



EXAM PAPER

OTHM Individual Certificate

In Hygiene, Health & Safety

Date: Sample Paper

Time: Sample Paper

3 hours duration

Answer 4 questions only.

All questions carry equal marks. 25 marks are awarded for each question.

Do not repeat the question in the answer but show clearly the number of the question you are answering on the appropriate pages of the answer book.

Questions may be answered in any order.

Rough workings should be included in the answer book and ruled through after use.

Question 1

Describe the risks presented by two types of Bacteria, including:

How do the Bacteria Multiply? 2.5 marks for each bacterium. Lower marks given for poor explanation.

Which foods are at risk? 2.5 marks for each bacterium. Lower marks given for poor explanation.

How is it spread? 2.5 marks for each bacterium. Lower marks given for poor explanation.

What role does personal hygiene play? 2.5 marks for each bacterium. Lower marks given for poor explanation.

How can spreading of the bacteria be prevented? 2.5 marks for each bacterium. Lower marks given for poor explanation.

Question 2

Considering a hotel or restaurant:

(a) Describe 3 laws which govern the business and which business managers/owners must be aware of. The description needs to be sufficiently detailed to provide an overview of the law as if you were explaining it to a new member of staff.

Marks between 1 and 5 for each law, together with good description. Laws chosen may include: Health & Safety, Food Safety, COSHH and Disability Discrimination Act

(b) Why is it important for manager to be aware of this legislation?

Up to 10 marks awarded for a good discussion of the issues raised and identifying the role of managers in a business to manage legislation.

Question 3

Your employer has recently completed a project to build a new restaurant and farm shop. You have been asked to manage this new part of the business. Giving consideration to Health and Safety, what are your responsibilities?

Marks will be given, 1 each up to 5 for each item of legislation

Up to 5 marks for recognition of need for paperwork and record keeping

Up to 5 marks for recognising the need for training for new staff and planning for this training.

Up to 10 marks for general discussion, identification of individual factors such as slips, trips, falls, manual handling and general discussion of managers role.

Question 4

You have been asked to create a new induction plan for staff working in your busy restaurant. They need the crucial information about hygiene, food and safety, but will also need to attain formal training courses. You need to develop a training and induction plan for new staff – describe what it will need to include and how the plan will deliver both the immediate training and the longer-term developmental training.

Training plan should recognise role of manager to explain food safety, health and safety and company policy. It should then identify a training plan for staff with formal accreditation. Job roles and risks need to be explained and there should be a system in place to ensure managers are aware of any staff illness, allergies or other potential hazards. Fire procedures need to be known and training should be given for the use of kitchen equipment.

Question 5

Create a Risk Assessment system for your workplace or for a workplace of your choice. What paperwork will be needed and what information needs to be collected and retained?

Marks awarded for recognition of types of paperwork and factors such as Risk Assessments, H&S roles and responsibilities in the workplace, need to keep accident records and the role that maintenance and testing plays and the need for shared responsibility in the management of safety in the workplace.

Question 6

Why is it important to manage hygiene, health and safety. Discuss the issues around this topic and explain why compliance to legislation makes good business sense.

Essay style answer expected with good recognition of the issues that lead to legislation and the issues arising from legislation – in terms of the complexity and bureaucracy added to business, and a comparison with the poor reputation and bad press caused if legislation is not managed properly.