

# 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.

<b>Name (PRINT):</b>
<b>Ward / Department:</b>
<b>Date Completed (within 1 month of receipt):</b>

**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.

<b>Staff Signature (employee)</b>
<b>Manager: (Print name)</b>
<b>Manager: (Signature)</b>

**To be completed by Risk and Safety Department on receipt of completed paper:**

<b>Mark:</b>	<b>%</b>	<b>PASS</b>	<b>Mark:</b>	<b>%</b>	<b>PASS</b>	<b>Mark:</b>	<b>%</b>	<b>PASS</b>
<b>Date:</b>		<b>FAIL</b>	<b>Date:</b>		<b>FAIL</b>	<b>Date:</b>		<b>FAIL</b>

**Self Assessment 1**

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

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

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

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**Self Assessment 2**

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

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2. What is a HAZARD?

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3. What are the principles of risk assessment?

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**Self Assessment 3**

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

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**Self Assessment 4**

1. Please state a way in which you will contribute to electrical safety in your workplace

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**Self Assessment 5**

1. Please state two ways by which you can minimised 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.