



GCSE MARKING SCHEME

SUMMER 2016

**PREPARATION FOR WORKING LIFE
4921/01**

INTRODUCTION

This marking scheme was used by WJEC for the 2016 examination. It was finalised after detailed discussion at examiners' conferences by all the examiners involved in the assessment. The conference was held shortly after the paper was taken so that reference could be made to the full range of candidates' responses, with photocopied scripts forming the basis of discussion. The aim of the conference was to ensure that the marking scheme was interpreted and applied in the same way by all examiners.

It is hoped that this information will be of assistance to centres but it is recognised at the same time that, without the benefit of participation in the examiners' conference, teachers may have different views on certain matters of detail or interpretation.

WJEC regrets that it cannot enter into any discussion or correspondence about this marking scheme.

GCE Preparation for Working Life

SUMMER 2016 MARK SCHEME

Question	Answer	Mark allocation
SECTION A		
1. (a)	<p>Explain the meaning of the hazard labels above that can be found on hazardous substances often used in workplaces.</p> <p>Award 1 mark each for the following</p> <p>Irritant - burns or irritates the skin Toxic - has the effect of a poison Highly flammable - a liquid that catches fire very easily [3x1]</p>	3
(b)	<p>State one substance that might be hazardous to the health of workers in a garage.</p> <p>Award 1 mark for any correct answer</p> <p>Cleaning chemicals, solvent, paint Dust, Carbon monoxide, fumes Petrol, acid, oil</p>	1
(c)	<p>State two harmful effects that could result from the incorrect use of hazardous substances.</p> <p>Award 1 mark for any two of the following</p> <p>Asthma Lung cancer Silicosis Dermatitis Death Burns Blindness [2x1]</p>	2
(d)	<p>Describe two control measures that could be used to reduce the risk of hazardous substances to workers and the general public.</p> <p>Award 1 mark each for any two of the following</p> <p>PPE Ventilation Train all employees Reduce time for which people are exposed Change to safer methods Warning signs Enclose dangerous process to protect other workers/public Minimise/clear up leaks and spills</p>	2

Question	Answer	Mark allocation												
2. (a)	<p>Safety signs use four different colours to make them easier to understand. Using your knowledge of safety signs, complete the following table.</p> <p>Award 1 mark for each of the eight answers</p> <table border="0" data-bbox="371 465 1185 701"> <tr> <td>BLUE</td> <td>Mandatory sign</td> <td>Must wear safety goggles</td> </tr> <tr> <td>GREEN</td> <td>Safe condition sign</td> <td>Fire Exit</td> </tr> <tr> <td>RED</td> <td>Prohibition sign</td> <td>No smoking</td> </tr> <tr> <td>YELLOW</td> <td>Warning sign</td> <td>Wet floor</td> </tr> </table>	BLUE	Mandatory sign	Must wear safety goggles	GREEN	Safe condition sign	Fire Exit	RED	Prohibition sign	No smoking	YELLOW	Warning sign	Wet floor	8
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GREEN	Safe condition sign	Fire Exit												
RED	Prohibition sign	No smoking												
YELLOW	Warning sign	Wet floor												
3. (a)	<p>Name one workplace where there may be a risk to workers from excessive noise.</p> <p>Award 1 mark for any one of the following</p> <ul style="list-style-type: none"> Construction site Road repair site Woodworking shop Engineering shop Forge Canning/bottling plant Waste-recycling plant Demolition site Foundries Pub/Bar 	1												
(b)	<p>State one piece of equipment that may be a risk to workers because it is very noisy in use.</p> <p>Award 1 mark for any of the following</p> <ul style="list-style-type: none"> Drop hammer Pneumatic drill Hand drill Guns Textile/bottling/canning/etc machinery Sound system 	1												
(c)	<p>Explain how excessive noise in the workplace could cause health problems.</p> <p>Award 1 mark each for any one of following named</p> <ul style="list-style-type: none"> Tinnitus Hearing loss Headaches <p>Award 2 marks for one condition well explained</p>	2												

Question	Answer	Mark allocation
3. (d)	<p>Describe how the risks from exposure to noise levels in a workplace could be reduced.</p> <p>Award 1 mark for each of the following</p> <p>Purchase quieter equipment Screen off source of noise Provide acoustic tiles for area Limit length of time exposed Provide hearing protection</p> <p>[3x1]</p>	3
4. (a)	<p>State two examples of businesses where PPE should be used.</p> <p>Award 1 mark each for any two correct examples</p> <p>Construction Chemical or metal industries Painter/decorator Electrical/water/gas industries Gardener/horticulture Joinery workshop</p> <p>2x1]</p>	2
(b)	<p>Identify items of PPE that may be used to protect the following:</p> <p>Award 1 mark each for the correct item</p> <p>Eyes - Safety spectacles, goggles, face-shields, visors. Head - A range of helmets, hard hats and bump caps Hands - Heavy/disposable/leather/waterproof gloves</p> <p>[3x1]</p>	3
(c)	<p>Explain what an employer needs to do before providing workers with Personal Protective Equipment.</p> <p>Award 1 mark for each of the following</p> <p>Do a Risk Assessment Train the workers to use PPE Include PPE wearing in health and safety policy Make sure equipment is up to standard</p> <p>Award 2 marks for one point well explained</p>	2

Question	Answer	Mark allocation
SECTION B		
5. (a)	<p>State the duties of the Health and Safety Executive.</p> <p>Award 1 mark for a simple explanation</p> <p>It is in charge of Health and Safety</p> <p>Award 2 marks for a detailed explanation</p> <p>It is the national independent authority for work-related health, safety and illness.</p> <p>It acts to reduce work-related death and serious injury across Great Britain's workplaces.</p>	2
(b)	<p>Explain why all the employees of a business need to know about their Health and Safety Policy.</p> <p>Award 1 mark for a simple explanation</p> <p>So they know what the risks are</p> <p>Award 2 marks for a more detailed explanation</p> <p>So that they are aware of the risks to their health and their lives and the risks to other people If they do not follow correct procedures.</p>	2
(c)	<p>Explain why this business must have a Health and Safety Policy.</p> <p>Award 1 mark for each valid point</p> <p>It is a legal requirement for companies with more than 5 employees</p> <p>It shows the legal requirements for that particular business</p> <p>It informs the employees of the legal and correct procedures</p> <p>It contains the risk assessment showing the company has considered the hazards</p> <p>It shows who is responsible for safety in the company</p> <p>It details emergency and first aid procedures</p>	6

Question	Answer	Mark allocation
6. (a)	<p>Give two examples of each of the following;</p> <p>Award 1 mark for each example</p> <p>Sources of ignition - heaters, lighting, naked flames, electrical equipment, smokers' materials, anything else that can get very hot or cause sparks.</p> <p>Fuel - wood, paper, plastic, rubber, foam, packaging materials, gas, petrol, hay/straw, waste and furniture.</p> <p>[4x1]</p>	4
6. (b)	<p>Describe the systems and procedures that every business should have in place in case of fire.</p> <p>Award 1 mark for each valid point</p> <p>Risk Assessments Safe working and housekeeping systems Sprinkler systems, fire extinguishers Smoke and fire alarm systems Exits, routes signs and procedures Staff training, drills, responsible persons</p> <p>[2x3]</p>	6

Question	Answer	Mark allocation
SECTION C		
7. (a)	<p>Explain why an accident book or record should be kept in every workplace.</p> <p>Award 1 mark for basic explanation</p> <p>To make a record of the accident</p> <p>Award 2 marks for a fuller explanation with purpose.</p> <p>Because it is a legal requirement So that the accident can be investigated So that there is a record in case of legal dispute So that there is a record of action taken Some types of accident must be reported to the H.S.E</p>	2
(b)	<p>Discuss whether it is possible to prevent any accident from happening in a workplace.</p> <p>Award 1-3 marks for an answer that simply addresses one side of the issue .e.g. ' You cannot control everything'. Communication will tend to be impeded by poor expression on occasions.</p> <p>Award 4-6 marks for an answer that recalls knowledge and demonstrates an understanding of some of the issues involved on both sides The answer will include a range of suggestions with evidence of discussion about the problems involved, such as 'Businesses can lay down procedures and rules for safety but if people do not follow them there will be accidents'. Expression is adequate to convey meaning, though errors are likely to be apparent.</p> <p>Award 7-8 marks for an answer that recalls knowledge and demonstrates a comprehensive and clear understanding of the reasons why accidents at work occur, and the importance of everyone in a company taking health and safety very seriously. The answer will include a wide range of realistic statements with evidence of detailed discussion. The response is well structured and clearly expressed, with few errors.</p> <p><u>Why accidents occur</u> Human error Ignoring instructions Staff shortages Messing about by employees Faulty equipment Incorrect equipment Incorrect use of equipment Inadequately protected equipment</p> <p><u>How accidents can be minimised</u> Risk assessment Control measures Staff training Health and safety policies Checking equipment Appointment of responsible personnel Supervision of staff</p>	8 [QWC]

Question	Answer	Mark allocation
8. (a)	<p>Explain what is meant by a business plan.</p> <p>Award 1 mark each for a simple explanation</p> <p>It shows how the business owner intends to run the business</p> <p>Award 2 marks for more detail</p> <p>A report that contains all the business's research findings, which includes market research, competitor analysis and projected costs.</p>	2
(b)	<p>Discuss whether having the funds to set up a business is the most important requirement for success.</p> <p>Award 1-3 marks for an answer that makes simple generalised statements, such as 'If you do not have enough money you cannot start a business' Communication will tend to be impeded by poor expression on occasions.</p> <p>Award 4-6 marks for an answer that recalls knowledge and demonstrates an understanding of the costs of setting up a new business and some of the problems involved; " You need enough money to get started but also a good business idea." The answer will include a range of suggestions with evidence of discussion. Expression is adequate to convey meaning, though errors are likely to be apparent.</p> <p>Award 7-8 marks for an answer that recalls knowledge and demonstrates a comprehensive and clear understanding of enterprise. The answer will include a wide range of suggestions with evidence of detailed discussion all aspects of starting a business . The response is well structured and clearly expressed, with few errors.</p> <p><u>Funding</u> Consideration of start-up costs Running costs until profit is being generated Calculation of profit using income and expenditure Financial control systems Planning for emergencies/unforeseen contingencies</p> <p><u>Other aspects of enterprise</u> Having a good/unique business idea/USP Having the skills and/or motivation Being prepared for hard work Having a good business plan Choosing the right location Choosing the right staff Doing adequate research</p>	8 [QWC]