

Practice 1

Original past-paper question • 2019-20 • Paper 1 • Question 3

EXAM-STYLE QUESTION

You see someone fall and hurt themselves at college or work.

Write an accident report to say what happened.

You should include:

- the day and time of the accident
- the name of the person who was hurt
- details of what happened.

You must include a heading and use bullet points.

Write 4 to 6 sentences.

Write your accident report on the next page.

MODEL ANSWER

Accident Report

To: The Health and Safety Officer

Introduction:

- The accident happened on Monday 14 October at 10:30 a.m.
- The person who was hurt was Maria Khan.

Details of the accident:

Maria slipped on some water in the college corridor because there was no warning sign. She fell onto her left arm, and another student called the first aider. First aid was given immediately, and Maria was taken to the medical room.

Practice 2

Additional ESOLish exam-style practice question

EXAM-STYLE QUESTION

You are working in a cafe when a colleague burns their hand.

Write an accident report to explain what happened.

You should include:

- the day and time of the accident
- the name of the person who was hurt
- where the accident happened
- details of what happened.

You must include a heading and use bullet points.

Write 4 to 6 sentences.

MODEL ANSWER

Accident Report

To: The Health and Safety Officer

Introduction:

- The accident happened on Tuesday 3 March at 12:15 p.m.
- The person who was hurt was Daniel Green.

Details of the accident:

Daniel was making tea in the staff kitchen when hot water spilled onto his right hand. He put his hand under cold running water, and the manager called the first aider. First aid was given immediately, and Daniel was advised to visit his doctor.

Practice 3

Additional ESOLish exam-style practice question

EXAM-STYLE QUESTION

A learner trips over a bag in a classroom and hurts their knee.

Write an accident report to say what happened.

You should include:

- the day and time of the accident
- the name of the person who was hurt
- what caused the accident
- what happened after the accident.

You must include a heading and use bullet points.

Write 4 to 6 sentences.

MODEL ANSWER

Accident Report

To: The Health and Safety Officer

Introduction:

- The accident happened on Wednesday 9 April at 2:20 p.m.
- The person who was hurt was Fatima Ali.

Details of the accident:

Fatima tripped over a bag that had been left beside a desk and landed on her right knee. The teacher helped her sit down, and another learner moved the bag away. The first aider checked her knee, and Fatima rested in the office before going home.

Practice 4

Additional ESOLish exam-style practice question

EXAM-STYLE QUESTION

A box falls from a shelf and hurts a worker in a stockroom.

Write an accident report to explain the accident.

You should include:

- the day and time of the accident
- the name of the person who was hurt
- where the accident happened
- what happened and what was done.

You must include a heading and use bullet points.

Write 4 to 6 sentences.

MODEL ANSWER

Accident Report

To: The Health and Safety Officer

Introduction:

- The accident happened on Friday 18 July at 9:40 a.m.
- The person who was hurt was James Wilson.

Details of the accident:

James was working in the stockroom when a heavy box fell from a high shelf and hit his shoulder. A colleague moved the other boxes to a safe place, and the supervisor called the first aider. James was checked immediately, and he was taken to the walk-in centre for further advice.

Practice 5

Additional ESOLish exam-style practice question

EXAM-STYLE QUESTION

Someone slips near the swimming pool at a leisure centre.

Write an accident report to describe what happened.

You should include:

- the day and time of the accident
- the name of the person who was hurt
- details of the accident
- what happened after the accident.

You must include a heading and use bullet points.

Write 4 to 6 sentences.

MODEL ANSWER

Accident Report

To: The Health and Safety Officer

Introduction:

- The accident happened on Saturday 6 September at 4:05 p.m.
- The person who was hurt was Helen Smith.

Details of the accident:

Helen slipped on a wet floor beside the swimming pool because there was no warning sign nearby. She fell backwards and hurt her ankle, so a member of staff called the first aider. Her ankle was treated with an ice pack, and she was helped to a chair to rest.