



ICM

JUNE 2018

ACCIDENT & EMERGENCY PROCEDURES

Instructions to candidates:

- a) Time allowed: Three hours (plus an extra ten minutes' reading time at the start – do not write anything during this time)
 - b) Answer any FIVE questions
 - c) All questions carry equal marks. Marks for each question are shown in []
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1. You are responsible for carrying out a first-aid assessment of your workplace. You have identified the hazards, risks and those at risk of harm or injury.
 - a) List SIX of the many considerations to be taken into account when continuing your assessment of the first-aid arrangements. [6]
 - b) Discuss ways of informing employees of first-aid arrangements and the considerations to be taken when informing them. [6]
 - c) Identify FOUR factors, with an example of EACH, to be considered if your assessment proves first-aiders need to be appointed. [8]
 2. You have been nominated to supervise and coordinate the emergency arrangements in your company's largest site, which consists of a four-storey office block, a large warehouse and goods yard.
 - a) Other than fire, list SIX other possibilities of emergency which should be considered. [6]
 - b) Senior members of staff should be appointed as departmental fire/emergency wardens. Identify SIX of the precautions that they should ensure are taken in the event of an emergency evacuation. [6]
 - c) Identify TWO points that should be applied to ensure the roll call is suitable and sufficient. [2]
 - d) Explain why the emergency services should be called as soon as possible and what steps the organisation can take to ensure that they are called on time. What are the key points to get across to the emergency services? [6]
 3. You have been appointed to supervise and coordinate the emergency arrangements for your workplace including the responsibility of ensuring that the health and safety arrangements in the workplace are adequate.
 - a) Explain a Fire Marshall's duties in the event of an emergency. [6]
 - b) List no less than SIX items you would expect to find in a sufficiently stocked first-aid box for a low risk area. [6]
 - c) Identify FOUR precautions to be taken by first-aiders to reduce the risk of infection from blood-borne virus while carrying out their duties. [8]
 4. Electrical equipment and portable heaters can be a significant cause of accidental fires.
 - a) State FIVE main causes of fires starting from electrical equipment. [10]
 - b) Identify the colour code and contents of the TWO fire extinguishers that could be used to smother a small electrical fire. [4]
 - c) Your company has a supply of emergency heaters that are used in the event of power cuts. State the risks involved and the rules that should be observed to ensure their safe use. [6]
 5. As the health and safety professional of your organisation you have been tasked with the role of 'responsible person' in regard to fire safety.
 - a) Outline what the main responsibilities are when conducting a risk assessment and the considerations which need to be implemented. Give examples. [14]
 - b) It is your aim to ensure that your premises can be safely evacuated between two to three minutes. Identify THREE steps and actions taken to check that it is achievable. [6]

continued overleaf

6. A medium-level investigation is taking place following an incident in the yard of a busy warehouse. Senior management has requested that the yard supervisor and not the logistics manager should lead the investigation.
- a) Give your reasons as to why management would choose the yard supervisor over the logistics manager to lead this investigation. [10]
 - b) Give the advantages of conducting an immediate investigation. Explain the process for accident reporting and record keeping. Include relevant legislation and regulations. [10]
7. Routine maintenance checks are extremely important to ensure all your fire equipment is fit for purpose. Identify the weekly, monthly and annual checks and the actions that should be carried out for EACH of the following:
- a) Fire detection and warning systems, including self-contained smoke alarms and manually operated devices [8]
 - b) Emergency lighting, including self-contained units and torches [8]
 - c) Fire-fighting equipment, including hose reels [4]
- 8.
- a) List the THREE elements identified in the '**fire triangle**'. [1]
 - b) Identify FOUR ways that fire transmits heat. [4]
 - c) List FOUR measures that would help fire prevention and fire spread. [4]
 - d) Identify the FIVE main hazards produced by fire that should be considered when assessing the level of risk. [5]
 - e) List THREE examples of what would determine a '**high risk area**'. [6]