

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



[www.cityandguilds.com](http://www.cityandguilds.com)  
September 2011  
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).**

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