



TUTOR-ASSESSED ASSIGNMENT:

N934.3/T1

Time Allowed: 1 Hour

IMPORTANT INFORMATION

Submission of this assignment is optional, but we strongly recommend that you do complete it and submit your work for marking. In our experience, students who work through all the TAAs tend to be much better prepared for their examinations and practical assessment.

We recommend that you complete the TAA under 'examination conditions' - that is, without reference to the course materials or any other books or sources of information. You may also like to complete it in your own handwriting to give you practice in writing at speed to strict time limits. (You can scan your answers if you wish to submit your assignment electronically.)

There are two methods available for you to submit your answers to this TAA: you can choose to submit them online or via the post. Instructions for each submission process can be found on the reverse of this cover sheet.

If you are intending to submit your assignment by post, please read the instructions on the reverse of this cover sheet, then complete the assignment docket below and attach it to your assignment.

ASSIGNMENT DOCKET

Please complete this docket and staple it to your TAA. This will help to ensure its return in the minimum of time.

YOUR
PERSONAL NUMBER

YOUR NAME

TAA CODE

FOR RRC

IN ADDITION

Write at the head of your TAA these items:

1. Personal number
2. Name
3. Date
4. Assignment code
5. Name and date of your exam.

SUBMISSION INSTRUCTIONS

Online Submission

Once you have completed your assignment you can submit it to RRC via the RRC e-Zone where it will automatically be sent to your tutor for marking. The procedure for submitting assignments is as follows:

- Log on to the e-Zone at www.rrc.co.uk, with the username and password you have been assigned.
- Select the 'Progress' option from the 'Support' dropdown menu.
- In the left-hand pane, click the 'Submit Assignments' tab.
- Select the assignment you intend to submit and complete the accompanying form.
- Attach your completed assignment, along with a message for your tutor if required. Make sure that you clearly state which assignment you are completing by quoting the Tutor-Assessed Assignment code given overleaf, along with your student reference number.
- Finally, click on the 'Submit' button and your assignment will be sent to your tutor for marking.

Postal Submission

Alternatively, you can handwrite your assignment and post it to RRC for marking.

- Clearly print your full personal number (i.e. one letter and five numbers), your name, the date, the full TAA coding as shown overleaf, and the name and date of your examination (if you are taking an exam), at the top of your first sheet.
- Write your name, and full postal address, in the centre of the back of the last page of your Answers.
- Fill in the Assignment Docket overleaf and staple it to the front of your Answers.
- You should keep a copy of your completed assignment in case of loss.
- A sheet of assignment labels was sent to you on enrolment. You should attach the corresponding label to the front of the envelope before sending off your TAA.

ANSWER ALL QUESTIONS**SECTION A: MULTIPLE-CHOICE QUESTIONS (Total: 20 marks)**

Tick one box from the alternative answers offered for each question. Each question carries 2 marks.

1. Identify the statement that most accurately reflects the requirement of risk assessment under the **Management of Health and Safety at Work Regulations 1999**.
 - (a) All employers must assess the risks to health and safety of employees and record their findings.
 - (b) Only employers of five or more employees must assess the risk to health and safety of their employees.
 - (c) Only employers of five or more employees need assess the risk to those affected by their undertaking.
 - (d) All employers must assess the risk to health and safety of employees while employers of five or more must record significant findings of the assessment.

2. *'Something with the **potential** to cause harm'* is a description of:
 - (a) A hazard.
 - (b) An accident.
 - (c) A dangerous occurrence.
 - (d) A near miss.

3. The **Health and Safety at Work etc. Act 1974** is designed to protect:
 - (a) Employees from risks to their health and safety.
 - (b) Visitors to the workplace from risks to their health and safety.
 - (c) Employees, and others who may be affected, from risks to their health and safety.
 - (d) Self-employed persons from risks to their health and safety.

4. Which of the following statements is **not** true?
 - (a) It is the duty of every employer to ensure that plant, equipment and substances are safe and without risk to health.
 - (b) Employees are required to take reasonable care for their own safety and that of anyone else who may be affected by their acts or omissions.
 - (c) Employees are required to provide their own personal protective equipment for use at work.
 - (d) Employers are obliged to provide safe access to, and safe egress from, the workplace.

5. When carrying out a risk assessment, the 'risk' can be determined by considering which of the following factors?
- (a) Accidents and claims.
 - (b) Likelihood and severity.
 - (c) Legislation and guidance notes.
 - (d) Cause and effect.
6. Section 2(2)c of the **Health and Safety at Work etc. Act 1974** requires employers to provide necessary information, instruction, training and:
- (a) Procedures.
 - (b) Supervision.
 - (c) Arrangements.
 - (d) Welfare facilities.
7. Which of the following statements are true?
A Safety Policy is most likely to require review:
- (a) Every six months.
 - (b) At least annually if no changes have been made.
 - (c) Every time new employees are taken on or when offices are refurbished.
 - (d) When changes are made to the organisation which affect safety and health.
 - (e) When you are asked to change it.
8. Which is the best method for reducing risk?
- (a) Using workplace precautions.
 - (b) Removing hazards completely.
 - (c) Avoiding hazards.
9. The basic formula for risk measurement is:
- (a) Probability (or Frequency) \times Severity.
 - (b) Probability (or Frequency) + Severity.
 - (c) Probability (or Frequency) \times Severity/Control.
10. Which of the following would come under the category of "unsafe conditions"?
- (a) Using a defective ladder.
 - (b) Not reporting a defective ladder.
 - (c) Ladder resting on an oily surface.
 - (d) Having an oily floor in the workplace.
 - (e) Not cleaning up oil properly.

SECTION B: Short answer questions (Total: 30 marks)

Complete the answers on the sheet. Each answer carries 2 marks.

1. Identify **five** critical elements that should be detailed within a company health and safety policy.

(10 marks)

(a)	
(b)	
(c)	
(d)	
(e)	

2. List in sequence the **five** steps of the HS(G) 65 model for safety management. (10 marks)

(a)	
(b)	
(c)	
(d)	
(e)	

3. What are the **two** types of enforcement notice that can be issued by an inspector?

(4 marks)

(a)	
(b)	

4. Distinguish between 'hazard' and 'risk' and give examples of each.

(2 marks)

(a)	
(b)	

5. Give the first two risk controls in the risk control hierarchy.

(4 marks)

(a)	
(b)	

ACCESSING YOUR SUGGESTED ANSWERS

Once we have received your answers to the Tutor-Assessed Assignment we will provide you with access to a set of Suggested Answers. These answers can be downloaded from the RRC e-Zone. To access your Suggested Answers:

- Log on to the e-Zone at www.rrc.co.uk, with the username and password you have been assigned.

- Go to the 'Progress' option from the 'Support' dropdown menu.
- In the left-hand pane, click the 'Summary' tab. Here you should be able to see details of the assignment you have submitted.
- Scroll across the right-hand pane, until you see 'Model Answer', under which you will see a link to 'Download Now'.

If you are unable to download a copy of the Suggested Answers you can contact a Customer Adviser on +44 (0)20 8944 3100, who can arrange for a copy to be sent to you.