

# **Level 3 Principles of Health and Safety – Sample Exam**

**Version 1.1 (January 2024)**

**300 Sample Exam Pack**

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**Exam duration: 45 minutes**

**You should have the following for this sample exam**

- a pen with black or blue ink
- multiple-choice answer sheet

**Read the following notes before you answer any questions:**

- Attempt all questions
- If you find a question difficult, leave it and return to it later

**This sample exam contains 30 questions. All questions have equal marks.**

This sample exam pack must **only** be used for mock exams. It **cannot** be used as a live assessment.

**This sample exam paper is the property of City & Guilds.**

### How to complete the multiple choice answer sheet

Each question shows four possible answers (lettered 'a', 'b', 'c' and 'd'); only one is correct.

Decide which one is correct and mark your answer on the answer sheet with your pen.

For example if you decide 'b' is correct, mark your answer with a cross like this:

1 a  b  c  d

If you change your answer, cancel your first choice by filling in the box then put a cross in the answer which you have now decided is correct like this:

1 a  b  c  d

- 1 Which of the following is the **most** important reason for including health and safety training in new staff inductions?
  - a. To reduce equipment damage in the workplace.
  - b. To follow the workplace procedures.
  - c. To prevent accidents in the workplace.
  - d. To ensure all staff have the same opportunity.
  
- 2 Which one of the following is a potential result of poor health and safety standards in the workplace?
  - a. Poor morale.
  - b. Reduced wages.
  - c. Staff re-structure.
  - d. Increased break times
  
- 3 Which legislation was the Management of Health and Safety at Work Regulations 1999 brought in to reinforce?
  - a. Control of Substances Hazardous to Health 2002.
  - b. Reporting of Injuries, Diseases and Dangerous Occurrences 2013.
  - c. Health and Safety at Work Act 1974.
  - d. Workplace (Health, Safety and Welfare) Regulations 1992.
  
- 4 Which one of the following statements **best** explains the Health and Safety at Work Act 1974?
  - a. It places a duty on employees to ensure the health, safety and welfare of their employer at work
  - b. It places a duty on employees to report accidents to the Health and Safety Executive.
  - c. It places a duty on employers to ensure the health, safety and welfare of all their employees at work.
  - d. It secures health and safety for the general public only outside of working hours.
  
- 5 Which one of the following explains how an employer can provide a safe working environment?
  - a. Provide training and personal equipment for an employee's job role.
  - b. Ask employees to provide their own personal protective equipment and clothing.
  - c. Provide employees with a paid lunch and break times to keep morale high.
  - d. Provide travel arrangements to and from the workplace.
  
- 6 Who is responsible for the management of fires in the workplace?
  - a. Only the nominated fire officer(s) can use the fire extinguishers to tackle a fire.
  - b. Employees that are trained to identify the extinguisher to use for different classes of fire.
  - c. Only employees that have undergone manual handling training can operate a fire extinguisher.
  - d. A fire can be tackled by an employee or employer who has a health and safety role.
  
- 7 Which of the following are the **main** powers of health and safety enforcement officers?
  - a. Inspection investigation and guidance.
  - b. Prohibition and immediate prosecution.
  - c. Inspection and providing on the spot fines.
  - d. Investigation and providing risk assessments.

- 8 Why is the prompt reporting of defective equipment important in the workplace?
- To ensure the equipment is replaced quickly so work can resume.
  - To ensure that the risk to people's health and safety is minimised.
  - To ensure the risk assessment process is completed quickly and efficiently.
  - To ensure the health and safety representative informs the manufacturer.
- 9 Which of the following contributes **most** towards a good health and safety culture at work?
- Local Council monitoring compliance.
  - The senior management team monitoring staff performance.
  - Employees demonstrating safe working practices consistently.
  - The Health and Safety Officer imposing disciplinary sanctions on employees.
- 10 What is the **minimum** number of employees in an organisation that requires risk assessments to be recorded?
- 1
  - 2
  - 5
  - 10
- 11 Which of the following is the **main** reason for conducting a risk assessment?
- To charge employees for replacing damaged or lost PPE.
  - To provide safe systems of work for all employees.
  - To ensure adequate insurance is purchased.
  - To ensure that any lone staff member has additional training.
- 12 When will assistance be required in order to carry out a risk assessment?
- When it is not clear what the hazards are.
  - When there is not enough time to complete it.
  - When the manager needs to delegate the task.
  - When customers are involved in the area being assessed.
- 13 What is the **best** way of dealing with a hazard to ensure others are not put at risk?
- Remove it immediately.
  - Inform the line manager.
  - Place a barrier around it.
  - Display a warning or notice sign.
- 14 Which one of the following is **most** likely to be a potential health and safety hazard to the public?
- Lack of, or incorrect signage.
  - Loud noises in the vicinity.
  - Areas that are fenced off.
  - Lack of public conveniences.
- 15 Which of the following **best** describes the term 'hazard' in the workplace?
- The chance of harm occurring.
  - The object that is at risk of damage.
  - An object that can cause harm.
  - A person that is at risk of harm.

- 16 Which one of the following statements would **best** describe when a risk assessment needs to be reviewed?
- They need updating promptly once a month.
  - They need updating every time a change occurs.
  - They need updating each time a new person is involved.
  - They need updating by the senior management team.
- 17 Which one of the following processes is **first** in the hierarchy of risk control?
- Elimination.
  - Safe working procedures.
  - Training instruction and supervision.
  - Substitution.
- 18 Why is it important for a business to undertake a first aid needs assessment?
- To reduce training costs incurred by first aid activities.
  - To establish the correct level of first aid provision for the business.
  - To notify the Health and Safety Officer of all potential first aid needs.
  - To identify materials, machinery and activities that could cause first aid incidents.
- 19 Which one of the following describes the first aider's **primary** role in the workplace?
- To report on all first aid situations and keep accident records.
  - To ensure the injured person's job role is covered for the rest of the day.
  - To ensure the first aid kit is fully stocked and stocks are listed correctly.
  - To help someone who is ill or injured while ensuring the safety of everyone present.
- 20 Which of the following is a **minimum** requirement for first aid in the workplace?
- A fully stocked first aid kit.
  - A DRABC activity prioritisation procedure.
  - Two trained first aiders on site.
  - A first aid at work certificate.
- 21 Which **best** describes the **first** procedures to take when encountering an accident at work?
- Make the area safe to prevent further accidents.
  - Go straight to the casualty and check for breathing.
  - Shout loudly for assistance and sound the alarm.
  - Fill in an accident report form for the H&S manager.
- 22 Which one of the following explains why it is important to open the airway in an unconscious casualty?
- Because the casualty's trachea muscles contract and cause closure of the windpipe therefore obstructing the airway.
  - Because the tongue becomes swollen and the casualty can swallow the tongue which obstructs the airway.
  - Because the tongue relaxes and can block the airway of a casualty, causing obstruction of the windpipe.
  - Because the casualty's trachea muscles contract which forces the tongue backwards therefore obstructing the airway.

- 23 Which of the following symptoms **best** describe a casualty who is in shock?
- Hot flushes, red face, anxious behaviour.
  - Coughing, rapid pulse, anxious behaviour.
  - Cold clammy skin, rapid pulse, confused behaviour.
  - Redness of skin, laboured breathing, confused behaviour.
- 24 What would be the **best** action for a lone first aider in an emergency situation with an unconscious non-breathing adult?
- Immediately start CPR on the casualty and shout for help.
  - Give the casualty a minimum of five rescue breaths immediately.
  - Call 999 and request emergency services to be dispatched to the address.
  - Give the casualty two initial rescue breaths then use the emergency defibrillator.
- 25 Which is the **most** important aspect of moving objects safely in the workplace?
- To move objects with machinery.
  - To prevent personal injury.
  - To complete work in a timely manner.
  - To keep objects close to the waist.
- 26 Which is the correct process for lifting small objects safely in the workplace?
- Think, lift the object, plan the lift, move quickly and keep the object at the chest.
  - Think before lifting, grab the object, lift the item and hold it close to the chest.
  - Adopt a stable position and posture, twist and lean with the back, plan the lift and move quickly.
  - Think, adopt a stable position, maintain good hold and posture and keep it close to the waist.
- 27 Which one of the following is the colour coding for a foam fire extinguisher?
- Blue.
  - Green.
  - Black.
  - Cream.
- 28 Which of the following fire extinguishers **must not** be used in an environment containing solid combustible materials?
- Carbon dioxide.
  - Wet chemical.
  - Water.
  - Powder.
- 29 Which one of the following colour bands indicates a carbon dioxide fire extinguisher?
- Green.
  - Red.
  - Yellow.
  - Black.

30 Which of the following statements regarding the allocation and placement of fire extinguishers is **incorrect**?

- a. They are located next to escape routes at fire points on all floors.
- b. They are fixed to a visible location, for easy reach in the event of a fire.
- c. They are fixed to its location and only accessible by employees.
- d. They are located within a reasonable distance from any fire.

End of exam

NOW GO BACK AND CHECK YOUR WORK

**IMPORTANT**

Are the details at the top of the answer sheet correct?

Have you filled in your answers in INK in the appropriate boxes on the answer sheet?

## Level 3 Principles of Health and Safety

### Sample Version B

**Exam duration: 45 minutes**

**You should have the following for this sample exam**

- a pen with black or blue ink
- multiple-choice answer sheet

**Read the following notes before you answer any questions:**

- Attempt all questions
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1 a  b  c  d

If you change your answer, cancel your first choice by filling in the box then put a cross in the answer which you have now decided is correct like this:

1 a  b  c  d

- 1 Who should report unsafe working practices at work?
  - a. Only people who have been trained.
  - b. Your health and safety rep only.
  - c. Anyone who notices it.
  - d. Your line manager only.
  
- 2 Which is the **most** likely impact on the workforce of a lack of staff health and safety training?
  - a. Higher wages.
  - b. Higher stress levels.
  - c. Increased productivity.
  - d. Increased training budget.
  
- 3 Which of the following situations, involving staff, would trigger incident reporting under RIDDOR?
  - a. A common cold resulting in two days off work.
  - b. A broken leg caused by an accident at work.
  - c. A car accident occurring on the way to work.
  - d. A broken toe caused by an accident at work.
  
- 4 Which one of the following statements describes a provision of the Health and Safety at Work Act 1974?
  - a. Employers must provide cooking facilities.
  - b. Employers must provide first aid facilities.
  - c. Employers must provide fully, flood lit car parking facilities.
  - d. Employers must provide a calm, quiet work environment.
  
- 5 Which of the following **must** be displayed in all workplaces with five or more employees?
  - a. A statutory health and safety poster.
  - b. A statutory COSHH poster.
  - c. A statutory manual handling poster.
  - d. A statutory RIDDOR poster.
  
- 6 In terms of health and safety, what is the **first** action an employee should take when using dangerous substances?
  - a. Read the data sheet
  - b. Wear specified Personal Protective Equipment.
  - c. Complete a risk assessment.
  - d. Use appropriate containers for the substance.
  
- 7 Which one of the following describes the **main** purpose of health and safety enforcement?
  - a. To ensure that the business considers enforcement policies.
  - b. To ensure that enforcement officers motivate all staff in the workplace.
  - c. To undertake legal proceedings in the first instance of any breaches.
  - d. To ensure that duty holders are held to account if they fail in their responsibility.
  
- 8 Which one of the following is the objective of COSHH in the workplace?
  - a. To prevent the use of inadequate PPE in the workplace around substances.
  - b. To prevent, or to adequately control, exposure to substances hazardous to health.
  - c. To prevent all substances hazardous to health from being used in a workplace setting.
  - d. To prevent employees from undertaking work with substances that are hazardous to health.

- 9 Which is the **most** important reason to share good safe practices at work?
- To improve staff morale and team work.
  - To reduce the cost of staff health and safety training.
  - To reduce the risk of accident and injury in the workplace.
  - To ensure that the company can pass a health and safety inspection.
- 10 Which one of the following is the **main** purpose of carrying out a risk assessment?
- To meet legal requirements and to protect workers.
  - To follow procedures and to care for the workforce.
  - To avoid fines to the employer for unsafe practices.
  - To ensure records are maintained and reviewed.
- 11 The law requires employers to be responsible for risk assessments. Who else **must** be involved in risk assessment planning?
- Workers.
  - Customers.
  - General public.
  - Stakeholders.
- 12 Which of the following **best** describes sensible risk management?
- Ensuring that workers and the public are properly protected.
  - Reducing protection of people from risks that cause real harm.
  - Scaring people by exaggerating or publicising risks.
  - Creating a totally risk free environment.
- 13 Which of the following describes a hazard in the workplace?
- A wet floor sign put up after mopping.
  - Leaving the windows unlocked.
  - Climbing out of a tractor cab.
  - An electric cable that is uncovered.
- 14 Which of the following is **most** likely to be a potential health and safety hazard to visitors in a workplace?
- Not being signed in.
  - Low noises in the vicinity.
  - Areas that are fenced off.
  - Not having public toilets.
- 15 Which of the following **best** defines a risk?
- Something or someone being injured.
  - Something with the potential to cause harm.
  - The expected harm caused by something.
  - The likelihood of potential harm being realised.

- 16 Which of the following describes how to determine who is at risk of potential hazards?
- Identify the most common risks and specify those who could be harmed.
  - Outline all possible accidents and those who could be involved.
  - Check with human resources and get a list of all employees.
  - Conduct a risk assessment for every individual employee.
- 17 Which one of the following options shows the hierarchy of controls in the correct order?
- Substitution
  - Personal and respiratory protective equipment
  - Safe working procedures
  - Elimination
  - Training, instruction and supervision
- 3, 4, 2, 5, 1.
  - 4, 1, 3, 5, 2.
  - 5, 2, 1, 3, 4.
  - 5, 3, 1, 4, 2.
- 18 Why does a separate plan for first aid emergencies need to be created for lone workers?
- Because lone workers will encounter more emergencies.
  - Because lone workers always have access to a mobile phone.
  - Because lone workers will have a different skillset to other workers.
  - Because it is more difficult to raise the alarm for lone workers.
- 19 What are the aims of first aid provision?
- Prevent injuries, promote recovery and prevent reoccurrence.
  - Preserve life, prevent injuries worsening and promote recovery.
  - Provide equipment, prevent injuries worsening and promote recovery.
  - Promote recovery, prevent injuries worsening and report accidents promptly.
- 20 Which of the following is a **minimum** requirement for first aid at work?
- An appointed employee to take charge of first aid arrangements.
  - An appointed manager who trains all employees on first aid.
  - An appointed employee to take charge of stocking the first aid kit.
  - An appointed manager to write the company risk assessments.
- 21 Which is the correct procedure to follow in a first aid situation following an accident at work?
- Assess the casualty, assess the area for safety, start first aid procedures, call the emergency services if needed.
  - Assess the area for safety, make the area safe if needed, assess the casualty and call the emergency services if needed.
  - Retrieve the first aid kit, immediately call the emergency services, assess the casualty, start first aid procedures.
  - Assess the casualty, call the Health and Safety Officer, make the area safe if needed, and call the emergency services.

- 22 Which of the following is the correct prioritisation of immediate first aid activities?
- Danger, response, airway, breathing, circulation.
  - Danger, airway, response, breathing, circulation.
  - Danger, breathing, airway, response, circulation.
  - Danger, response, breathing, airway, circulation.
- 23 Which symptoms **best** describe a casualty who is severely choking?
- Sweating, vomiting, rapid shallow breathing, pale and clammy skin.
  - Coughing, gagging, sudden inability to talk, clutching the throat, passing out.
  - Redness of skin, laboured breathing, sweating profusely, confused behaviour.
  - Bleeding from the head, rapid deep breathing, sweating profusely, vomiting.
- 24 Which of the following is the standard treatment for burns?
- Cool the burn quickly, burst any blisters, do not apply a burns dressing.
  - Cool for up to 5 minutes in cold water, apply antiseptic cream and a burns dressing.
  - Cool the burn with an ice pack for 10 minutes, burst any blisters, apply a burns dressing.
  - Cool for up to 10 minutes in cold water, do not burst any blisters, apply a burns dressing.
- 25 Which one of the following is the **most** common cause of injury associated with poor manual handling?
- Moving too slowly.
  - Incorrect lifting procedure
  - Correct lifting procedure
  - Moving cautiously
- 26 Which one of the following is the **most** important action to take when manual handling to ensure the safety of others?
- Put up warning signs.
  - Keep objects out of reach.
  - Risk assess the area.
  - Ensure the alarm sounds.
- 27 Which extinguisher **must not** be used on fires involving electricity?
- Water.
  - Carbon dioxide.
  - Fire blanket.
  - Powder.
- 28 Which of the following fire extinguishers would be used in an environment containing flammable gases?
- Powder.
  - Water.
  - Wet chemical.
  - Carbon dioxide.

- 29 Which of the following explains how a fire extinguisher is identified for use on each type of fire?
- By the size.
  - By a band of colour.
  - By the location.
  - By the handle length.
- 30 Which action is recommended when a fire alarm is heard in the workplace?
- Act immediately and leave the building by the nearest exit.
  - Locate the fire and tackle it with a fire extinguisher.
  - Stay calm and leave the building by the nearest lift.
  - Collect all personal belongings before leaving the building.

**End of exam**

NOW GO BACK AND CHECK YOUR WORK

**IMPORTANT**

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## Level 3 Principles of Health and Safety

### Sample Version C

**Exam duration: 45 minutes**

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1 a  b  c  d

If you change your answer, cancel your first choice by filling in the box then put a cross in the answer which you have now decided is correct like this:

1 a  b  c  d

- 1 What is the **most** important and likely result of having staff well trained in health and safety?
  - a. Staff will help each other.
  - b. Staff will follow procedures.
  - c. Staff will be focused and productive.
  - d. Staff will feel more confident in their role.
  
- 2 Which one of the following situations could increase insurance premiums for employers?
  - a. Increased staff sickness.
  - b. Increased staff turnover.
  - c. An increase in staff overtime
  - d. An increase in staff compensation claims.
  
- 3 Which type of person is able to submit an incident report under RIDDOR legislation?
  - a. An employee.
  - b. A customer.
  - c. The general public.
  - d. The HSE.
  
- 4 According to the Health and Safety at Work Act 1974, which of the following groups have a duty to work safely?
  - a. Employees and visitors.
  - b. Senior managers and customers.
  - c. Employers and employees.
  - d. Everyone in the workplace.
  
- 5 Which of the following facilities **must** employers provide to ensure adequate welfare to employees?
  - a. Toilet facilities, smoking area, washing facilities, television and seating area.
  - b. Smoking area, drinking and eating areas, toilet and washing facilities.
  - c. Toilet facilities, areas to eat and drink, television and smoking area.
  - d. Washing and toilet facilities, rest and changing facilities, area to eat and drink.
  
- 6 Which of the following is a **statutory** duty of an employee?
  - a. Ensuring that equipment is available for regular use.
  - b. Ensuring that equipment is used and maintained safely.
  - c. Ensuring that colleagues are wearing adequate PPE.
  - d. Ensuring that colleagues take adequate breaks.
  
- 7 Why would an enforcement officer give an improvement notice to an employer?
  - a. When the duty manager has ignored a prohibition notice for the business.
  - b. When Human Resources reports a high turnover of staff from the business.
  - c. When an employee has contravened one or more of the statutory provisions.
  - d. When the duty manager has a high number of staff disciplinary procedures to process.
  
- 8 What is the **most** important reason for using PPE as instructed in the workplace?
  - a. To protect the user against health and safety risks.
  - b. To protect the user against poor manual handling.
  - c. To protect the business from prosecution or fines.
  - d. To protect the business from enforcement inspection.

- 9 Why is following safe working instructions important?
- To improve staff morale and team work.
  - To reduce the cost of staff health and safety training.
  - To reduce the risk of accident and injury in the workplace.
  - To ensure that the company can pass a health and safety inspection.
- 10 Which of the following describes what the law states about a risk assessment?
- It must be suitable and sufficient.
  - It must be in place and displayed.
  - It must be relevant and available.
  - It must be recorded and printed.
- 11 An employer sends an employee to work in a new location. Which of the following is **most** important when conducting the risk assessment?
- To do a remote assessment for the location.
  - To involve anyone that may be affected.
  - To use a generic risk assessment form.
  - To look for a previous risk assessment on the location.
- 12 For which of the following situations would it be appropriate to seek expert advice when completing workplace risk assessments?
- When risk assessing staff with limited experience using a new piece of machinery.
  - When risk assessing competent staff working in an office setting in the workplace.
  - When risk assessing a replacement piece of equipment used by experienced staff.
  - When risk assessing experienced members of staff using a piece of machinery.
- 13 Which one of the following is the **most** common workplace hazard?
- Unlocked doors.
  - Unlocked windows.
  - Uneven surfaces.
  - Unserviced machinery
- 14 Which of the following is the **most** likely hazard to cause serious harm to employees?
- Rubbish left uncleared.
  - Incorrectly used office furniture.
  - Stacked paperwork on office desks.
  - Mechanical equipment not used properly.

- 15 Which one of the following options shows the five steps to completing a risk assessment in the correct order?
1. Record your findings and implement them
  2. Identify the hazards
  3. Review your assessment and update if necessary
  4. Decide who might be harmed and how
  5. Evaluate the risks and decide on control measures
- a. 2, 1, 5, 3, 4.
  - b. 2, 4, 5, 1, 3.
  - c. 3, 4, 2, 1, 5.
  - d. 5, 2, 1, 4, 3.
- 16 Why should accidents in the workplace **always** be reported, however small?
- a. To ensure the manager is aware of occurrences.
  - b. To encourage all staff to learn from mistakes.
  - c. To prevent similar occurrences in the future.
  - d. To monitor that staff are carrying out their duties correctly.
- 17 Which one of the following statements **best** defines the risk control term 'elimination'?
- a. Complete the activity slowly and carefully to prevent hazards.
  - b. Redesign and substitute the activity where necessary.
  - c. Cease the activity and leave the situation at once.
  - d. Stop carrying out the activity and use a contractor.
- 18 What is the **most** important reason for a business to undertake planning for emergencies and first aid provision?
- a. To have procedures when responding to incidents and accidents.
  - b. To ensure insurance premiums for the business are minimised.
  - c. To ensure that all risk assessments have been recorded.
  - d. To prevent all incidents and accidents from occurring.
- 19 What is the **main** responsibility of a first aider?
- a. To act as a health professional when someone is injured or ill.
  - b. To complete the accident report document when someone is ill.
  - c. To give someone help who is injured or ill.
  - d. To ensure a family member is contacted.
- 20 When working in remote locations, what extra item is **most** suitable to include in the first aid kit?
- a. Mobile phone.
  - b. Glucose tablets.
  - c. Warm, dry clothing.
  - d. Ordnance survey map.

- 21 Which of the following **best** explains when an employee should contact emergency services in a medical emergency?
- As soon as the area is made safe and the employee feels unable to deal further with the situation.
  - As soon as the employee knows how many people are involved and what injuries are sustained.
  - As soon as the employee records the names of all the injured people and their exact location.
  - As soon as the employee completes initial assessments and casualties have discussed how they feel.
- 22 Why is it important to check the incident site as the first priority in a first aid situation?
- To ensure the first aider follows the company risk assessment procedure.
  - To minimise risk to the first aider and prevent any further accidents.
  - To minimise the need for accident reporting paper work to be completed.
  - To ensure no further accidents and reduce insurance premiums for the company.
- 23 Which symptoms **best** describe a casualty who may have a suspected dislocated joint?
- Bruising, tingling and numbness of the area, high blood loss, projection of bone through the skin, and swelling.
  - Tenderness around the site of the injury, bruising, numbness of the area, confused behaviour, vomiting and pale skin.
  - Swelling, discolouration of the skin, tenderness around site of injury, loss of normal function and tingling or numbness of the area.
  - Inability to bear weight, some restricted movement to the injured area, tenderness, blood loss, rapid pulse and swelling to the site of injury.
- 24 What is the **main** aim in a first aid situation where a casualty is bleeding heavily?
- To apply pressure to the wound and prevent infection.
  - To prevent further blood loss and minimise the effects of shock.
  - To remove foreign bodies embedded in the wound and minimise blood loss.
  - To remove the casualty's clothing to uncover the wound and apply pressure.
- 25 Which of the following is the **most** suitable for moving two small heavy boxes?
- A crane.
  - A fork lift.
  - A person.
  - A sack truck.
- 26 Which of the following items is suitable for handling and manoeuvring large loaded pallets?
- A van.
  - A fork lift.
  - A sack truck.
  - A wheelbarrow.
- 27 Which type of fire extinguisher is **best** used on fires caused by cooking oils and fats?
- Water.
  - Foam.
  - Wet chemical.
  - Dry powder.

- 28 Which type of fire is a black fire extinguisher used for?
- Fires involving organic materials (eg wood, cloth, paper).
  - Fires involving solid materials (eg plastic).
  - Fires involving live electrical equipment.
  - Fires involving cooking oils and fats.
- 29 Which fire extinguisher is indicated by a blue band of colour above the instructions?
- Dry powder.
  - Water.
  - Carbon dioxide.
  - Foam.
- 30 In the first instance, who should tackle a fire in the workplace?
- A fire warden.
  - A member of the general public.
  - An employee.
  - The nearest person to the fire.

**End of exam**

NOW GO BACK AND CHECK YOUR WORK

**IMPORTANT**

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## Level 3 Principles of Health and Safety

### Sample Version D

**Exam duration: 45 minutes**

**You should have the following for this sample exam**

- a pen with black or blue ink
- multiple-choice answer sheet

**Read the following notes before you answer any questions:**

- Attempt all questions
- If you find a question difficult, leave it and return to it later

**This sample exam contains 30 questions. All questions have equal marks.**

This sample exam pack must **only** be used for mock exams. It **cannot** be used as a live assessment.

**This sample exam paper is the property of City & Guilds.**

#### **How to complete the multiple choice answer sheet**

Each question shows four possible answers (lettered 'a', 'b', 'c' and 'd'); only one is correct.

Decide which one is correct and mark your answer on the answer sheet with your pen.

For example if you decide 'b' is correct, mark your answer with a cross like this:

1 a  b  c  d

If you change your answer, cancel your first choice by filling in the box then put a cross in the answer which you have now decided is correct like this:

1 a  b  c  d

- 1 What is a direct impact of good health and safety standards and training for employees?
  - a. Staff can have a day out for learning.
  - b. Staff make reduced compensation claims.
  - c. Staff have increased opportunity to socialise.
  - d. Staff have increased morale and productivity.
  
- 2 Which of the following could be a direct financial consequence to a business of poor health and safety standards?
  - a. Fines and associated legal fees.
  - b. An increase in staff training costs.
  - c. Recruitment and consultancy fees.
  - d. An increase in insurance premiums.
  
- 3 Which statement **best** describes the Management of Health and Safety at Work Regulations 1999?
  - a. It places a duty on all employers to assess and manage risks to their employees which have arisen from work activities.
  - b. It places a duty on all employers to report and manage risks of substances hazardous to health to their employees.
  - c. It places a duty of care on all employers to ensure adequate welfare needs are met during daily working activities.
  - d. It places a duty of care on all employers to ensure the necessary equipment is purchased to keep their employees safe at work.
  
- 4 What is the purpose of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013?
  - a. To inform the general public and local authorities of any incidents, diseases and dangerous occurrences which occur as a result of work in a public area.
  - b. To keep records within a company of any deaths, injuries, occupational diseases and dangerous occurrences, so employers are able to investigate regular incidents.
  - c. To inform the authorities about any deaths, occupational diseases, injuries and dangerous occurrences, so risks are acknowledged and investigated if required.
  - d. To report any deaths, diseases, injuries and dangerous occurrences in order to indicate where employers need to spend more money on safety and personal protective equipment for their staff.
  
- 5 What are the **main** health and safety responsibilities of an employer?
  - a. To protect all employees from any health and safety risks within the company by informing them via risk assessments.
  - b. To protect the health, safety and welfare of their employees and others who may be affected by their business.
  - c. To provide good levels of pay and additional holiday to all employees involved in health and safety within the business.
  - d. To develop the partnership of other companies to improve the overall health and safety of their own business.

- 6 Who should an employee speak to if they notice that a colleague is about to handle chemicals without wearing correct PPE?
- Senior management.
  - Line manager.
  - The colleague.
  - Health and safety representative.
- 7 Which one of the following statements would **best** describe when a prohibition notice is served?
- When an employee has contravened one or more of the statutory provisions.
  - When an inspector has identified non-compliance in a department.
  - When an employer has identified non-compliance for one of the statutory provisions.
  - When a duty manager has a high number of staff disciplinary procedures to process.
- 8 What is the **most** important control measure to consider when working with new equipment or in a new role?
- Specialist training.
  - Employee uniform.
  - Employee handbook.
  - Personal Protective Equipment.
- 9 Which one of the following is the **best** way to share safe working practice?
- Health and Safety policy.
  - Health and Safety leaflet.
  - Health and Safety email.
  - Health and safety briefing.
- 10 Which of the following **must** be included in a risk assessment to comply with the law?
- The precautions are acceptable and the risk remains the same.
  - The precautions are manageable and the risk is unchanged.
  - The precautions are reasonable and the risk is unforeseeable.
  - The precautions are reasonable and the remaining risk is low.
- 11 Does the organisation require a risk assessment if it only employs four staff?
- No, as there are less than five employees.
  - Yes, risk assessments must also be recorded.
  - No, risk assessments are not required.
  - Yes, but they do not need to be recorded.
- 12 Whilst conducting a risk assessment on an area of work, it becomes clear that some workers could be exposed to chemicals. Where would further information be available to complete this part of the risk assessment?
- In the management policies.
  - From a laboratory technician.
  - In the safety data sheet.
  - From the health and safety executive.

- 13 Which one of the following is an example of a biological workplace hazard?
- Disinfectant.
  - Electricity.
  - Noise.
  - Blood.
- 14 Which of the following is a common workplace hazard that can harm members of the public?
- Loose roof tiles.
  - Inclement weather.
  - Wet floor with no sign.
  - Toilets out of service.
- 15 Why is it necessary to update and review risk assessments?
- To ensure workplace procedures are followed.
  - To ensure workplace changes are accounted for.
  - To ensure the quality of the risk register is maintained.
  - To ensure the quality of control measures is maintained.
- 16 Which one of the following should be taken into consideration during the production stage of writing a risk assessment?
- Involve employees who carry out the task.
  - Avoid the use of jargon and abbreviations.
  - Ensure paperwork is kept for seven years.
  - Keep it simple and focus on controls.
- 17 Which statement **best** defines the risk control term 'substitution'?
- Redesign the activity to mitigate all the risks.
  - Outsource the work to a specialist sub-contractor.
  - Change the activity to mitigate all the hazards.
  - Change the material or process with a less hazardous one.
- 18 Why is it important to undertake a thorough risk assessment for lone workers when planning for first aid?
- To clarify how to inform the lone worker to avoid risks.
  - To ensure lone workers at risk are supervised at all times.
  - To ensure all risks are removed from the working environment.
  - To deal with specific risks for people working alone.
- 19 What are the **main** responsibilities of a first aider in the workplace?
- To prevent all injuries and accidents occurring.
  - To manage the first aid equipment and budget.
  - To prevent further accidents and preserve life.
  - To ensure all employees understand first aid.
- 20 Which of the following items are **most** likely to be found in a first aid kit as a minimum?
- Guidance leaflet, eye-pads, triangular bandages, dressings, gloves.
  - Circular bandages, paracetamol, eye-pads, antiseptic cream, dressings.
  - Eye-pads, guidance leaflet, needle and thread, paracetamol, bandages.
  - Antiseptic cream, guidance leaflet, gloves, needle and thread, eye-pads.

- 21 What is the correct way to check for a response in an injured person?
- Gently shake the casualty's arm and ask quietly "can you hear me?"
  - Gently shake the casualty's hand and ask quietly "can you hear me?"
  - Gently shake the casualty's shoulders and ask loudly "can you hear me?"
  - Gently shake the casualty's head from side to side and ask "can you hear me?"
- 22 What should be the first aider's immediate priority when encountering a situation with a seriously injured person?
- Assess the injured person and check the airway.
  - Assess the injured person and call the emergency services.
  - Assess the area for safety and call the Health and Safety Officer.
  - Assess the area and make sure all people in the area are safe.
- 23 Which of the following are symptoms of a heart attack in a casualty?
- Cold clammy skin, memory difficulties, chest pain, depression.
  - Sweating, shortness of breath, chest pain, sense of anxiety.
  - Sense of anxiety, paralysis, difficulty swallowing, chest pain.
  - Shortness of breath, double vision, sense of anxiety, memory difficulties.
- 24 Which of the following is the correct first aid procedure for an unconscious adult?
- Check for breathing, check the airway and call 999.
  - Open the airway, assess for danger and call 999.
  - Open the airway, check for breathing and call 999.
  - Open airway, commence CPR and call 999.
- 25 Which of the following describes how manual handling can be minimised?
- By providing personal protective equipment to all employees when using mechanical aids.
  - By ensuring there is enough staff to help with very heavy manual handling tasks.
  - By buying items in bulk so that mechanical machinery can be used at all times.
  - By ensuring suitable mechanical aids and training are available to employees.
- 26 Which of the following would be **most** suitable for moving long, heavy steel beams?
- Sack truck.
  - Crane.
  - Fork Lift.
  - Tractor.
- 27 Which of the following are types of fire extinguisher;
- Water, dry powder, foam, CO2
  - Water, oil, metal, CO2
  - Dry powder, foam, CO2, electrical
  - Wet chemical, dry powder, water, wood
- 28 Which one of the following types of fire could a water extinguisher be used on?
- Cooking oils.
  - Solid materials.
  - Petrol.
  - Electrical.

- 29 Which colour fire extinguisher is commonly found in the workplace?
- Green.
  - Blue.
  - Yellow.
  - Red.
- 30 Which of the following statements describes a business that is **not** set up to deal with a fire?
- Employees are trained and have been provided with firefighting equipment.
  - Employees have not undergone fire warding training and firefighting equipment is available.
  - The business has provided fire exit signs and fire proof doors and employees are not trained.
  - The business has provided firefighting equipment and signage and some employees are trained.

**End of exam**

NOW GO BACK AND CHECK YOUR WORK

**IMPORTANT**

Are the details at the top of the answer sheet correct?

Have you filled in your answers in INK in the appropriate boxes on the answer sheet?

# Level 3 Principles of Health and Safety

## Multiple Choice Answer Sheet



Component number

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Level 3 Principles of Health and Safety –  
Sample Exam

Candidate name  
(please print)

First name

Surname

Date

dd / mm / yy

Sample version

1 a  b  c  d

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30 a  b  c  d

Number of correct answers

/30

Grade

Pass/Fail

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# Level 3 Principles of Health and Safety Multiple choice sample exam answer keys



The pass mark for all versions of the exam is **21/30 (70%)**.

Question	Version A	Version B	Version C	Version D
1	C	C	B	D
2	A	B	D	A
3	C	B	A	A
4	C	B	D	C
5	A	A	D	B
6	B	A	B	C
7	A	D	C	A
8	B	B	A	A
9	C	C	C	A
10	C	A	A	D
11	B	A	B	D
12	A	A	A	C
13	A	D	C	D
14	A	A	D	C
15	C	D	B	B
16	B	B	C	A
17	A	B	B	D
18	B	D	A	D
19	D	B	C	C
20	A	A	A	A
21	A	B	A	C
22	C	A	B	D
23	C	B	C	B
24	C	D	B	C
25	B	B	D	D
26	D	C	B	B
27	D	A	C	A
28	A	A	C	B
29	D	B	A	D
30	C	A	A	C

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