

The Essentials of Health and Safety

Level 1 Award in Health and Safety

Delegate Pack

(Answers)

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Session Plan

Timing	Module/Topic	Slides	Candidate and group activities
09:00 - 09:30	Module 1: Introduction and Legal Responsibilities	1-15	Icebreaker Activity: see suggestion in tutor notes or complete Group Exercise* . Group Exercise* List the benefits of good health and safety and the costs of poor health and safety. Handout 1: Terminology used in health and safety . Multiple-Choice Questions: ABCD cards for candidates to hold up for their chosen answer.
09:30 - 10:00	Module 2: Accidents and Injuries	16-26	Class Question: Who has been involved in an accident at work? Discuss answers. Class Question: How are accidents reported and recorded in your place of work? Class Question: What are the most common causes of accidents? Record answers. Class Question: How can we stop these accidents from occurring? Refer to common causes. Multiple-Choice Questions: ABCD cards for candidates to hold up for their chosen answer.
10:00 - 10:15	Module 3: Risk Assessment	27-36	Class Question: What are the definitions? Handout 2: Five steps to risk assessment – put the steps in the correct order. Group Exercise: Identify the controls for the given scenario following the principles in the hierarchy of controls. Multiple-Choice Questions: ABCD cards for candidates to hold up for their chosen answer.
10:15 - 10:45	Module 4: Fire	37-45	Class Question: What can be done to prevent a fire? Individual Question: What type of fire extinguishers should be used. Individual Exercise: Ticks and crosses, showing what to do and what not to do for fire safety. Each candidate is given a tick and a cross. The candidate holds up a tick for a correct action and a cross for an incorrect action.
10:45 - 11:00	BREAK		
11:00 - 11:15	Module 5: The Workplace	46-56	Class Question: What colour are safety signs? Handout 3: The colour and meaning of safety signs Multiple-Choice Questions: ABCD cards for candidates to hold up for their chosen answer.

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11:15 - 11:45	Module 6: Work Equipment	57-69	<p>Class Question: What work equipment do you use? Record answers.</p> <p>Class Question: What controls are in place when using the equipment to prevent harm to yourself and others? Compare the responses to the PowerPoint slides.</p> <p>Class Question: What are the rules for the safe use of step ladders?</p> <p>Multiple-Choice Questions: ABCD cards for candidates to hold up for their chosen answer.</p>
11:45 - 12:00	Module 7: Manual Handling	70-81	<p>Class Question: What is the definition of manual handling? Demonstrate correct lifting techniques.</p> <p>Handout 4: Spot the hazards - loading bay.</p> <p>Individual exercise - Ticks and Crosses: Hold up a tick for good practice and a cross for bad practice when completing manual handling activities.</p>
12:00 - 12:30	Module 8: Control of Substances Hazardous to Health	82-97	<p>Activity: Discuss hazardous substances candidates may come into contact with at work.</p> <p>Group Exercise: When should hands be washed in the workplace?</p> <p>Handout 5: Match the work to the PPE used.</p>
12:30 - 12:40	Module 9: First Aid at Work	98-101	<p>Class Question: Who is a first aider? What is their experiences of first aid ?</p> <p>Handout 6: Tick the items that should be in a first-aid box.</p>
12:40 - 12:50	Module 10: Health at Work	102-106	<p>Class Question: What is stress?</p>
12:50 - 13:00	Module 11: Display Screen Equipment	107-113	<p>Handout 7: Spot the hazards - office.</p> <p>Multiple-Choice Questions: ABCD cards for candidates to hold up for their chosen answer.</p>
13:00 - 13:15	Revision	114-115	
	Examination		

The Essentials of Health and Safety

Level 1 Award in Health and Safety

Learning Outcomes and Assessment Criteria

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. understand the importance of health and safety in the workplace	1.1 state what is meant by health and safety at work 1.2 define the key terms used in health and safety 1.3 state the main legal responsibilities of employers and employees with respect to health, safety and welfare in the workplace
2. understand the scope of hazards and risks in the workplace	2.1 indicate the hazards and risks with reference to: <ul style="list-style-type: none">• slips trips and falls• working at heights• manual handling• hazardous substances• machinery and vehicles• electricity• fire• stress
3. understand the range of workplace conditions that can affect health and safety	3.1 identify the benefits of maintaining a tidy, well-organised workplace 3.2 state the importance of maintaining suitable environmental conditions 3.3 outline the welfare facilities that should be provided 3.4 identify the different classes of health and safety signage
4. understand the requirements for workplace procedures	4.1 explain the need for reporting accidents, ill health, dangerous events and near misses 4.2 identify the purpose of first-aid provision 4.3 identify the types and uses of personal protective equipment 4.4 outline the importance of personal hygiene

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Level 1 Award in Health and Safety

Handout Answers 1

Terminology used in health and safety

Match the word with the correct definition.



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Level 1 Award in Health and Safety

Handout Answers 2

Five steps to risk assessment

Put these five steps to risk assessment in the correct order.

Number from 1-5	
Record the main findings	4
Evaluate risk; if not controlled introduce further control measures	3
Review the risk assessment according to the risk	5
Identify those who may be harmed	2
Identify hazards	1

Handout Answers 3

Safety signs

Fill in the gaps to show the colour or meaning of the following signs.



RED

Prohibition



BLUE

Mandatory



GREEN

Safe



YELLOW

Warning

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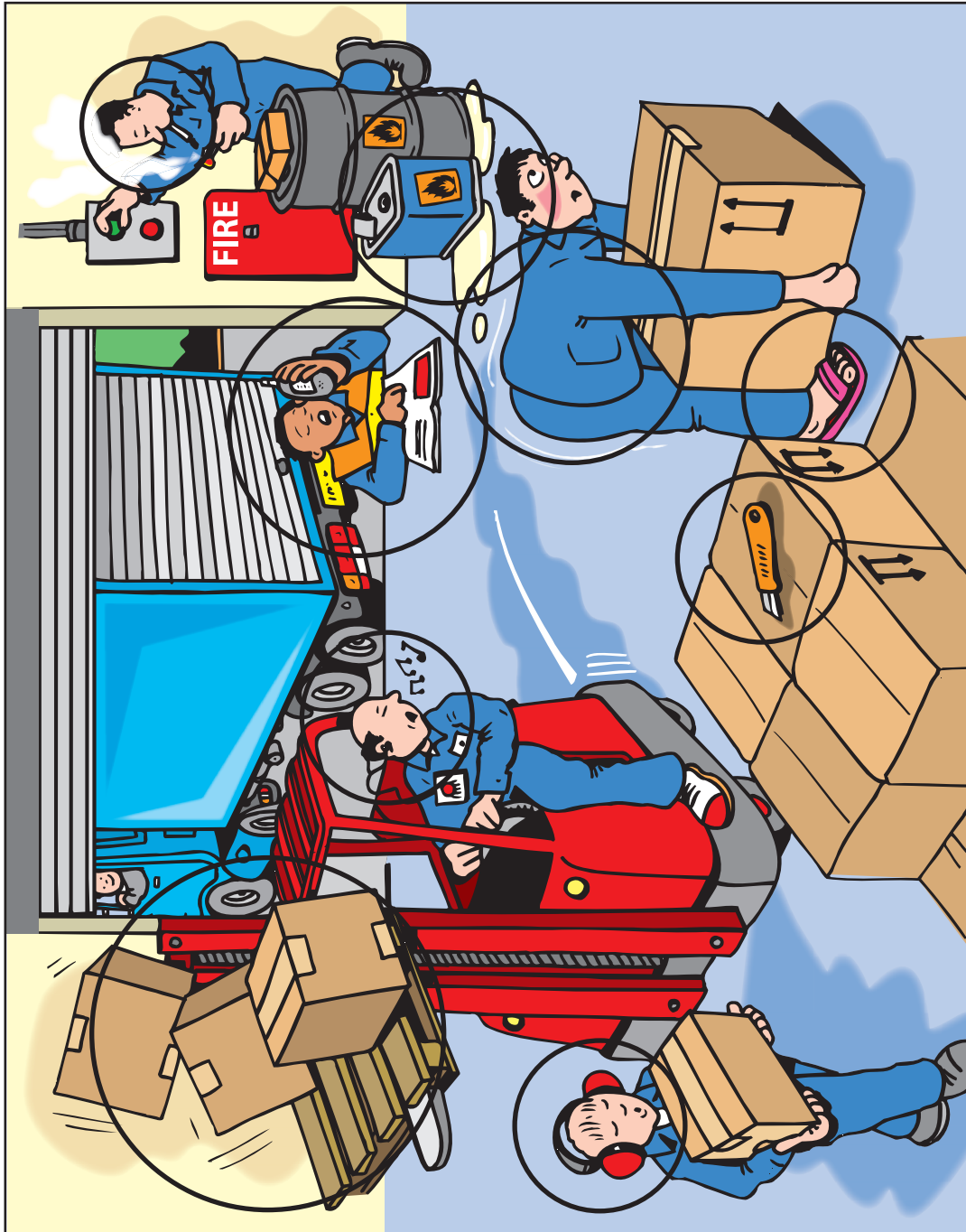
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Handout Answers 4

Spot the hazards - loading bay

Carefully examine the drawing below.

Can you spot a number of health and safety faults? Draw a circle around those you find.



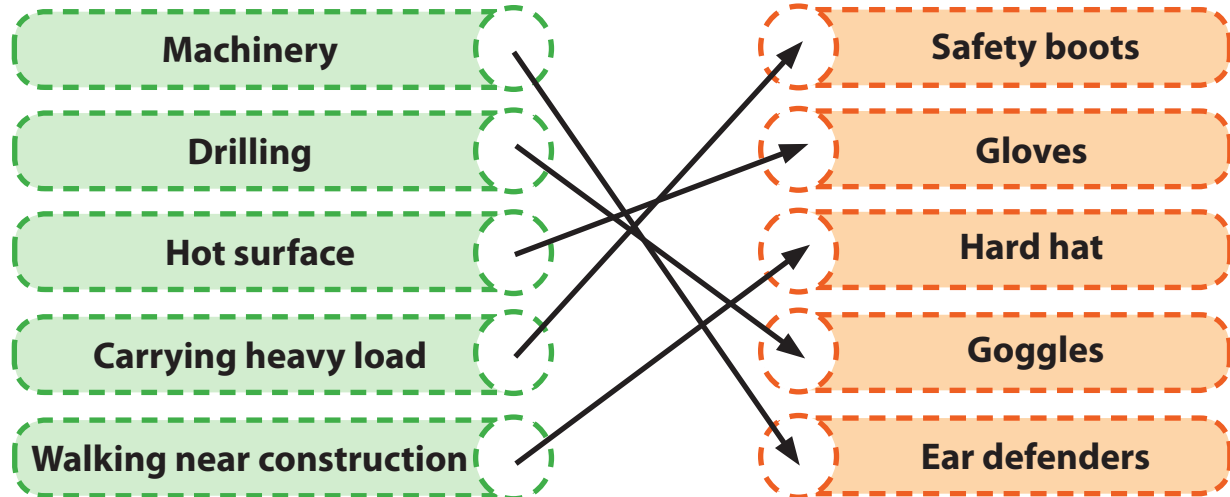
The Essentials of Health and Safety

Level 1 Award in Health and Safety

Handout Answers 5

Personal protective equipment

Match the types of work to the correct PPE to use. See example



Handout Answers 6

First-Aid Box

Please tick the items that should be included in a first aid box.



