

ESOL Skills for Life (3692) Entry 1 Assignment for single mode assessment



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Version 1.0

Health and Safety at Work Candidate's Paper for Reading

Candidate's name

City & Guilds enrolment number

Date of registration

Date assignment started

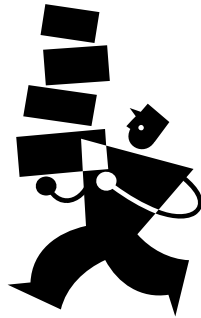
Summary of achievement

Reading

Activity 1

You have up to 15 minutes to do this activity.

Workplace Training Ltd



Important Notice

Health and Safety Training

Come to the canteen

on

Tuesday at 3pm

or

Wednesday at 10am

All new employees must attend on one of these days.

Learn about

- fire safety
- lifting and carrying
- trips and slips.

Meet your health and safety representative.

Collect your health and safety pack.

☎ Contact Mary Dawson to book a place on 01246 345678.

➤ **Finish these sentences.**

1. The notice is about _____

2. The training is in the _____

3. The training is on Tuesday and _____

4. The training gives information about

1. _____

2. _____

3. _____

5. New employees can contact Mary Dawson to

6. Mary Dawson's telephone number is

Activity 2

You have up to 15 minutes to do this activity.

- **Complete a registration form for health and safety training.**
- **Fill in the form (or explain to your tutor what is required).**

Workplace Training Ltd	
Registration form	
Full Name	
Address.....	
.....	
.....	
Telephone number.....	
I would like to attend health and safety training on (tick ✓ one box)	
Tuesday at 3pm	<input type="checkbox"/>
or	
Wednesday at 10am	<input type="checkbox"/>

- **Check for any mistakes.**

Activity 3

You have up to 15 minutes to do this activity.

- **Read about hand hygiene.**

Hand Hygiene

**Good hand washing protects against disease and illness.
Staff sickness costs employers a lot of money every year.**



How to wash your hands

- 1) Wet hands with water.**
- 2) Use plenty of soap.**
- 3) Wash hands, fingers and nails carefully.**
- 4) Rinse hands well with warm water.**
- 5) Dry hands with a clean towel or hand dryer.**

**It takes 15 seconds to wash your hands properly.
Remember germs can stay alive on hands for up to three hours.**

1. Give **two** reasons why you need to wash your hands.

1.

2.

2. List **two** ways to dry your hands.

1.

2.

3. How long can germs live on hands?

➤ **Check all your work.** (You have up to 15 minutes to do this.)

➤ **Give all your work to your tutor.**