

ESOL Skills for Life (4692) Level 1 Sample Test

Health and Safety

Candidate's Paper

Reading to obtain information

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature

Assessment date

Centre number

General information

- The duration of this paper is **1 hour**.
- Answer **all 40** questions.
- The maximum number of marks is **40**.

General instructions

- Read each question carefully.
- Paper dictionaries (bilingual or monolingual) are allowed.

Document 1

Read the text.

Let's fly the flag for the life-saving health and safety law

The 1974 Health and Safety Act's rules are (0) _____ on common sense, but they've been given a bad reputation by people (1) _____ think that following every tiny detail is more important than just being sensible.



Health and safety has come to mean the same (2) _____ the **nanny** state. It's seen as producing crazy laws and trying to avoid every possible risk. And yet the Health and Safety at Work Act, which is more than four decades old, has possibly saved more lives than any other piece of legislation, including the ban on drink driving and the compulsory (3) _____ of seat belts in cars. It may have reduced deaths by 5,000 or more.

So how did such an important event (4) _____ social reform turn into one of the most ridiculed laws of recent times? Partly it has to do with the way the law is put into practice. The law is often wrongly blamed for silly restrictions which are made on perfectly innocent activities. The law was brought in when really awful things happened, to ensure that they wouldn't be repeated.

Before the Act was introduced, around 700 workers were dying each year from workplace accidents and hundreds of thousands were being injured. In 2013 the number of fatalities at work was down to 148 and non-fatal injuries have dropped by more than 75 per cent. The reason the Act is important is that it sets out ways to prevent accidents happening rather than reacting to the death and injuries accidents cause, by which time (5) _____ too late.

More than forty years on, the Act has achieved what it set out to do, which is to insist upon high standards of health and safety in places of work. All we need to do now is to apply the law with (6) _____ common sense that inspired it in the first place.

Choose the correct option (a, b, or c) to complete the text.

The first one has been done for you.

- | | | | |
|------------|------------|-------------------|-----------|
| 0. Example | a) find | b) founded | c) found |
| 1. | a) what | b) which | c) who |
| 2. | a) to | b) that | c) as |
| 3. | a) having | b) wearing | c) making |
| 4. | a) by | b) at | c) in |
| 5. | a) they're | b) it's | c) we're |
| 6. | a) the | b) a | c) -- |

Answer the questions about Document 1.

7. What is the document?
- a. An article.
 - b. An email.
 - c. A report.
 - d. A letter.
8. What is the purpose of the document?
- a. To inform.
 - b. To suggest.
 - c. To recount.
 - d. To instruct.
9. Which verb form is mainly used throughout the document?
- a. Active.
 - b. Passive.
 - c. Imperative.
 - d. Conditional.
10. There is a break before the final paragraph because of a change in
- a. time
 - b. topic
 - c. place
 - d. person.
11. In the context of this document, what does the word 'nanny' mean?
- a. Caring.
 - b. Goatlike.
 - c. Overprotective.
 - d. Grandmotherly.
12. Why were health and safety laws introduced?
- a. To keep standards low.
 - b. To cover every possible risk.
 - c. To give us all something to do at work.
 - d. To ensure bad accidents are not repeated.

13. What is the main message of the text?
- a. Health and safety laws are ridiculous.
 - b. The Health and Safety Act is out of date.
 - c. We should be sensible about health and safety.
 - d. People are dying because of health and safety laws.
14. Commas have been used in the second paragraph
- a. to separate items in a list
 - b. to break up a long sentence
 - c. to separate a dependent clause
 - d. to add extra information to the sentence.
15. What does the image represent?
- a. Health and safety laws.
 - b. Reducing injuries at work.
 - c. Ridiculed laws over the decades.
 - d. Important rules to follow at work.

Document 2

Read the text.

<h1>Shelter</h1>		The housing and homelessness charity		
Shelter>Get advice>Rented homes>Health and safety				
Eviction notices	Tenancy agreements	Housing benefits	Council housing	Health and Safety
<h3>Health and safety standards for rented homes</h3> <p>All rented properties must meet certain standards to make them safe and fit to live in. The Housing Health and Safety Rating System (HHSRS) is used to assess these standards.</p> <h4>How does the HHSRS work?</h4> <p>If the condition of your home is bad, it could put your health at risk or cause danger to neighbours or the public. The environmental health department of your local council may be able to help.</p> <p>The Housing Health and Safety Rating System (HHSRS) aims to ensure that your home doesn't have any serious hazards, and enables a council to take action against landlords whose properties are dangerous.</p> <p>The HHSRS assesses faults in your house and how they might affect your health and safety. The HHSRS considers how likely it is that a hazard would occur and how serious the outcome would be.</p> <p>The HHSRS takes lots of different potentially dangerous things into account, including:</p> <ul style="list-style-type: none">• dampness, condensation, and mould growth• rats, cockroaches and other vermin infestations• broken glass, falling plaster or dangerous stairs• faulty or dangerous gas or electrical installations• blocked drains or problems with rubbish or sewage• unacceptable noise levels• damaged asbestos			<h3>Other pages in health and safety</h3> <p>Gas safety checks Hazards in your home Electrical safety responsibility Furniture safety standards Repairs and home safety</p> <h4>Key advice</h4> <ul style="list-style-type: none">• Ask your local council to inspect your home if you are worried about safety• Don't delay – problems like faulty gas installations can be dangerous• Always report problems in writing and keep records <div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 10px 0;"><p style="text-align: center;">Get advice in your area</p><div style="display: flex; justify-content: space-between;"><input type="text" value="Post code"/><input type="button" value="Find"/></div></div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 10px 0;"><p style="text-align: center;">Sign up for our weekly advice updates</p><div style="display: flex; justify-content: space-between;"><input type="text" value="Email address"/><input type="button" value="Submit"/></div></div>	
<h3>How to deal with hazards in your rented home</h3> <p>You should report any problems to your landlord in writing, and allow a reasonable time for them to be fixed.</p> <p>A phone call isn't sufficient. The time needed will depend on the urgency of the problem. If the landlord does nothing, you could send another letter, telling your landlord that you will ask your local council's environmental health department to inspect your home for hazards.</p> <p>Use our sample letter to write to your landlord.</p> <p>Use our sample letter to write to the council about repairs and hazards in your home.</p> <p>Get advice if you are worried that your landlord may try to evict you rather than do the repair work.</p>				
About Shelter		Get involved	Get in touch	Follow us online

Answer the questions about Document 2.

16. Where would this text be found?
- On an internet site.
 - On a council leaflet.
 - In an estate agent's.
 - In a solicitor's office.
17. Which tab would lead to information about contracts for renting a property?
- Eviction notices.
 - Council housing.
 - Housing benefits.
 - Tenancy agreements.
18. The word 'vermin' means
- dirty
 - pests
 - smelly
 - insects.
19. According to the text, how should any problems be dealt with?
- Online.
 - By phone.
 - By email.
 - In writing.
20. What is the purpose of the text?
- To advise.
 - To describe.
 - To promote.
 - To persuade.
21. What needs to be provided to get local advice?
- A letter.
 - A post code.
 - An email address.
 - A telephone number.

22. Which layout feature is used in the document?

- a. Bullet points and links.
- b. Numbering and columns.
- c. Diagrams and text boxes.
- d. Pictures and subheadings.

23. What is the HHSRS?

- a. A housing charity.
- b. An assessment tool.
- c. A council department.
- d. An acceptable property.

Document 3

Read the text.

Council reduces slip accidents amongst catering staff

A council was having problems with people slipping. Over a four year period, 317 slip incidents had been recorded, 26 of which resulted in employees receiving a major injury or being off work for over three days. As well as the personal impact on employees from having an injury at work, the council had to find staff to cover absences. They also had to find money to cover the ever increasing personal injury claims submitted. In excess of £20,000 was paid out just to settle five claims.



The council looked at the risk assessment to see what could be done. The review revealed that PPE (Personal Protective Equipment) in the form of protective non-slip footwear for all at-risk staff might be the answer.

Before making any purchases, the council researched different types of anti-slip footwear. As a result, a non-slip overshoe was found and given to 50 catering staff who worked in a number of different kitchens with a variety of floor surfaces. The trial lasted for two months. During this time, none of the employees who wore the overshoes slipped.

The feedback from the staff was very positive. The shoes were comfortable and easy to wear. One staff member said, 'You don't know you've got them on.' All the staff agreed that they could not imagine working in the kitchen without them.

After the successful trial, the council made it mandatory for all staff to wear the overshoes at work. The council distributed the overshoes at a total cost of £18,000. In the six months following their introduction, there were no reported slip incidents, the first time since the recording of slips began eight years previously.

The council was pleased to make such significant improvements in managing slip risk in their kitchens.

To see more case studies go online to www.h&s.co.uk

Answer the questions about Document 3.

24. This text can be found in a
- workplace incident log
 - work instruction manual
 - health and safety magazine
 - catalogue of safety footwear.
25. What is the purpose of the text?
- To review.
 - To instruct.
 - To describe.
 - To entertain.
26. How many people did the council have to pay because of their injuries?
- Three.
 - Five.
 - 26.
 - 317.
27. Initially, how many employees were given the safety shoes?
- All employees on council premises.
 - Fifty employees who worked in kitchens.
 - Twenty-six employees across the council.
 - Employees in situations where they might slip.
28. What did the staff think of the protective shoes?
- They didn't want to work without them.
 - They didn't know they were wearing them.
 - They didn't think the shoes were comfortable.
 - They didn't want to wear them in the kitchen.
29. The word 'mandatory' in the text means
- low-cost
 - optional
 - voluntary
 - required.

30. What is the case study about?

- a. Recording slip incidents.
- b. Reducing accident risks.
- c. Getting injured at work.
- d. Paying out for claims.

31. What does the image represent?

- a. This is a slippery surface.
- b. Non-slip footwear works.
- c. A reportable incident.
- d. Slipping can be fun.

Document 4

Read the text.

Four of the worst public health nightmares in Shedfield this month!

Could this have been Britain's worst pub kitchen? Inspectors found nearly 200 items of spoiled food at the Horse and Carriage in Dunby Lane.

Environmental health officials immediately closed the pub after discovering a vast amount of out-of-date ingredients. Work surfaces and utensils were smothered in thick grease and floors were covered with old bits of food. The three fridges were covered in mould and contained dozens of dirty food containers. The kitchen did not even have any hot running water which meant that staff could not wash up or clean their hands properly.

The discovery was made after a surprise inspection by environmental health officers from the council. In total, 190 items of "mouldy, slimy or old foodstuffs" were found at the scene.

The owner of the pub, James Tribeca, pleaded guilty to 23 food and hygiene offences at the Magistrate's Court. He was fined £1,000 and ordered to pay another £1,000 towards the council's costs.

In another case, a pizza takeaway, Pizza House, was closed for a week after hygiene inspectors discovered a cockroach infestation. The grim discovery was found in the Gladstow Street shop, during a visit on October 14 following complaints made to the council by a customer.

Food safety investigators witnessed live cockroaches scurrying through the kitchen and Pizza House was ordered to close immediately until the kitchen was safe again. Enterprises Limited, which is responsible for operating the takeaway, was made to pay more than £890 in legal costs following a hearing at the Magistrates' Court.

In a separate case heard the same day Cheeky Grill, which is owned by the same company, were fined after inspectors witnessed raw chicken juices dripping into uncovered sauce containers. The kebab and burger restaurant, in High Street was found to have no hot water, mouldy food, cigarette butts on the floor and mouse droppings in cupboards. They were ordered to pay a £2,000 fine, a £120 victim surcharge, along with the council's legal fees – bringing the combined penalty to £3098.

The final case last month was Shedfield Sweets, a sweets factory on Broadway Drive which was selling hazardous sweets called Super Chewies. The sweets contained a banned gelling agent which can pose a choking hazard. The gelling agent is available in many other countries but has been banned in the UK for eight years following a choking incident. The factory was closed so that further sweets could be tested and all remaining Super Chewies were destroyed. They were ordered to pay a £604 fine to cover the council's legal fees.

If you need to report a health or safety concern, please do not hesitate to contact the council on 08333 222 111

Email us here at Shedfield News to make a comment: health&safety@shednews.co.uk

Do you have photos of any public kitchen 'nightmares'? Upload them on our webpage www.shednews.co.uk

Answer the questions about Document 4.

32. What is the document?
- A court diary.
 - A safety leaflet.
 - A newspaper article.
 - An inspector's report.
33. What is the purpose of the text?
- To inform.
 - To discuss.
 - To persuade.
 - To instruct.
34. The food found in the pub kitchen was
- sour
 - oily
 - fresh
 - rotten.
35. In the context of the document, the word 'slimy' means
- wet and slippery
 - offensive and rude
 - dirty and disgusting
 - sly and untrustworthy.
36. Who runs Pizza House?
- Cheeky Grill.
 - The local council.
 - Shedfield Sweets.
 - Enterprises Limited.
37. Why was Shedfield Sweets closed?
- A customer choked.
 - The factory was destroyed.
 - For using an illegal substance.
 - Its ingredients were from other countries.

38. Which location had a problem with rodents?
- a. Pizza House.
 - b. Cheeky Grill.
 - c. Shedfield Sweets.
 - d. The Horse and Carriage.
39. What should the reader do to make a complaint about a public health situation?
- a. Send an email.
 - b. Upload a photo.
 - c. Make a comment.
 - d. Phone the council.
40. Which two locations had only cold water in the kitchen?
- a. Shedfield Sweets and Pizza House.
 - b. Pizza House and Cheeky Grill.
 - c. Cheeky Grill and The Horse and Carriage.
 - d. The Horse and Carriage and Shedfield Sweets.

Remember to check your work.

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com

City & Guilds is a registered charity
established to promote education and
training