Health and Safety Assessment

This assessment is to be completed by employees to gain mandatory training competency for health and safety.

Please return this question paper to Risk and Governance for marking. The staff member retains the Health and Safety Booklet to revisit and refresh their knowledge.

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<th>Name (PRINT):</th>
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<td>Ward / Department:</td>
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<tr>
<td>Date Completed (within 1 month of receipt):</td>
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Section below to be completed by line manager on receipt of completed paper:

Please sign below when you are satisfied that your staff member has completed the Health and Safety Assessment and understands the information given in the Health and Safety Booklet. A further copy should be placed in your staff members personal development file.

<table>
<thead>
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<th>Staff Signature (employee)</th>
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<tr>
<td>Manager: (Print name)</td>
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<td>Manager: (Signature)</td>
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To be completed by Risk and Safety Department on receipt of completed paper:

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Self Assessment 1

1. Name two of the most common causes of injury at work

2. Name the legislation under which we report more serious injuries to HSE

3. Who’s Health and Safety are you the employee responsible for whilst at work

Self Assessment 2

1. What is the most common cause of accidents at work

2. What is a HAZARD?

3. What are the principles of risk assessment?

Self Assessment 3

1. Please state a way in which you will contribute to preventing slips, trips and falls in your workplace

Self Assessment 4

1. Please state a way in which you will contribute to electrical safety in your workplace
Self Assessment 5
1. Please state two ways by which you can minimise the risks when using DSE in your work
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Self Assessment 6
1. Please list two pieces of equipment that you use for work and the methods by which the risks are controlled/reduced
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Self Assessment 7
1. Please list two ways in which you will reduce the risks from vehicles whilst at work.
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Self Assessment 8
1. Please name a hazardous substance that you will use or encounter in your work and the control measures that you take to minimise the risks.
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Self Assessment 9

1. Please state what you should do if you are subject to verbal abuse in the course of your work

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Self Assessment 10

1. Please give a reason as to why you should report incidents and near misses and state how you would go about it.

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Multiple Choice Questions

Please answer all the questions and return the completed sheet to your manager within 1 Month of the date of issue.

Please circle the answer(s) you think is/are correct.

Some questions may have more than one correct answer.

If you make a mistake, cross out the circle and circle your new answer.

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Q1. Health and Safety at Work Law states which of the following:
(Select all that apply)

A1.
   a) You have a right to a safe workplace
   b) Your employer must ensure, so far as is reasonably practicable, your health, safety and welfare whilst at work
   c) You also have responsibility for your safety
   d) Only your employer can be prosecuted for Health, Safety and Welfare breaches

Q2. It shall be the duty of every employer to ensure; so far as is reasonably practicable, the health, safety and welfare at work of all his/her employees.

A2.
   a) True
   b) False

Q3. A risk that needs to have action taken to control the health and safety hazard in the workplace is defined as a:

A3.
   a) acceptable risk
   b) significant risk
   c) insignificant risk

Q4. Failure to comply with Health & Safety legislation may result in which of the following?
(Select all that apply)

A4.
   a) The employer or an individual employee could be prosecuted.
   b) The individual affected may claim for compensation
   c) There could be a significant risk to the employer and the employee’s reputation and credibility
Q5. Which of the following are potential hazards for slips, trips and falls? (Select all that apply)

A5.
   a) spilt coffee on the floor
   b) unsecured computer cables
   c) loose floor tiles
   d) a broken or damaged footstool

Q6. Who is responsible for health and safety? (Select all that apply)

A6.
   a) The chief executive
   b) A health & safety manager
   c) A divisional managers
   d) Individual employees

Q7. As an employee you have a responsibility under health and safety law to: (Select all that apply)

A7.
   a) Take care of the health and safety of yourself and others;
   b) Co-operate with others to help comply with health and safety legislation;
   c) Follow any instructions and training given regarding the measures in place to control health and safety risks;
   d) Conduct monthly risk assessments

Q8. Why do we report incidents?

A8.
   a) To raise awareness of unsafe practices so future accidents can be prevented
   b) To ensure that only serious incidents are reported
   c) To report individuals who are to blame

Q9. A fuse will save your life!

A.9
   a) True
   b) False

Q10. Identify barriers that prevent action being taken to reduce the risks from slips, trips or falls in the workplace: (Select all that apply)

A10.
   a) Believing that slips and trips are inevitable
   b) Clear, well-lit walkways
   c) Inadequate risk assessment and management controls.