



ICM

MARCH 2017

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 []
1. Managers need effective internal systems to know whether the organisation is getting better or worse, to know what is happening and why, and to assess whether objectives are being achieved. An incident report form is the basic starting point for an internal system. Thinking about these incident report forms:
 - a) What questions should the internal system answer when collecting and analysing incident data? [14]
 - b) List the types of data most organisations will want to collect. [6]
 2. Fire is the most common type of emergency that is encountered. However, there are many other types of emergency that should be considered.
 - a) Aside from fire, identify the different emergencies that could possibly occur. [8]
 - b) Evaluate the benefits of nominating a member of staff to supervise and coordinate all emergency arrangements. [8]
 - c) When you need to contact emergency services, you will speak to an emergency dispatcher who will be trained to control the call and help in an appropriate manner. Where an incident occurs, outline the critical information that needs to be given to the emergency dispatcher. [4]
 3. You have been asked to create an emergency plan for your organisation, which is a large workplace.
 - a) Identify what you should include in your emergency plan. [5]
 - b) There are disabled people within your organisation. In order to comply with the Disability Discrimination Act (DDA), what is important for you to consider doing in case of emergencies? [1]
 - c) Identify what you should consider as part of your risk assessment for people with special needs, as they need specific consideration when planning for emergencies. [14]
 4. You have to carry out a risk assessment as part of the Health and Safety at Work and COSHH Regulations. You have a particular focus on first aid in the workplace at this stage.
 - a) List the aspects you will need to consider as part of your risk assessment to ensure you are providing the right level of first aid provisions. [14]
 - b) There are no significant first aid risks in your organisation and so you do not need to appoint first aiders. However, due to the size of your company, you have decided it is important to give some employees the role of 'appointed person'. Describe the role of an appointed person. [6]
 5. You are the manager of an industrial kitchen and are responsible for health and safety on site. You are very aware of the need to control the risk of fire and want to ensure you are doing all you can to reduce the risks.
 - a) Outline the control measures that should be considered as part of reducing the fire risk. [4]
 - b) Identify the main causes of fire within an industrial kitchen. [6]
 - c) Describe the measures you would put in place to reduce the risk of fire from cooking processes. [10]

continued overleaf

6. Since 1 April 2006, employers, or those who have control of non-domestic premises, have had a statutory duty under fire safety and health and safety legislation to ensure that there are appropriate means of fighting fires.
- a) What does this legislation mean employers must do? [2]
 - b) Which type of fire extinguisher is advised for general risk? [2]
 - c) How many extinguishers are required per 200m² of floor space, or per floor? [2]
 - d) Discuss when it is legally appropriate to **not** provide extinguishers. [2]
 - e) Identify the type of fire extinguisher/s that should be used for electrical fires. [2]
 - f) Where are the best positions for the siting of fire extinguishers and/or notices? [10]
7. Under the Social Security (Claims and Payments) Regulations of 1979, Regulation 25, employers must keep a record of accidents at premises where more than 10 people are employed.
- a) Under this regulation, what should anyone that is injured at work do? [4]
 - b) Evaluate the requirements of an organisation's internal systems for collecting and analysing incident data. [12]
 - c) Explore the benefits of conducting accident/incident investigations. [4]
8. Routine maintenance checks are extremely important to ensure all your fire equipment is working correctly at all times. Identify the weekly, monthly and annual checks that should be carried out for:
- a) Fire detection and warning systems
 - b) Emergency lighting
 - c) Fire-fighting equipment, including hose reels [20]