

## Theme 3- How does Health and Safety affect the way businesses operate?

### 1. Setting the scene:

This is a short, fun exercise to introduce you to the main features of e-skills VIEW. We will give you a tour of the **four companies** that you will be studying and to the main sources of evidence. We will show you how to move about within the VIEWS.

The four companies are:

- **Dover Coastguard Station**-Monitoring the English Channel shipping lanes
- **Eli Lilly**- A research-based pharmaceutical company
- **Ford Motor company**- A vehicle manufacturing plant
- **House of Fraser**- A major high street department store

As you move about look at the **floor plan** so you can get an idea of where you are. You can find these in the **bottom right-hand corner** of the screen. You can also print these off.

Just follow the instructions and answer the quiz questions.

Exercise 1- An introduction to e-skills VIEW.

*From the **main menu** click on the link to **Challenge 1**. Now click the link to go to Dover Coastguard Station **Administration area**. These links allow you to drop into areas of the companies where you will find evidence for your later challenges. You can also get to these areas yourself by following the **floor plan** for each VIEW.*

***Point your mouse** at the stair case in front of you. Note that the mouse cursor changes to an **arrow**. This means you can click to go forwards from here.*

*Click on the stairs to go to the administration area. Find the **“Fire notice”** on the staff notice board. Click on it and then make it bigger by clicking the button at the top of the screen which says **“View images in more detail”**.*

*If you **left click and hold down** the button you can move the image up and down.*

**Q1. On discovering fire what three things should a staff member do?**

*Click “**Back**” twice to return to the corridor. **Left-click** and **hold down the button**. If you now move your mouse you can rotate the image and look around you. Up on the wall in the corridor are some **Wall emblems**. Have a look at them.*

**Q2. What type of animal can be found on two of the emblems?**

*Click “**Back**” and rotate until you are facing the entrance to the administration corridor. Move into the corridor. Look at the **photos** on the wall.*

**Q3. What is the name of the lightship?**

*Return to the corridor. Find the main office and enter. Find Spike. Click on him for an **interview**. You can ask him questions by clicking on the **blue question links** on the left.*

**Q4. Does the Coastguard service make a profit?**

**Q5. Where can you find a copy of the services’ annual report?**

*Go back to the office. Find **Mikes computer** and click on it.*

**Q6. Apart from e-mail, which program has Mike been using today?**

*Return to the office, find the exit and move back into the corridor. Find your way back downstairs to the reception and enter the Operations area.*

*Click on the “**Find out more**” button. You will find lots of these buttons as you move about. They have further information behind them. They contain interviews, videos and other relevant information.*

*Access the **server room**. Click on the **map** in the right-hand corner. This shows where you are on the **floor plan**. The **yellow triangle** also shows the direction you are facing. Go back to the server room. When you rotate around watch the triangle move.*

*Exit the server room and click “**Return to main menu**”. This button is really useful as it will take you back to the main menu page whenever you want.*

Click on the link to the **lab corridor** at Eli Lilly. **Move east** down the corridor. Rotate round and move into lab 7. Find the **emergency shower**.

**Q7. Why is there a shower in this laboratory?**

Go back to the lab and exit. **Move east** further down the corridor. Look at the floor plan to see where you are. Locate the offices and move into **office 2**.

**Q8. What degree did Anne do at University?**

**Q9. Name two pieces of IT equipment on Anne's desk.**

Go back and exit the office. Click on "**Return to main menu**". Take the link to the **Manor House**.

In front of you is a **sign**. If you point your mouse at it you will find it contains links to different offices in this building. Keep your mouse pointing at the board. If you press the **shift key** on your keyboard you can zoom in and look more closely. You can zoom out using your **CTRL key**.

Click on the **Managing Director** link to go to his offices. In the first office find a photo of Eli Lilly's headquarters.

**Q10. In which city in the USA would you find Eli Lilly's headquarters?**

**Q11. What is the microphone in the office used for?**

Click on "**Back**" to return to the lobby area of the Manor House. Click on the "**Lilly in Europe**" magazine. You can flick through the magazine by clicking "**Next**". When you get to the page titled "Demonstrating economics", zoom in to the page.

**Q12. In what year did Eli Lilly start to market Insulin?**

Click on "**Return to main menu**".

Click on **Ford, Building A**. Move into the building.

**Q13. How big in area is building A?**

**Move east. Move east again. Move east one more time. Rotate right** and you will see the robots. Click to play a **video** of the robots in action.

**Q14. What colour are the robots?**

*Rotate and **move west**. **Move west** again. Rotate and **move south**. **Move east**.  
Look around this area.*

**Q15. What colour are the cages in this area which protect staff from machinery?**

*Move ahead into building A.*

**Q16. What colour jacket is the staff member wearing here?**

*Click on "**Return to main menu**".*

*Click on the link to the Occupational Therapy Unit. Enter the unit. Rotate and enter **Physiotherapy**. Rotate round to face the exit.*

**Q17. How many fire extinguishers can you see in the reception area?**

*Go back to reception and exit the Occupational Therapy Centre.*

**Q18. What colour is the truck entering gate 3?**

**Q19. What is the speed limit for vehicles in this area?**

*Click on "**Return to main menu**".*

*Click on **House of Fraser, shop floor**. Rotate round and move to **the west end of the sales floor**.*

**Q20. What is the name of House of Fraser's premium clothing "own brand"?**

*Go back to the **lifts** and take the lift to the **fifth floor**. Rotate round and enter the House of Fraser offices. Look at the **staff notice board** and click on the **Payslips info** sheet.*

**Q21. What is the payday for Januarys pay?**

*Move upstairs to the office. After the double doors there is a small reception area.*

**Q22. In the reception area, what magazine is sitting on the table?**

*Move further into the offices.*

**Q23. What is the name of the House of Fraser Replenishment Manager?**

*Click on the “**Find out more button**” and meet Gavin.*

**Q24. What is Gavin’s role at House of Fraser?**

**Q25. How many staff report directly to Gavin?**

*Click on “**Return to main menu**” to go back and exit e-skills VIEW.*

## **2. Gathering evidence:**

Using VIEW, investigate how laws to do with health and safety affect the way businesses operate?

Take the links in the index and remember to look for evidence in all the resources.

Note down any information you can find. You are advised to mark on your floor maps where you find information so that you can return to it later.

### **Dover Coastguard Station**

*Go to Dover Coastguard station. Enter the administration area corridor. Look at the notice board.*

- 1. Why are these posters being displayed on this notice board?**

*Enter the administration corridor.*

- 2. List the safety features you can see in this corridor.**

*Enter the administration office. Read the health and Safety report lying on Mike's desk.*

- 3. Why has this report been produced? Why is it signed by the Chief Executive?**
- 4. What features have been installed at the coastguard station to assist disabled staff members and visitors?**

### **Eli Lilly**

*Now go to Eli Lilly a pharmaceutical research establishment. Enter the laboratory corridor. Look around all the labs and make sure you talk to the scientists.*

- 5. As you go around the labs list the hazards which are particular to a pharmaceutical company.**
- 6. While visiting the labs list all the safety equipment you can find.**
- 7. Why is there a shower in lab 7?**
- 8. Who is responsible for health and safety in the labs?**
- 9. Why are Health and Safety signs in the labs different colours?**
- 10. What clothing do scientists wear in the labs? Why do they have to wear this equipment?**

*Go to the Manor House by taking the shortcut from the index or by following the map. Click on the sign in the reception area and talk to Colin, the Site Service manager.*

**11. What is induction training?**

**12. What type of Health and Safety training is available to staff?**

*Now go to Engineering by following the map or taking the shortcut in the index.*

**13. Why are the gases here stored away from the main building?**

*Move on to the construction area. Talk to Richard and Alex.*

**14. What types of hazard do workers in the engineering department come across?**

**15. What is a risk assessment?**

*Finally look around the roads at Eli Lilly.*

**16. What precautions have been taken to keep pedestrians safe?**

## **Ford Motors**

*Now move on to Ford Motors. Go to the Occupational Therapy Centre.*

**17. Describe the health facilities available to staff.**

**18. Why does Ford have a Health Centre on site?**

*Now go to buildings A, B and C.*

**19. List the main hazards in a large factory like this.**

**20. List any health and safety controls you can see in the factory buildings.**

## **House of Fraser**

*Now go to House of Fraser, a large high street department store. Go to the offices on the fifth floor. Look at the noticeboards.*

**21. What are the main hazards for staff and customers at House of Fraser?**

**22. What type of health and safety training is available to House of Fraser staff?**

*Take the link on the main menu to the security area and basement stores.*

**23. Why is Health and Safety information displayed in this area?**

*In the basement, talk to The Maintenance Manager and read his job description.*

**24. What health and Safety issues is the Maintenance Manager responsible for?**

**25. How are accidents reported at House of Fraser?**

**26. What are the most common accidents in the store?**



### 3. Enterprise challenge:

You are the Human Resources Manager for a large company and so are in charge of health and safety. Choose one of the following:

- A factory making tractors
- A large supermarket
- A company which makes perfumes and toileteries

Think about the main hazards that might affect staff in your business.

Fill in the **Risk Assessment Spreadsheet** for your business. You will need to fill in the following sections:

- **Hazard**- name the hazard e.g. Slippery floor, cars
- **Hazard type**- e.g. Chemical, risk of fall, fire
- **People affected**- e.g. scientist, shop floor staff, factory workers
- **Risk**- High, medium, low
- **Worst case**- Fatal, minor injury, major injury
- **Present control**- e.g. fire extinguishers, alarms, warning signs, protective clothing

(See spreadsheet) How do we make available?

Using your computer design a poster for the staff room to make employees aware of the main hazards they may face.

## Outcomes

- *Need for fire facilities*
- *Staff training needs*
- *H and S groups in companies*
- *First aiders*
- *Wall displays required for staff*
- *Safety areas in factories*
- *Cleaning materials*
- *Specialist equipment*
- *Display of legislation required*

## Locations in View

Health and safety legislation	Dover	Admin office- entry	Poster
Health and safety legislation	Dover	Admin corridor	Fire door
Health and safety legislation	Dover	Spikes office	H and S doc on Mikes desk
Health and safety legislation	Dover	Admin corridor	Poster with info
Health and safety legislation	Lily	Engineering	Health and safety info in text
Health and safety legislation	Lily	Construction area	Alex interview/Richard interview- H and S
Health and safety legislation	Lily	Lab 2	Health and safety description/ notices in walls
Health and safety legislation	Lily	Lab corridor	Health and safety info in text
Health and safety legislation	Lily	Lab 1	Health and safety info in text
Health and safety legislation	Lily	Lab 2	Timeline- Interview with Keith
Health and safety legislation	Lily	Lab 9	Timeline-Health and safety info
Health and safety legislation	Lily	Molecular biology lab	Health and safety info
Health and safety legislation	Lily	Lab 9	Peter interview- Health and safety
Health and safety legislation	Lily	End of lab corridor	H and S symbols on wall
Health and safety legislation	Lily	Lab 6	Health and safety
Health and safety legislation	Lily	Lab 5	Info on use of hoods to reduce fumes
Health and safety legislation	Lily	Lab 5	Health and safety- basic cleaning stuff
Health and safety legislation	Lily	Lab 7	Spillage kit- Click on it for description
Health and safety legislation	Lily	Lab 7	Shower by door- Click on for description
Health and safety legislation	Lily	Lab 8	Aderonke interview- H and S
Health and safety legislation	Lily	Lab 11 entrance	H and S info
Health and safety legislation	Lily	Lab 11	Sarah interview- H and S
Health and safety legislation	Lily	Office 1	Mark interview-H and S
Health and safety legislation	Lily	Office 2	Ann interview- H and S
Health and safety legislation	Lily	Office 4	Stephen interview- H and S
Health and safety legislation	Lily	manor house	interview with Colin- click on board
Health and safety legislation	HOF	Therapy security area	Legislation on wall
Health and safety legislation	HOF	basement store	Timeline- Maintenance manager job description
Health and safety legislation	HOF	basement store	Timeline- Colin interview- H and S policy
Health and safety legislation	Ford	Health centre	Facilities for a large site
Health and safety legislation	Ford	Entrance to block A	Timeline- Health and safety info
Health and safety legislation	Ford	Third rotary east of entrance to block A	Info on yellow barriers to protect pedestrians
Health and safety legislation	Ford	Throughout Building A	H and S in practice

Health and safety  
legislation  
Health and safety  
legislation  
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legislation  
Health and safety  
legislation

Ford	Building B	Fire hoses
Ford	Building B- Third rotary from east door	H and S info
HOF	Exit from offices	H and S info on walls
HOF	Customer services-inner office	H and S info