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| Health & Safety in SchoolsKnowledge Check |

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| **Manual handling and Safe use of ladders** |
| Name :Role : | School : |
| Health & safety in your role is imperative The following are a list of questions each with multiple choice answer. These are based on the above presentation and accompanying toolbox talk.There are 10 questions, to pass the test you must get 80%. Each answer is worth one point.Please tick or circle only one of the answers provided that, you believe to be correct. Please read the question and answers carefully.  |
|  | A | B | C | Score |
| Question 1In manual handling the mnemonic TILE stands for  | Task Individual, load, Environment | TaskItineraryLoadEnvironment | Task IndividualLoadEnergy used |  |
| Question 2You are asked by a colleague to help move all the tables between two nearby classrooms immediately | Agree and start moving the tables. Tell her there is a trolley in the caretaker’s room. | Refuse as it’s not your job and you have heard manual handling should be avoided | Agree to help but say can we get together and plan what we are going to do, when and how. |  |
| Question 3Before using a stepladder, what should you check? | It is clean, in good condition and it is available | It is clean, no obvious broken parts, stable base, it’s the correct height for the task and you are trained | It belongs to a contractor at school, they are not using it and will not mind. |  |
| Question 4When climbing up a stepladder what are one of the golden rules? | You can use a chair if you only want to less than 1m form the floor | Always keep 3 points of contact | Always put the ladder sideways on to where you are working |  |
| Question 5Most injuries from falls from height occur … | Above 4 metres  | From roofs  | Below 2 metres | . |
| Question 6Where would you store the heaviest item on shelves | Top shelf | Middle shelf | Floor level |  |
| Question 7Which part of the body are we strongest to carry a load? | Chest | At arm’s length | Torso/stomach |  |
| Question 8Should you stand on the top platform of a step ladder? | Yes  | Yes, if you can use your hands on a wall or shelf to steady you. | No as you would not have 3 points of contact. |  |
| Question 9What should you do if you discover a rung missing near the top of the ladder you are about to use? |  Use the ladder but make sure you are very careful when going over the missing rung | Use the ladder but make sure a colleague holds the ladder while you’re on it |  Stop using the ladder and report the defect immediately |   |
| Question 10You need to lift something up form the floor. How should you stand ? | Feet wide apart, leg straight | Feet together, knees bent  | Feet slightly apart, knees bent. |  |

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| **Further assistance** | Please contact us if you need any further guidance or support**Jeanne: 07834 189 236****Neil: 07592 413 532****Email: info@jeannefairbrotherassociates.com**[**www.jeannefairbrotherassociates.com**](http://www.jeannefairbrotherassociates.com/) |