

# Health and Safety Awareness for the Workplace *Spring 2025*



***This answer book will only be marked and certificated if this is completed by the learner AND prison staff***

## **Learner Statement of Authenticity**

By returning this answer book you are confirming that the work contained is entirely your work and does not include any work completed by anyone other than yourself. You also confirm that you have completed the assignment/portfolio in accordance with the instructions given by your establishment.

**Learner Prison No. in CAPITAL LETTERS**

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**Prison:**

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**Learner's Initials:**

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**Date:**

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## **Establishment Confirmation of Authenticity**

I confirm that the above-mentioned learner, to the best of my knowledge, is the sole author of this completed answer book.

**Staff Name:**

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**Signed:**

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**Date:**

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## **STAFF USE ONLY**

Date Issued	Date Marked	Assessor Initials	Result	
			<input type="checkbox"/> PASS	<input type="checkbox"/> REFER

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## How it works

### Welcome to your Way2Learn course.

This course is designed to enable access to education for all – whether in-cell or in your establishment's education facility.



To complete this course, you will need to watch all of the episodes. Times for each episode are provided on the next page.



You can request a copy of the episode transcript from your Distance Learning Coordinator or Learning and Skills Manager if you need to revisit any of the information.



If you have any difficulties in completing this course, please speak to a suitable peer mentor or member of staff for some help.



Once completed, return your answer book to the appropriate member of staff. After it has been received, it can take up to 3 weeks to be assessed and issued a certificate.



You can ask a member of staff for a copy of our policies and practices for further details.

## Episode Guide

# Health & Safety for the Workplace



**Monday/ Wednesday/Friday/Sunday**

Content Guide	Monday/ Wednesday/ Friday	Friday/ Sunday
<b>Ep 1: Foundations of Workplace Safety</b> This episode lays the groundwork for understanding key health and safety regulations in the workplace, including the Health and Safety at Work Act 1974.	<b>7:00am</b>	<b>7:00am 5:00pm</b>
<b>Ep 2: The Significance of Safety Signs</b> Episode 2 focuses on the critical role and meanings of safety signs found in the workplace. You will be equipped to identify and understand mandatory, prohibition, and warning signs, enhancing their ability to maintain safety standards	<b>7:10am</b>	<b>7:10am 5:10pm</b>
<b>Ep 3: Risk Reduction Techniques</b> This episode explores practical techniques for reducing risks in the workplace, covering safe manual handling, fire safety, and the proper use of display equipment. You will gain actionable strategies to prevent workplace injuries and hazards.	<b>7:16am</b>	<b>7:16am 5:16pm</b>
<b>Ep 4: Promoting Safety Through Communication</b> The final episode underscores the importance of clear communication and reporting in fostering a culture of safety. It offers insights into developing skills for reporting hazards and accidents.	<b>7:27am</b>	<b>7:27am 5:27pm</b>

## Learning Outcomes



1. Recognise important Health and Safety regulations and how to adhere to them.
2. Identify and understand the significance of safety signs commonly found in the workplace.
3. Apply various techniques to reduce risks, such as manual handling, fire safety and proper use of display equipment.
4. Develop effective communication and reporting skills to promote a culture of safety in the workplace.

## Starting Out

Consider the learning outcomes above.

On a scale of 1 -10, how would you rate your knowledge of '**H&S Awareness for the Workplace**' before starting this course?

*(Please tick the appropriate box)*

1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Low

High

At the end of this course, you will have the opportunity to rate your knowledge once more.

## Knowledge Check

To pass this course you will need to correctly answer **80%** of the questions.  
This equates to **23** correct answers out of the 29 marks available.



### Episode 1

#### Question 1

**What is the key legislation that governs health and safety practices in the UK?**

*(Please tick the appropriate box)*

<b>A</b>	Occupational Safety and Health Administration	
<b>B</b>	Control of Substances Hazardous to Health (COSHH)	
<b>C</b>	Manual Handling Operations Regulations	
<b>D</b>	Health and Safety at Work Act 1974	

#### Question 2

**Who holds legal responsibility under the Health and Safety at Work Act 1974 for ensuring the health, safety, and welfare of employees and anyone affected by work activities??**

*(Please tick the appropriate box)*

<b>A</b>	Employers	
<b>B</b>	Only senior managers	
<b>C</b>	Employees, but only if they work in hazardous environments	
<b>D</b>	The Health and Safety Executive (HSE)	

### Question 3

**What is the purpose of the COSHH regulation?**

*(Please tick the appropriate box)*

<b>A</b>	To provide clear information, instruction, and training	
<b>B</b>	To focus on the safe handling and storage of hazardous substances	
<b>C</b>	To ensure safe lifting and carrying of objects	
<b>D</b>	To minimise the risk of musculoskeletal injuries	

### Question 4

**Employers are responsible for conducting risk assessments to identify potential hazards. Why is this important?**

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## Question 5

**True or False:**

**Employees have a legal duty to take reasonable care of their own health and safety?**

*(Please tick the appropriate box)*

<b>A</b>	True	
<b>B</b>	False	

## Question 6

**Describe the possible consequences of non-compliance with health and safety regulations in the workplace described in the episode.**

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## Episode 2

### Question 1

Match the type of safety sign to the correct description by writing the letter of the correct answer in the box provided.

(Write your answer in the box provided)

<u>Sign Type</u>	
A	Prohibition signs  (Red Circle)
	Warning signs  (Red Triangle)
C	Mandatory signs  (Blue Circle)
	Information signs  (Green Background)

### Description

Signs that indicate potential hazards or dangers.

Signs that indicate actions that must be taken.

Signs that indicate actions that are not allowed.

Signs that provide important information or instructions.

**C**

*Example*

## Question 2

**What does a prohibition sign with a symbol of a cigarette indicate?**

*(Please tick the appropriate box)*

<b>A</b>	Smoking is allowed in that area	
<b>B</b>	Smoking is not allowed in that area	
<b>C</b>	Smoking is only allowed outside the building	
<b>D</b>	Smoking is allowed, but only in designated areas	

## Question 3

**True or False:**

**A warning sign indicating a slippery floor means you should walk cautiously or use another route?**

*(Please tick the appropriate box)*

<b>A</b>	True	
<b>B</b>	False	

## Question 4

**Which type of safety sign has a circular shape with a blue background, and white images or text inside the circle?**

*(Please tick the appropriate box)*

<b>A</b>	Warning signs	
<b>B</b>	Information signs	
<b>C</b>	Prohibition signs	
<b>D</b>	Mandatory signs	

### Question 5

**Where are safety signs most commonly placed in the workplace?**

*(Please tick the appropriate box)*

<b>A</b>	Inside the staff room only	
<b>B</b>	Near the entrance of the building	
<b>C</b>	In areas where they are most relevant to specific hazards or risks	
<b>D</b>	Randomly throughout the workplace	

## Episode 3

### Question 1

**Which of the following actions can increase the risk of developing Musculoskeletal Disorders (MSDs) in the workplace?**

*(Please tick **all** the appropriate boxes)*

<b>A</b>	Repeatedly lifting heavy objects without proper technique	
<b>B</b>	Carrying loads that are too heavy without assistance	
<b>C</b>	Ignoring ergonomic principles when using display equipment	
<b>D</b>	Completing a LITE assessment before handling a load	

## Question 2

**What does the L.I.T.E. assessment acronym stand for?**

*(Please tick the appropriate box)*

<b>A</b>	Load, Individual, Task, Environment	
<b>B</b>	Lift, Inquire, Test, Evaluate	
<b>C</b>	Load, Inquire, Task, Evaluate	
<b>D</b>	Lift, Individual, Task, Environment	

## Question 3

**True or False:**

**Conducting a thorough risk assessment is an essential first step in identifying fire hazards and reducing fire risks in the workplace**

*(Please tick the appropriate box)*

<b>A</b>	True	
<b>B</b>	False	

## Question 4

**Which of the following is an important consideration when using display equipment?**

*(Please tick the appropriate box)*

<b>A</b>	Maintaining a neutral body posture	
<b>B</b>	Adjusting the height and angle of the monitor	
<b>C</b>	Taking regular breaks to prevent prolonged static postures	
<b>D</b>	All of the above	

## Question 5

**Why are regular breaks important when using display equipment?**

*(Please tick the appropriate box)*

<b>A</b>	They help reduce strain and improve blood circulation	
<b>B</b>	They allow employees to take longer lunch breaks	
<b>C</b>	They are only necessary for people with existing injuries	
<b>D</b>	They help employees finish work faster	

## Question 6

**Explain why it is important for a company or building to have a fire evacuation plan.**

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## Episode 4

### Question 1

Which of the following best explains why clear and effective communication is important for workplace safety?

*(Please tick the appropriate box)*

<b>A</b>	It reduces the number of workplace meetings needed	
<b>B</b>	It allows managers to delegate tasks more efficiently	
<b>C</b>	It helps ensure that employees understand hazards, follow safety procedures, and reduce the risk of accidents	
<b>D</b>	It ensures that employees always agree on safety decisions	

### Question 2

Which of the following is a practical step to achieve clear and effective communication in the workplace?

*(Please tick the appropriate box)*

<b>A</b>	Daily email updates	
<b>B</b>	Relying on technical jargon to demonstrate expertise	
<b>C</b>	Using simple and concise language	
<b>D</b>	Conducting exceptionally long safety meetings	

### Question 3

Which of the following is an example of a clarifying question to improve your understanding of the safety instructions?

(Please tick the appropriate box)

<b>A</b>	"Can you repeat the steps for using this fire extinguisher?"	
<b>B</b>	"How was your weekend?"	
<b>C</b>	"Is it important to keep walkways clear?"	
<b>D</b>	"Do I need to wear PPE at work?"	

### Question 4

Complete the table below give a brief answer for each step.

Step	Answer
<b>One:</b> Who should you inform first?	
<b>Two:</b> What should you do if no one is available?	
<b>Three:</b> How long do you have to report under RIDDOR?	



## Workplace Scenarios

### Question 1 (Episode 1)

**Scenario:** You have just started working in a large supermarket. While restocking shelves, you notice that a stack of heavy boxes is placed on a high shelf without proper support. When you mention it to your colleague, they shrug and say, "It's fine—we always stack them like that."

**What should you do in this situation, and why is it important to follow correct health and safety procedures in this case?**

**Word Count:** 50-100 words, (2 marks available)



### Question 2 (Episode 2)

**Scenario:** You are working as a porter in a hospital and notice a **blue circular mandatory sign** near a restricted area that says "Eye Protection Must Be Worn." A delivery driver enters the area without any eye protection.

**What does this sign indicate, and how should you respond to ensure health and safety compliance?**

**Word Count:** 50-100 words, (2 marks available)



### Question 3 (Episode 3)

**Scenario:** You have just started an office-based role where you spend most of the day working on a computer. After a few days, you begin to experience neck and wrist pain, but you are unsure if it is related to your workstation setup.

**What adjustments could you make to your workstation to reduce discomfort, and why is proper workstation setup important for long-term health?**

**Word Count:** 50-100 words, (2 marks available)

### Question 4 (Episode 3)

**Scenario:** You are working on a construction site when you see a loose scaffold plank that looks unsafe. Your colleagues don't seem concerned, and you are unsure whether to report it or not.

**Why is it important to report this hazard immediately, and who should you inform?**

**Word Count:** 50-100 words, (2 marks available)

## Learning Evaluation

You must comment on the three most important things you have learnt and complete distance travelled.

1.....  
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2.....  
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3.....  
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## Distance Travelled

Now that you have completed this course, on a scale of 1 -10, how would you rate your knowledge of H&S Awareness for the Workplace?

(Please tick the appropriate box)

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Low

High

## End of Knowledge Check

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## Course Feedback – H&S Awareness for the Workplace

**TO QUALIFY FOR A MUG OR WATER BOTTLE YOU MUST COMPLETE IN FULL, THE LEARNING EVALUATION. THIS IS A VOLUNTARY SUBMISSION. IF YOU DO NOT COMPLETE THIS YOUR WORKBOOK WILL STILL BE MARKED AND CERTIFICATED, BUT YOU WILL NOT BE ELIGIBLE FOR ANY OF OUR INCENTIVISED GIFTS.**

Please clearly write your full name here:

We value your feedback. Please rate each aspect on the scale below:

**1. The quality, style and tone of the videos.**

1	2	3	4	5	6	7	8	9	10
<b>Low</b>					<b>High</b>				

**2. The clarity of the answer book.**

1	2	3	4	5	6	7	8	9	10
<b>Low</b>					<b>High</b>				

**3. Your enjoyment of this course.**

1	2	3	4	5	6	7	8	9	10
<b>Low</b>					<b>High</b>				

Please tell us what you enjoyed most about this course

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Please give us one suggestion to improve this course

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