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| Health & Safety in Schools  Knowledge Check  ANSWERS |

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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 1  In manual handling the mnemonic TILE stands for | Task Individual, Load, Environment | Task  Itinerary  Load  Environment | Task  Individual  Load  Energy used |  |
| Question 2  You 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 3  Before 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 4  When 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 5  Most injuries from falls from height occur … | Above 4 metres | From roofs | Below 2 metres | . |
| Question 6  Where would you store the heaviest item on shelves | Top shelf | Middle shelf | Floor level |  |
| Question 7  Which part of the body are we strongest to carry a load? | Chest | At arm’s length | Torso/stomach |  |
| Question 8  Should 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 9  What 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 10  You 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/) |