

## Lesson Element – Health and safety

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

#### *Instructions and answers for teachers*

*These instructions should accompany the OCR Lesson Element ‘Health and safety’, which supports OCR Awards and Certificates in Employability Skills Unit 6, Know about health and safety in the workplace.*

**OCR**  
Oxford Cambridge and RSA

Lesson Element – Health and Safety

Unit 6 – Know about health and safety in the workplace

**Task 1**

As an employee, you have responsibilities under the Health and Safety at Work Act. Your employer does as well.

Research this act and find out what the responsibilities are of you and your employer.

<http://www.hse.gov.uk/regulation/hsaw.htm>

Complete the table below stating whether you think each is an employee or employer responsibility.

Responsibility	Employee or Employer? Both?
Attend health and safety training courses provided	
Take reasonable care for your own health and safety	
Provide equipment and protective clothing	
Have appropriate insurance in case of an accident	
Report anything that could put someone's health and safety at risk	
Provide health and safety courses	
Wear protective clothing	
Complete a risk assessment	

In a group discuss why some of these responsibilities might apply to both employees and employers.

#### **Associated materials**

Know about health and safety in the workplace – Lesson Element Learner Activity Sheets

#### **Expected duration**

Task 1 – 20 minutes

Task 2 – 30 minutes

Task 3 – 20 minutes

## Task 1

Ask the learners to complete the table below indicating whether the health and safety responsibility relates to the employee, employer or both.

<http://www.hse.gov.uk/legislation/hswa.htm>

<b>Responsibility</b>	<b>Employee or Employer? Both?</b>
Attend health and safety training courses provided	Employee
Take reasonable care for your own health and safety	Employee or both
Provide equipment and protective clothing	Employer
Have appropriate insurance in case of an accident	Employer
Report anything that could put someone's health and safety at risk	Employee or both
Provide health and safety courses	Employer
Wear protective clothing	Employee
Complete a risk assessment	Employer or both

Some responsibilities could apply to both groups. Ask the learners to discuss this in groups and feedback to the rest of the class.

## Task 2

Learners need to research the safety symbols used in the United Kingdom. The chart on the following website contains the classification symbols used in the UK:  
<http://www.squidoo.com/safety-signs-and-symbols>.

Ask the learners to draw and colour the appropriate symbols which could represent the words below. Alternatively, ask the learners to cut out the example symbols below and stick them onto their worksheet.

Protective gloves must be worn		First aid station		No admittance	
No smoking		Keep clear		Danger high voltage	
Emergency phone		Danger fork lift trucks in operation		Emergency exit	

## Task 3

Ask the learners to circle as many hazards as they can find in the cartoon.

The table below shows some example hazards from the cartoon and ways to minimise the hazard. There are others you and your learners can find.



Hazard	What needs to be done to minimise the hazard?
1 Fire doors blocked	Make sure all fire doors are clear and there is a warning sign.
2 Tear in carpet	Report to health and safety officer/caretaker to organise repair. Put warning tape over it as a short-term measure.
3 Trailing cables	Long-term – arrange for more sockets to be placed in the central part of the office.
4 Spill on the floor	Call maintenance/cleaners to mop up spillage and place a warning sign next to the spillage.
5 Changing light bulb	Use step ladders to change a bulb but only if you are trained.



We'd like to know your view on the resources we produce. By clicking on the 'Like' or 'Dislike' button you can help us to ensure that our resources work for you. When the email template pops up please add additional comments if you wish and then just click 'Send'. Thank you.

If you do not currently offer this OCR qualification but would like to do so, please complete the Expression of Interest Form which can be found here: [www.ocr.org.uk/expression-of-interest](http://www.ocr.org.uk/expression-of-interest)

**OCR Resources: *the small print***

OCR's resources are provided to support the teaching of OCR specifications, but in no way constitute an endorsed teaching method that is required by the Board, and the decision to use them lies with the individual teacher. Whilst every effort is made to ensure the accuracy of the content, OCR cannot be held responsible for any errors or omissions within these resources.

© OCR 2015 - This resource may be freely copied and distributed, as long as the OCR logo and this message remain intact and OCR is acknowledged as the originator of this work. OCR acknowledges the use of the following content:

• English and maths icons: AirOne/Shutterstock.com • Office Hazards illustration: © 2013 Richard Duszczak / Cartoon Studio. [www.cartoonstudio.co.uk](http://www.cartoonstudio.co.uk).  
OCR is aware that third party material has been used within these resources, but it has not been possible to acquire permission for use of this material.