Surname	Centre Number	Candidate Number
Other Names		0



# **GCSE**

4921/01

# PREPARATION FOR WORKING LIFE (SHORT COURSE) Unit 1

P.M. THURSDAY, 5 June 2014

1 hour 15 minutes

	For Examiner's use only			
	Question	Maximum Mark	Mark Awarded	
Section A	1.	8		
	2.	8		
	3.	7		
	4.	7		
Section B	5.	10		
	6.	10		
Section C	7. or 8.	10		
	Total	60		

Use black ink or black ball-point pen.

**INSTRUCTIONS TO CANDIDATES** 

Write your name, centre number and candidate number in the spaces at the top of this page.

Answer all the questions in Section A and Section B and one question in Section C.

Write your answers in the spaces provided.

Where the space is not sufficient for your answer, continue the answer at the back of this booklet, taking care to number the continuation correctly.

#### **INFORMATION FOR CANDIDATES**

The maximum mark for this paper is 60.

The number of marks is given in brackets at the end of each question or part-question.

You are reminded that assessment will take into account the quality of written communication used in answers that involve extended writing (Questions 7(b) or 8(b)).

#### **SECTION A**

### Answer all questions.

1.	(a)	Explain what is meant by Personal Protective Equipment (PPE).	[2]
	(b)	State who is responsible for providing all items of PPE in any business.	[1]
	(c)	Explain what you should do if you find that an item of PPE is damaged.	[2]
		Identify items of PPE that may be used to protect the following:	
		(i) Ears	
		(ii) Skin	
2.	(a)	There are a number of hazards associated with the use of machinery in the work Explain what is meant by a <i>hazard</i> .	[2]

(b) Complete the following chart to explain why **employees** should always follow safe working procedures when using machines. [6]

The first one has been done for you.

Safe Working Procedure	Possible Hazard
Do not remove guards or other safety devices from the machine	Parts of the body, such as fingers, may be cut or crushed by the machine
Do not wear loose clothing or jewellery	
Do not operate machinery unless you have been trained to use it	
Do not try to clear a blockage in the machine without turning it off completely	
Clean up spills and remove obstacles from around the machine	
Do not operate machinery if you have been drinking alcohol	
Report any fault in the machinery immediately and do not use	

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[2]	State the role of an Environmental Health Officer (EHO).	(a)	3.
	Describe there of the valuers that ELIOs have to halp them cover, but their value		
[3]	Describe <b>three</b> of the powers that EHOs have to help them carry out their role.  (i)	(b)	
	(ii)		
	(iii)		
all Health [2]	Explain <b>one</b> action that an EHO can take to make sure that an employer follows all and Safety Laws.	(c)	
		•••••	

4.

Slip	s and trips' are the single most common cause of injuries in the workplace.	
(a)	State <b>one</b> of the injuries that could be caused by a slip or a trip in the workplace.	[1]
(b)	State <b>two</b> possible causes of slips and trips in the workplace.  (i)	[2]
	(ii)	
(c)	Describe how an employer can reduce the risks of slips and trips in the workplace.	[4]

#### **SECTION B**

### Answer all questions.

Elfed has started an apprenticeship as a painter/decorator. In his first two days at work to attend a Health and Safety Course about the hazardous materials and processes workplace.				
(a)	Expl	ain what is meant by the following terms and give <b>one</b> example of each.	[4]	
	(i)	Flammable substance		
		Explanation		
		Example		
	(ii)	Combustible material		
		Explanation		
			••••	
		Example		

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6.	Alun	needs	ts owns a small building firm. His only employee is his son. For some large contracts to employ various sub-contractors. His son has pointed out that the firm does not ten Health and Safety Policy.	t
	(a)	Give	the meaning of the following terms: [2]	
		(i)	Employee	
		(ii)	Sub-contractor	
	(b)	State	e what is meant by a Health and Safety Policy. [2]	
	•••••	•••••		
	• • • • • • • • • • • • • • • • • • • •	•••••		
	(c)	Expla Polic	ain why Alun Roberts should have a written statement of the firm's Health and Safety y. [6]	
	•••••			
	*********	• • • • • • • • • • • • • • • • • • • •		
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#### **SECTION C**

# Answer either question 7 or question 8.

#### Either,

	Sons Transport is a medium sized business that provides coaches and lor The business has received requests from several employees for more flexible of gements.	workin
(a)	State <b>two</b> different types of flexible working arrangements.	[2
	(i)	
	(ii)	
(b)	Discuss the advantages <b>and</b> disadvantages to a business, such as Jones 8 Transport, of agreeing to flexible working arrangements for their employees.	& Son [8
•••••		
••••••		
•••••		
•••••		• • • • • • • • • • • • • • • • • • • •

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C	η.

(a) Explain how a business calculates whether it is making a profit or loss.  (b) Discuss the steps Llinos would need to take to make sure that her business successful.	[2]
	will be [8]

#### **END OF PAPER**

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