

ESOL Skills for Life (4692) Entry 2 Sample Assignment

Health and Safety

Candidate's Paper

Reading to obtain information

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

Summary of achievement:

Reading _____

Activity 1

You have up to 15 minutes to do this activity.

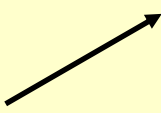
1. Put the words in the box into alphabetical order.

Safe	QUALITY	Control
hazard	danger	manual

2. Find the meaning of the word **hazard** in a dictionary.
Write the meaning here:

3. Match sentence to the correct word.
(Look at the example.)

Use this alphabetical list to find information in the back of a book.	search engine
Use this to get instructions on how to do something or how to use something.	directory
Use this to find a list of names, in alphabetical order, with telephone numbers or addresses.	index
Use this to find web pages on the internet.	manual



Activity 2

You have up to 30 minutes to do this activity.

Read the text.

Fire Safety

If you discover a fire:

- Raise the alarm by breaking the glass of the nearest fire alarm call point.
- Contact the Emergency Services by dialling 999 and give the address of the building and any other information they ask for.
- Leave the building by the nearest exit.



If you hear the fire alarm:

- Leave the building by the nearest exit – DO NOT USE THE LIFTS.
- Go directly to the assembly point.
- Do not re-enter the building until told to do so by a member of the fire service.



Call Neil Jenkins, Health and Safety Officer, on extension 227 for more information on Health and Safety.

Answer the questions about the text.

1. What is the purpose of the text?

Tick the correct answer.

- To describe a type of fire exit.
- To sell fire alarms to companies.
- To give instructions on fire safety.

2. **Circle** **three** verbs used as commands in the text.

3. What are the **two** main points of the text?

1. _____

2. _____

4. What is the way to raise the fire alarm?

5. What does this image from the document show?

Tick the correct answer.



- An assembly point.
- The nearest exit.
- A fire alarm.

6. Who says it is safe to go back into the building?

7. Where would you find this document?

Tick the correct answer.

- In the Health and Safety file.
- In a company newsletter.
- On the wall at work.

Activity 3

You have up to 15 minutes to do this activity.

Match the words to the correct place on the form.

(Look at the example.)

Address	size	Email
County	Postcode	Telephone number
Title	Full name	

All members of staff must have the correct clothing for work.

- Complete the form with your details and we will place your order today.
- Your order will be sent directly to your home address.

Work Clothing Request Form

_____ → Mr / Miss / Mrs / Ms (circle one)

_____ *Louis Denton*

_____ *5 Dale Avenue*

_____ *Salford*

_____ *Lancashire*

_____ *S27 3BB*

_____ *0161 2669942*

_____ *louisd@goodmail.com*

Please tick ✓ your _____

small

medium

large

Activity 4

You have up to 15 minutes to do this activity.

Read the text.

Health and Safety Manual – Plumtree Ltd

Housekeeping

All employees of Plumtree Ltd are responsible for making sure that the premises are kept in a safe condition. This includes cleaning and housekeeping as poor housekeeping increases the risk of accidents and can create a fire hazard.

- Floors, corridors, stairs and walkways must be free from rubbish at all times.
- Waste must be put into the correct bin, and bins must not be allowed to overflow.



Brown bin
Food waste



Green bin
Cardboard and paper



Blue bin
Plastic and glass



Black bin
General waste

- Clean all spillages immediately.
- Report broken or faulty equipment to the Health and Safety Department on 0987 6543210 or email: safety@hsmail.co.uk

All employees must keep their own work areas clean at all times.

Your Health and Safety Manager is – Mrs Pat Smith.

A copy of the company Health and Safety Policy is available from Reception.

Answer the questions about the text.

1. What is the purpose of the text?

Tick the correct answer.

- To warn employees.
- To inform employees.
- To save employees time.

2. Who is responsible for the safe condition of the premises?

Tick the correct answer.

- All employees.
- Plumtree Ltd.
- Mrs Pat Smith.

3. Which bin is for brown envelopes?

4. What must employees do if equipment is damaged?

5. Who is responsible for health and safety management at Plumtree Ltd?

6. Where is a copy of the Health and Safety Policy kept?

Check all your work. (You have up to 15 minutes to do this.)

Give all your work to your tutor.

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