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# ACCIDENT & EMERGENCY PROCEDURES

Monday 5<sup>th</sup> December 2022

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## Time allowed

Three hours

## Instructions

- Ensure that you pay particular attention to words in **bold**.
- Write the question number next to each answer in your answer booklet.
- You are **not** required to rewrite the question in your answer booklet.

## Information

- Different questions may carry a different number of marks.
- Marks for each question are shown in [ ].

## Advice

- Read each question carefully before you start to answer it.
- Use the full time permitted and check all your answers.

## Materials

- Notes or books are **not** permitted.
- Non-programmable calculators are permitted.



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**ANSWER ANY FIVE QUESTIONS FROM THE FOLLOWING EIGHT QUESTIONS**

1. (a) Describe the fire evacuation procedures for **three** groups of staff and visitors who need special assistance in the event of an evacuation. [15 marks]  
(b) Explain the reasons emergency services must be contacted promptly in the event of an emergency, including the policy provision for this in the workplace. [5 marks]
2. (a) Suggest recommendations for the provision of appointed person(s) and first aider(s) in the following workplaces, including reasons for your suggestions:
  - An office of 150 employees
  - A small warehouse of 20 employees packaging food items
  - A large chemical manufacturing plant with 250 employees [12 marks]  
(b) Explain the differences between a first aider and an appointed person. [8 marks]
3. (a) Explain the role of a line manager in the event of an accident in the workplace. [7 marks]  
(b) State **five** key pieces of information that must be collected on a standard accident report form by a first aider. [5 marks]  
(c) Explain the meaning of the acronym RIDDOR. [6 marks]  
(d) State **two** examples of RIDDOR reportable incidents. [2 marks]
4. Training for emergency response is an important element of a staff induction.  
(a) Describe the accident and emergency information contained within a typical induction training programme. [15 marks]  
(b) Explain the effect of poor communication between managers and other employees about health and safety issues. [5 marks]
5. Describe the steps for conducting a fire risk assessment of escape routes within any workplace. [20 marks]
6. (a) Describe the direct costs to an organisation of managing health and safety. Use examples to support your description. [10 marks]  
(b) Describe the indirect costs to an organisation of managing health and safety. Use examples to support your description. [10 marks]
7. Discuss the factors to consider in 'Stage 1' of a fire risk assessment, including fire hazards as well as hazards produced by fire. [20 marks]
8. (a) Outline **six** ways for an organisation to improve first aid provision. [12 marks]  
(b) A member of staff regularly travels alone as part of their job.  
Suggest the considerations for a risk assessment for this member of staff. [8 marks]

**END OF QUESTIONS**