



# Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 6: Know about health and safety in the workplace



Version 2

# Evidence Booklet

## Unit 6: Know about health and safety in the workplace

**Candidate's name (Block capitals)** \_\_\_\_\_

Instructions to candidates

Read the instructions carefully and complete all tasks in this booklet.

Make sure that your writing is clear and legible.

When your evidence booklet is complete, sign and date the following declaration.

**I confirm that**

- the work in this booklet is my own work
- I have not copied from anyone or any other sources
- I have not allowed anyone to copy my work.

Candidate's signature..... Completion date.....

**Centre assessor's name (Block capitals)** \_\_\_\_\_

**I confirm that I have read the Introduction for Tutors overleaf.**

I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

I confirm that

- all tasks have been completed
- I have marked the work following the evidence requirements
- the work meets the assessment criteria.

Centre assessor's signature.....Completion date.....

(If applicable)

**Internal quality assurer's (IQA) name (Block capitals)** \_\_\_\_\_

**I confirm that I have checked this booklet and agree with the assessment decision.**

IQA's signature..... Date of quality assurance.....

(If applicable)

**Scribe's name(Block capitals)** \_\_\_\_\_

I confirm that I have transcribed the candidate responses using their own words.

**Scribe's signature**..... **Date**.....

# Introduction for tutors

The purpose of this evidence booklet is to provide a simple and manageable solution for gathering evidence for Unit 6 of these qualifications.

## ASSESSMENT AND QUALITY ASSURANCE

**Tutors may change any task or part of a task to make the context more appropriate for their learners. However, alternative tasks must meet the assessment criteria.**

All evidence **must** be marked before submission. This should be indicated through a tick and/or feedback comment on each answer. Centre assessors must use the OCR evidence requirements for the unit when assessing the work. Tutors should check that there are no gaps in the evidence. Incomplete evidence must not be submitted. The relevant Assessment Criterion (AC) is listed against the title of each Task.

Witness statements **must** be fully completed by the witness (ie tutor, assessor, supervising person). Candidates **must not** complete any part of the witness statements.

Scribed work **must** be annotated with the scribe's initials. If candidates require a scribe, further guidance can be found in the JCQ document: *Access Arrangements, Reasonable Adjustments and Special Consideration 2014-2015*. The application form for reasonable adjustments is available to download from the JCQ website: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-vq-ia>. Please note that scribes cannot be used for Tasks 3a or 3b.

Centres should have an internal standardisation process in place to ensure consistency of assessment across assessors. For further guidance refer to the Centre Handbook section 3 which is available to download from the OCR website: [www.ocr.org.uk](http://www.ocr.org.uk)

## SUBMITTING EVIDENCE

Answers should be individual to the candidate and his/her own work. Staple together the tasks in numerical order. Do not submit evidence booklets in folders or plastic pockets. Do not submit group coursework, handouts or downloads.

All evidence submitted must be legible. If evidence is scanned for electronic submission, please ensure that the scanned copy is clearly legible and that pages are in the correct sequence and orientation. Declarations on the front sheet **must** be signed and dated; a 'typed' signature is not acceptable.

A Candidate Submission Sheet must be completed in line with OCR Administration Guide. The sheets are available to download from the qualification pages on the OCR website: [www.ocr.org.uk](http://www.ocr.org.uk)

**Please note** that OCR is unable to return candidate work to centres, so centres may wish to take a copy before submitting evidence.

## FEEDBACK TO CENTRES

Examiner-moderators will complete an electronic Centre Feedback Report Form (e-NQF6) for each batch submitted. Reports are accessed through OCR Interchange.

## KEEPING UP-TO-DATE

Occasionally OCR may up-date these booklets and assessment guidance. Please refer to the relevant qualification page on our website: [www.ocr.org.uk](http://www.ocr.org.uk) for the most up-to-date version.

## Task 1a (AC 1.1)

The Health and Safety at Work Act states the responsibilities of employers and employees in the workplace.

Complete the sentences below, giving **one** example of an **employer's** responsibility, and **one** example of an **employee's** responsibility.



In the workplace , the **employer** is responsible for \_\_\_\_\_

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In the workplace, the **employee** is responsible for \_\_\_\_\_

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## Task 1b (AC 1.2)

Match the health and safety regulations to the workplace they are most likely to affect.

a) A Café

b) An office

c) A building site

Write the answers in the boxes below.

1. Manual Handling Operations Regulations

=

2. Food and Hygiene Regulations

=

3. The Health and Safety Display Screen Regulations

=

Give **three** workplace activities that are affected by these regulations:

1. ....

2. ....

3. ....

## Task 1c (AC 1.3)

1 An **employee** fails to follow health and safety legislation and regulation by not wearing ear-protectors that the employer has provided for use around very noisy machinery. Give **two** possible consequences of this for the employee.

1.

2.

# Task 2a (AC 2.1)

Draw a line connecting the signs to the correct type.

a) Prohibition

1)



b) Safe Conditions and Access

2)



c) Warning

3)



If you are completing this booklet on screen give answers in the boxes below:

a) Prohibition

=

b) Safe Conditions and Access

=

c) Warning

=

## Task 2b (AC 2.2.)

You are asked to lift a lift a heavy box onto a counter. List the **three** steps you should take to safely lift the box according to safe lifting and handling methods. Put the steps in the correct order.

**Step 1** \_\_\_\_\_

**Step 2** \_\_\_\_\_

**Step 3** \_\_\_\_\_

## Task 2c (AC 2.3)

The fire alarm has just sounded at your workplace. In the box below are four actions you should take, but they are not in the right order. **Number** the actions from 1 to 4 in the correct order (1 being the first, 4 being the last).

<b>Actions</b>	<b>Correct order</b>
Leave calmly by the nearest safe exit	
Re-enter the building only when told it is safe to do so	
Stop what you are doing	
Meet at the assembly point for a roll call	

## Task 3a (AC 3.1 and 3.2)

Put the word **hazard** and the word **risk** in the correct sentence.

<b>Sentence 1</b>	If a bottle were broken, the glass on the floor would create a .....
<b>Sentence 2</b>	If warning signs were not put in front of the glass, it would create a .....

## Task 3b (AC 3.3)

<b>Activity 1</b>	<p>A chef is chopping vegetables in a hotel kitchen. The risk is that he might cut himself. What could be done to reduce the risk of injury?</p> <p>Answer _____</p> <p>_____</p>
<b>Activity 2</b>	<p>A painter is working on a ladder. The risk is that the ladder might slip and she might fall. What could be done to reduce the risk of injury?</p> <p>Answer _____</p> <p>_____</p>

## Task 4 (AC 4.1)

Health and safety support and information is available in the workplace.

Give **two** sources of support and information available to you.

Source 1

.....

.....

Source 2

.....

.....

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**The Qualification Numbers (QN) for these qualifications are:**

OCR Award in Employability Skills Entry Level 3 – 601/5339/8

OCR Award in Employability Skills Level 1 – 601/5341/6

OCR Award in Employability Skills Level 2 – 601/5343/X

OCR Certificate in Employability Skills Entry Level 3 – 601/5340/4

OCR Certificate in Employability Skills Level 1 – 601/5342/8

OCR Certificate in Employability Skills Level 2 – 601/5344/1

**The Unit Reference Number for this unit is:**

Unit 6: Know about health and safety in the workplace D/506/8972

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