



ACCIDENT & EMERGENCY PROCEDURES

Sample Assessment Material

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Time allowed

Three hours

Instructions

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

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.

ANSWER FIVE QUESTIONS FROM EIGHT

1. The types of incidents which need to be investigated and the level at which an investigation must be conducted depends on the outcome of the incident.
- (a) Name the Job Role of **two** individuals who should lead investigations and explain **why** this should happen. [8 marks]
- (b) Explain the **levels of investigation** as identified by the Health and Safety Executive (HSE). [12 marks]
2. Understanding why or how an accident took place can help to reduce the likelihood of it happening again.
- (a) Explain the differences between **root** and **underlying** causes, giving **three** examples of such causes. [8 marks]
- (b) Describe the **benefits** of asking the **five whys** as a simple root cause analysis. [12 marks]
3. You work for a large events company which is reviewing its first aid provision.
- (a) Define the role of a **first aider**. [2 marks]
- (b) There is currently one first aider holding a first aid qualification. Explain the **considerations** required in terms of first aid provision and make suggestions for improvement. [8 marks]
- (c) List **four** items which should be found in a first aid kit. [4 marks]
- (d) Explain why it is important to call the emergency services as quickly as possible. [2 marks]
- (e) Identify **four** key points to relay to the emergency services when calling them. [4 marks]
4. Although prevention is key, sometimes accidents happen.
- (a) You are working on a construction site when a member of staff saws through his finger, amputating it. Explain your role as the line manager in acting and investigating this accident. [7 marks]
- (b) List **five** key pieces of information collected on an accident report form. [5 marks]
- (c) Regulation plays a large part in health and safety management. State what **RIDDOR** stands for. [6 marks]
- (d) A member of staff is unloading crates in the back of a lorry when they trap their arm between the crate and the inside of the vehicle. This results in a broken arm. Discuss **why** this is RIDDOR reportable. [2 marks]
5. Fire detection and handling can prevent an incident from worsening.
- (a) Discuss the **types of alarm systems** which can be used in the workplace, considering the types of business and visitors one may come across. [8 marks]
- (b) Fire cannot take place without **three** main elements. List these elements of a **fire triangle**. [3 marks]
- (c) There are **four** main methods of extinguishing fires. List these methods and give an explanation as to how to extinguish them. [9 marks]

6. Fire risk assessments must be conducted frequently. It is considered best practice to walk the premises for which you are conducting the risk assessment. List the **points to consider** during a fire risk assessment. [20 marks]
7. Understanding the importance of health and safety should be everybody's responsibility. The manager must ensure there is a positive health and safety culture as well as procedures for dealing with emergencies.
- (a) Explain what is meant by an **accident**. [2 marks]
- (b) Explain the meaning of an **incident**. [4 marks]
- (c) Describe **considerations** for managers when planning for an emergency. [8 marks]
- (d) Explain the factors to consider when assessing **first aider provision** in a higher-risk environment. [6 marks]
8. Reducing the risk of an accident or emergency in the workplace is paramount. Risk assessments help minimise the likelihood of this happening.
- (a) Describe the **five** steps to a generic risk assessment. [14 marks]
- (b) Fire risk assessments are also conducted within any organisation. List the points considered during this type of assessment with regards to a responsible person's duties. [6 marks]

END OF QUESTIONS

Continued overleaf