

# SQA Work Experience Facilities Task

## Section 1

### Personal Information

Please include your details so that we know who has completed the task.

Name

Please include your first and last name

What school do you attend?

Please include the full name of your school

## Section 2

### Task 1 - Health and Safety Office Accidents

SQA recognise our responsibility as an employer to provide a safe and healthy workplace and working environment for all staff and visitors.

SQA will do everything it can to meet this responsibility paying particular attention to:

1. providing a safe place of work and healthy working environment
2. providing and maintaining plant, equipment and systems of work that are safe
3. providing arrangements designed for the safe use, handling, storage and transport of articles and substances
4. providing sufficient information, instruction, training, and supervision designed to enable all employees to avoid hazards and contribute positively to their own safety and health at work
5. providing appropriate first aid facilities
6. providing and maintain sufficient welfare facilities
7. consulting with employees on matters affecting their health and safety
8. reviewing and revising the Healthy and Safety policy as necessary at regular intervals

**Which Healthy and Safety point from the above list should have been implemented to make sure the following issues did not occur?**

*Please note these are fictional incidents that did not happen in SQA offices.*

1. Kirsty got a bad paper cut which wouldn't stop bleeding but there were no plasters left in the box.

2. Joe was too stressed about his workload, so he took sick leave (time off work).

3. Mark was new to the office and didn't know he wasn't allowed to use a box to stand on to reach a shelf. He almost fell off and could have been badly injured.

4. Emma was in a hurry on her way to a meeting and tripped over a piece of loose carpet.

5. Sophie fainted because the office was too hot'

6. Chris got an electric shock from a loose cable on the printer.

7. Fiona sprained her back from lifting heavy boxes across the office.

## Section 3

### Task 2 – Health and Safety Statistics

Health and safety at work summary statistics for Great Britain

#### **Using the Internet to help you match the statistics below to the statements which you think apply.**

Published online (the latest statistics on work-related health and safety in Great Britain, including the following key annual figures (2020/2021):

1. 2,369
2. 441,000
3. 93,000
4. 51,211
5. 142
6. 1.7 million
7. 470,000

How many working people suffering from work-related ill health?

How many mesothelioma deaths due to past asbestos exposures?

How many workers suffering from a work-related musculoskeletal disorder?

How many workers killed at work?

How many injuries occurred at work according to the Labour Force Survey?

How many injuries to employees were reported under RIDDOR?

How many workers suffering from COVID-19 which they believe may have been from exposure to coronavirus at work?

## Section 4

### Facilities Reflective Diary

Think back to what you read about the area and the tasks that you were asked to complete and then answer the following questions.

1. How long did it take you to complete this module? e.g 45 mins / 1 hour

2. What new information did you learn about Health & Safety in the workplace from this module?

3. What did you find most interesting?

4. If any, what type of Facilities work would you most like to do?