

# ESOL Skills for Life (4692) Entry 3 Sample Assignment

## Health and Safety

Candidate's Paper

Reading to obtain information

Candidate's name:

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City & Guilds enrolment number:

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Date of registration:

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Date assessment started:

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Date assessment completed:

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### Summary of achievement:

Reading \_\_\_\_\_

## Activity 1

You have up to 30 minutes to do this activity.

Read the **two** documents and answer the questions.

### Document 1

Health & Safety Matters				
Home	HSE	<u>News</u>	Feedback	About Us
<b>Website contents</b> <b>click to find:</b> <ul style="list-style-type: none"><li>• <a href="#">Workers homepage</a></li><li>• <a href="#">Your responsibilities</a></li><li>• <a href="#">Employer responsibilities</a></li><li>• <a href="#">Safety rep</a></li><li>• <a href="#">Worried about health and safety?</a></li><li>• <a href="#">Complaints</a></li><li>• <a href="#">First aid at work</a></li><li>• <a href="#">First aid training</a></li></ul> 	<h3>Putting Safety First</h3>  <p>The law puts responsibility on employers and employees to look after <b>Health and Safety</b>. Part of the employer's job is to help people understand what these duties mean – and to ensure they are taken seriously.</p> <p><b>International Workers Memorial Day 28 April</b> Remembers all those killed at work, and strengthens our resolve to reduce risks and protect people.</p> <p><b>Your Health, Your Safety: A guide for workers</b> Sets out workers' rights, what workers should expect from their employers, where to go for help. The guide is translated into many languages.</p> <p><b>Partnerships in Workers' Involvement</b> Getting workers involved in health and safety. We offer financial support to encourage more workers to become involved in workplace occupational health and safety.</p>	<b>Contact Us</b>  Call our Infoline <b>01234 567 890</b>  Order publications <b>01234 567 891</b>  Register for our <u><a href="#">e-bulletin</a></u>  <b>Connect with us:</b>   Twitter   Facebook   Linked In  		

## Document 2

### First Aid at Work

First Aid is the first help given to someone to prevent injury or illness from becoming worse.

A First Aider is someone trained to a recognised standard to administer First Aid.

#### First Aid kits

The contents of a First Aid kit may be different because of the risks at the site. Extra items may be needed where certain chemicals are handled. Medicines or tablets *must never be kept* in a First Aid kit because only qualified medical personnel can dispense them.

#### Minimum contents of a First Aid kit:

- guidance leaflet
- 4 triangular bandages
- 6 safety pins
- 2 sterile eye pads
- 1 pair disposable gloves
- 2 large and 6 medium sterile unmedicated wound dressings
- 20 wrapped adhesive dressings.



**Answer the questions below using Document 1.**

1. Name **two** groups of people responsible for Health and Safety.

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

2. Which publication is available in other languages?

\_\_\_\_\_

3. Which number do you call to order a publication?

\_\_\_\_\_

4. Which link do you click

a) if you want to take a First Aid course? \_\_\_\_\_

b) if you have something you are dissatisfied with? \_\_\_\_\_

**Answer the questions below using Document 2.**

5. What is the definition of First Aid?

\_\_\_\_\_

\_\_\_\_\_

6. Which **two** items should **not** be kept in a First Aid box?

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

7. Who can give out medicines?

\_\_\_\_\_

**Answer the questions below using Documents 1 and 2.**

8. Which document is about general health and safety?

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9. Which of the following features have been used in both Documents 1 and 2?  
Tick (✓) the correct answer.

- Diagrams and subheadings.
- Block capitals and italics.
- Images and bullet points.
- Columns and internet links.

10. Which of the images is the logo for the Health and Safety Executive?  
Tick (✓) the correct answer.

1



2



3



4



11. Put these words from Documents 1 and 2 into alphabetical order.

<b>homepage</b>	risks	<b>illness</b>
<b>HEALTH</b>		aid
	<b>REDUCE</b>	
	injury	administer

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

12. Use your dictionary.

Look up the meaning of the word **administer**.

Write the meaning here:

\_\_\_\_\_

## Activity 2

You have up to 30 minutes to do this activity.

Read the completed form. Insert the missing words into the correct space.

Date of Birth	Postcode	Email	Signature
Number	Title	First Name	Accident

Report Form	
<b>About the person who had the accident</b>	
Use a blue or black pen	
_____ : <u>Mrs</u>	Surname: <u>Kennedy</u> _____ : <u>Gloria</u>
Address: <u>Rose Cottage, Garden Road, Newtown</u>	
_____ : <u>NW16 3TY</u>	Telephone _____ : <u>0119 23729536</u>
_____ : <u>kennedy@hitmail.com</u>	_____ : <u>26<sup>th</sup> April 1982</u>
<b>About the accident</b>	
<b>Say when it happened</b>	
<u>16<sup>th</sup> December at 2pm.</u>	
<b>Say where it happened (which room or place)</b>	
<u>Tom's Supermarket - in the fresh vegetable section.</u>	
<b>Say how the accident happened (give the cause if you can)</b>	
<u>She slipped on a mushroom which was on the floor.</u>	
<b>Say if the person who had the accident suffered an injury</b>	
<u>She was taken to hospital and the doctor says she has fractured her hip.</u>	
<b>Please sign and date the report</b>	
_____ <u>Simon Gardener</u>	Date: <u>18<sup>th</sup> December</u>

Answer the questions about the form.

1. What is the first instruction given on the form?

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2. Who has completed the form?

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### Activity 3

You have up to 30 minutes to do this activity.

Read the document and answer the questions.

<b>Be Safe Not Sorry!</b>	
<b>Following this simple advice can help you to avoid accidents at work</b>	
<b>Hazard</b>	<b>Safety advice</b>
<b>1. Trips and slips</b> Falls are the most common sort of accident at work.	<b>Keep work areas clean and tidy.</b> <b>Clean up any wet areas immediately.</b>
<b>2. Lifting</b> More than a third of long-term injuries are caused by poor lifting and manual handling techniques.	<b>To handle heavy loads correctly:</b> <b>1. Stop and think.</b> <b>2. Stand with your feet apart.</b> <b>3. Bend your knees and keep your back straight.</b> <b>4. Hold the object firmly.</b> <b>5. Lift carefully.</b> <b>6. Keep the load close to your body.</b>
<b>3. Noise</b> Loud noise at work can permanently damage your hearing.	<b>Wear ear protectors if you work where it is noisy.</b>
<b>4. Protective clothing</b> Using the correct Personal Protective Equipment (PPE) can prevent injuries.	<b>Always use protective clothing and equipment.</b>

### Task 1

Match the images to the hazards.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			



## Task 2

### Answer the questions.

1. What are the most common types of accident at work?

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2. According to the document, what can cause hearing problems?

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3. When should you use PPE?

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4. What **best** describes the purpose of the document?

Tick (✓) the correct answer.

To advertise.

To entertain.

To describe.

To inform.

5. What **best** describes the language used in the document?

Tick (✓) the correct answer.

Official.

Informal.

Humorous.

Aggressive.

6. Which word could replace **techniques** in the document?

Tick (✓) the correct answer.

Performance.

Organisation.

Methods.

Structures.

7. How has the information been presented?

Tick (✓) the correct answer.

- In a table.
- In a graph.
- In paragraphs.
- In block capitals.

**Remember to check all your work.** (You have up to 15 minutes to do this.)

**Give all your work to your tutor.**

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