

# City & Guilds - Unit 201 Health and Safety Practice Test (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. What is the objective of safety signage in the workplace?**
  - A. To decorate the workplace**
  - B. To indicate areas for employee recreation**
  - C. To provide critical information and warnings about hazards**
  - D. To distract employees from their tasks**
- 2. What criteria must be met for an electrical incident to be reportable?**
  - A. If it disrupts work for less than 24 hours**
  - B. If it poses no risk of death**
  - C. If there is significant risk of death or it stops equipment for over 24 hours**
  - D. If it is a minor accident**
- 3. Can self-employed individuals be considered duty holders?**
  - A. No, they are exempt from this classification.**
  - B. Only if they hire others.**
  - C. Yes, they can be classified as duty holders.**
  - D. Only in certain situations.**
- 4. What factor is considered when determining what is 'reasonably practicable' in safety regulations?**
  - A. Personal preference**
  - B. Cost and time**
  - C. Legal obligations**
  - D. Company policies**
- 5. What does the term 'hazard assessment' refer to?**
  - A. A process to identify and evaluate risks in the workplace**
  - B. The implementation of first aid procedures**
  - C. The routine maintenance of safety equipment**
  - D. A method to increase productivity at work**

- 6. What requirements are there for workstations according to the regulations?**
- A. Workstations should be uniform across all jobs**
  - B. Workstations must be suitable for the specific work being done**
  - C. Workstations are not regulated**
  - D. All workstations must be outdoors**
- 7. What is the first step in responding to a workplace emergency?**
- A. Call for emergency services**
  - B. Assess the situation**
  - C. Evacuate the area**
  - D. Provide first aid to the injured**
- 8. How are work-related stressors best managed?**
- A. By increasing employee workloads**
  - B. Through effective communication**
  - C. By reducing employee breaks**
  - D. By limiting training opportunities**
- 9. When does the 7-day incapacitation period begin?**
- A. The day of the accident**
  - B. The day following the accident**
  - C. From the date the injury is reported**
  - D. The last day of the work week**
- 10. What is one of the primary duties of employees concerning health and safety?**
- A. To ensure compliance with company policies**
  - B. To take care of their own, and other peoples, health and safety**
  - C. To promote sales and productivity**
  - D. To train new employees on workplace hazards**

## **Answers**

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1. C
2. C
3. C
4. B
5. A
6. B
7. B
8. B
9. B
10. B

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## **Explanations**

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**1. What is the objective of safety signage in the workplace?**

- A. To decorate the workplace**
- B. To indicate areas for employee recreation**
- C. To provide critical information and warnings about hazards**
- D. To distract employees from their tasks**

Safety signage in the workplace serves a crucial role in maintaining a safe working environment. Its primary objective is to provide critical information and warnings about potential hazards that employees might encounter. This includes indicating the presence of dangerous machinery, chemical hazards, areas requiring protective equipment, and emergency exits. Effective safety signage enhances awareness among employees, helping them to recognize dangers and take the necessary precautions to prevent accidents and injuries. In contrast, options that mention decoration or distraction do not align with the role of safety signage, as these would undermine the serious purpose that such signs serve in promoting health and safety in the workplace. Additionally, indicating areas for employee recreation does not capture the essential function of safety signs, which is primarily focused on alerting and informing about hazards rather than leisure activities.

**2. What criteria must be met for an electrical incident to be reportable?**

- A. If it disrupts work for less than 24 hours**
- B. If it poses no risk of death**
- C. If there is significant risk of death or it stops equipment for over 24 hours**
- D. If it is a minor accident**

The correct criteria for an electrical incident to be reportable is when there is significant risk of death or if equipment is stopped for over 24 hours. This aligns with the legal obligations outlined in health and safety regulations, which prioritize incidents that could lead to serious harm or significant disruptions in work processes. When an incident poses a significant risk of death, it emphasizes the potential severity and the need for thorough investigation and reporting to prevent future occurrences. Additionally, the criterion regarding equipment stoppage for over 24 hours indicates that such an incident can have considerable operational impacts, necessitating documentation and review to ensure safety protocols are adequate. In contrast, the other options do not meet the severity thresholds established in regulatory frameworks. Disruptions of less than 24 hours, incidents that pose no risk of death, and minor accidents may not be deemed serious enough to warrant formal reporting, as they do not reflect the same level of danger or operational impact. Thus, they fall outside the criteria for reportable electrical incidents, highlighting the importance of recognizing and addressing significant risks in workplace safety.

### 3. Can self-employed individuals be considered duty holders?

- A. No, they are exempt from this classification.
- B. Only if they hire others.
- C. Yes, they can be classified as duty holders.**
- D. Only in certain situations.

Self-employed individuals can indeed be classified as duty holders because they have legal responsibilities for their own health and safety while at work. Under health and safety legislation, duty holders are defined as individuals or organizations that have a specific obligation to ensure a safe working environment. This includes self-employed individuals who must manage risks associated with their own work activities, ensure that they do not pose a risk to others, and comply with relevant health and safety regulations. Self-employed individuals must conduct risk assessments, implement safety measures, and ensure that their work practices do not endanger themselves or others, which firmly places them in the role of a duty holder. This classification underscores the importance of individual responsibility in maintaining workplace safety, regardless of whether someone is employed by a company or working independently. The other options incorrectly suggest either an exemption or conditional status that does not recognize the inherent responsibilities of self-employed individuals under health and safety law.

### 4. What factor is considered when determining what is 'reasonably practicable' in safety regulations?

- A. Personal preference
- B. Cost and time**
- C. Legal obligations
- D. Company policies

The concept of 'reasonably practicable' in safety regulations involves balancing the level of risk against the measures required to control that risk, particularly in terms of cost and time. This principle recognizes that while it is necessary to ensure health and safety, the extent of measures that can be taken should not be disproportionate to the risk involved. When assessing what is 'reasonably practicable,' factors such as the cost of implementing safety measures compared to the risk of harm are taken into account. If significant improvements in safety can be achieved without incurring excessive costs or delays, it is deemed reasonable to implement those measures. Essentially, this means that organizations should prioritize actionable and effective safety solutions that maintain a balance between efficiency and risk reduction, ensuring safety without imposing undue burdens. Other considerations like legal obligations and company policies play important roles in shaping an organization's health and safety approach but do not directly speak to the balance of cost and risk that defines what is 'reasonably practicable.' Personal preference is not a relevant factor, as safety decisions should be guided by objective assessments rather than individual choices.

**5. What does the term 'hazard assessment' refer to?**

- A. A process to identify and evaluate risks in the workplace**
- B. The implementation of first aid procedures**
- C. The routine maintenance of safety equipment**
- D. A method to increase productivity at work**

The term 'hazard assessment' refers specifically to a process designed to identify and evaluate risks in the workplace. This process critically involves recognizing potential hazards that could cause harm, assessing the likelihood of those hazards leading to incidents, and determining the severity of potential consequences. By systematically identifying these risks, organizations can implement appropriate control measures to mitigate them, ensuring a safer working environment for all. This definition emphasizes the proactive nature of hazard assessment, which is essential for maintaining health and safety standards. Recognizing hazards and understanding their implications allow employers to fulfill their legal responsibilities and protect their employees. The other choices relate to important aspects of workplace safety but do not capture the specific meaning of hazard assessment. For instance, first aid implementation focuses on responding to injuries rather than preventing hazards, routine maintenance pertains to ensuring that equipment functions properly, and methods to increase productivity do not directly address safety risks.

**6. What requirements are there for workstations according to the regulations?**

- A. Workstations should be uniform across all jobs**
- B. Workstations must be suitable for the specific work being done**
- C. Workstations are not regulated**
- D. All workstations must be outdoors**

Workstations must be suitable for the specific work being done to ensure the health and safety of the individuals using them. This requirement is founded on the principles of ergonomics and workplace design, which prioritize the comfort and efficiency of employees. A workstation that is tailored to the tasks being performed can help prevent musculoskeletal disorders, reduce fatigue, and enhance productivity by accommodating the user's needs in terms of height, reach, and the layout of tools and materials. This requirement is part of broader health and safety regulations that aim to create a safe working environment. It highlights the importance of assessing and adapting workstations to fit the tasks and the individuals, rather than adopting a one-size-fits-all approach. This individualized approach helps mitigate risks associated with repetitive strain or poor posture, ultimately contributing to a healthier workforce.

**7. What is the first step in responding to a workplace emergency?**

- A. Call for emergency services**
- B. Assess the situation**
- C. Evacuate the area**
- D. Provide first aid to the injured**

The first step in responding to a workplace emergency is to assess the situation. This involves understanding what has happened, determining the nature of the emergency, and evaluating the potential risks involved. By assessing the situation, a responder can gather vital information that will guide the next steps in the response plan, such as whether to call emergency services, evacuate people, or provide first aid. Without this initial assessment, any action taken may not address the specific needs of the situation, leading to unnecessary delays or exacerbating the emergency. For instance, if a responder immediately evacuates the area without understanding the cause of the emergency, they might inadvertently expose employees to greater danger. Hence, a clear and careful assessment is crucial for an effective and safe response to any emergency situation.

**8. How are work-related stressors best managed?**

- A. By increasing employee workloads**
- B. Through effective communication**
- C. By reducing employee breaks**
- D. By limiting training opportunities**

Managing work-related stressors effectively is crucial for maintaining employee well-being and productivity. Effective communication is a vital element in this process, as it allows for better understanding between employees and management. When communication channels are open, employees can express their concerns, seek support, and participate in discussions about workload and stress management strategies. This helps to create a supportive work environment where stressors can be identified and addressed collaboratively. Furthermore, effective communication can assist in clarifying job roles and expectations, reducing ambiguity that often contributes to stress. It also fosters a culture of trust and understanding, encouraging employees to share their experiences and challenges, which can lead to the implementation of appropriate interventions. In contrast, increasing workloads, reducing breaks, or limiting training opportunities can exacerbate stress rather than alleviate it. These approaches can lead to burnout, decreased morale, and increased turnover rates, ultimately harming both employees and the organization.

**9. When does the 7-day incapacitation period begin?**

- A. The day of the accident
- B. The day following the accident**
- C. From the date the injury is reported
- D. The last day of the work week

The 7-day incapacitation period begins the day following the accident. This is crucial because the intent of measuring this period is to account for the actual time lost due to incapacity related to the accident, rather than just the day of the incident itself. By starting the count from the day after the accident, it allows for a clear assessment of how long an individual is unable to perform their normal duties as a result of the injuries sustained. This approach provides a standardized timeframe to evaluate the impact of the injury on an employee's ability to work and helps ensure compliance with health and safety regulations. In this context, confirming the beginning of the incapacitation period ensures that all parties can accurately track the duration of lost work time and adhere to reporting requirements effectively. Understanding this timeline is key for both the support of the injured employee and the organization's obligations regarding health and safety practices.

**10. What is one of the primary duties of employees concerning health and safety?**

- A. To ensure compliance with company policies
- B. To take care of their own, and other peoples, health and safety**
- C. To promote sales and productivity
- D. To train new employees on workplace hazards

One of the primary duties of employees concerning health and safety is to take care of their own, and other people's, health and safety. This responsibility is fundamental in any workplace as it fosters a culture of safety and awareness among all staff members. When employees actively engage in safeguarding their health and that of their colleagues, they contribute significantly to reducing accidents, injuries, and health-related issues. By being vigilant and proactive in identifying potential hazards and taking appropriate measures, employees help create a safer work environment. This duty is often reinforced by health and safety regulations that empower workers to not only look after themselves but also assist their peers in adhering to safety protocols. In contrast, while ensuring compliance with company policies is important, it is more of a procedural duty rather than a direct health and safety concern. Promoting sales and productivity, while beneficial for the organization, does not align with the core aspects of health and safety responsibilities. Training new employees on workplace hazards is essential but typically falls under the responsibilities of supervisors or designated health and safety officers rather than the primary duties of all employees.