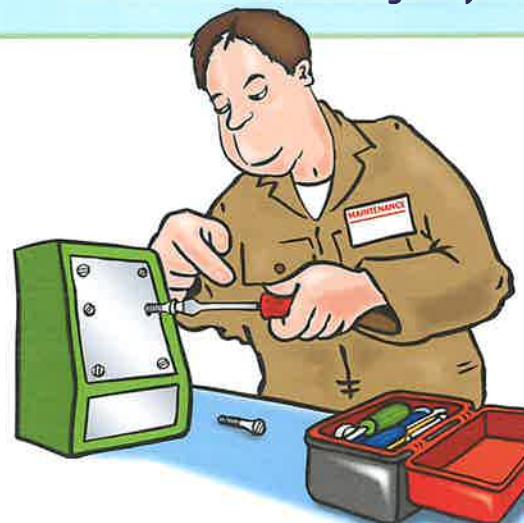
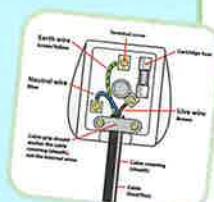
1 Any maintenance, servicing or repair should be carried out by a

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

A Question of
Health & Safety (Level 2)

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?

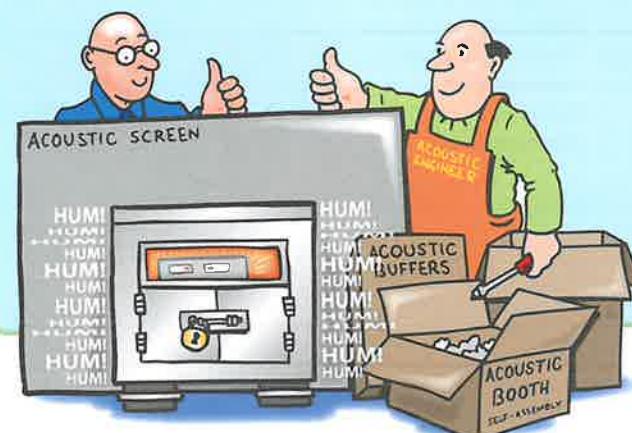
1.



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



Q 56 Is the following statement TRUE or FALSE?

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

TRUE

FALSE

Tick (✓)
your answer

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 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
Health & Safety (Level 2)

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
Health & Safety (Level 2)

Food Safety

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