

# ESOL FOR WORK

## Reading Level 1

Practice SET 1 (issued September 2008)



4 marks - 1 for each correct answer.

Mark Flanagan works for City Core, a large company in a city centre office block. He has been reading the company's Intranet Discussion Board. He is interested in the comments on the discussion board about the company's policy of fortnightly fire drills.

Read the comments below and then answer questions 1 - 4.

**Person A:** I've been working here for five years and I've kind of got used to it I suppose, although I think they should reduce them to once a month. That would be enough. They can be a bit disruptive if you're busy with something but then again sometimes it's quite nice to have an unexpected break and it means I can grab a decent coffee from Sparbicks.

**Person B:** I don't really see the point in them at all. If there was a real fire it would still be a mad rush for the exit, regardless of how many drills we'd had. It always seems to happen when I'm in the middle of something important so next time I'm just not going to evacuate. I reckon if enough of us take no notice of it the management will have to think again - so be brave and stand firm with me!!

**Person C:** I'm glad Health and Safety is taken so seriously. I don't think a short break once a fortnight is too disruptive - you never know it could make the difference between life and death for someone if there ever was a fire - and since we have such a high turnover of staff we have to have frequent drills to keep everyone informed of procedure.

**Person D:** I think we just have to accept them - we don't really have a choice because the managers have to comply with health and safety policy and I don't think it's unreasonable to expect us to go through the procedure every two weeks.

Please answer the following questions. (The first one has been done for you).

Who wants to see a reduction in the number of fire drills?

- A Person A
- B Person B
- C Person C
- D Person D

1. Who is trying to persuade other workers to ignore the drills?

Tick  the correct box

- A Person A
- B Person B
- C Person C
- D Person D

2. Who does the word 'them' refer to in Text D?

Tick  the correct box

- A Office workers
- B Two weeks
- C Fire drills
- D Managers

3. Who believes that the number of fire drills is necessary because the company recruits new staff so often?

Tick  the correct box

- A Person A
- B Person B
- C Person C
- D Person D

4. Which statement is not true?

Tick  the correct box

- A The drills are once a fortnight
- B The drills are every two weeks
- C The drills are once a month
- D The drills are twice a month

5 marks - 1 for each correct answer.

Yesterday there was a serious incident in the City Core building. Faulty power socket wiring in Mark's office caused a fire, which spread quickly to a nearby storeroom. The building was evacuated but one worker, Joseph King, did not hear the fire alarm because he is profoundly deaf and works in an office alone. He was rescued by the fire service; he was conscious but was suffering from the effects of smoke inhalation. Martha Hamilton broke her ankle when she fell down the stairs as she left the building. Both were discharged from hospital later that day.

Mark has to report the incident to the Health and Safety Executive. He has to fill out this form.

**Read the form below then answer questions 5 - 8. Do not complete the form.**

**Health and Safety Executive  
Report of an injury or dangerous occurrence**

**Part A - About You**

Please answer all the questions. Incomplete forms will be returned.	Please use the spaces below for your re- sponses
1. What is your full name?	Box 1
2. What is your job title?	Box 2
3. Please provide here the name and address of the Health and Safety Officer based at your premises?	Box 3

**Part B - About the incident**

1. Please give the date and time of the incident.	Box 1
2. Did the incident happen at the above address? If yes, go to question 3 If no, say where the incident happened	Box 2 <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> elsewhere in your organisation - give details <input type="checkbox"/> at someone else's premises - give details <input type="checkbox"/> in a public place - give details
3. Describe exactly where on the premises the accident happened?	Box 3

**Part C - About the injured person(s)**

About the injured person (s).	If more than one person was injured in the same incident, please attach the details asked for in Part C and D for each person on a separate sheet.
1. What is the full name and home address of the person injured?	Box 1
2. Is the injured person	Box 2 <input type="checkbox"/> male? <input type="checkbox"/> female?
3. Is the injured person	Box 3 <input type="checkbox"/> an employee ? <input type="checkbox"/> a visitor to your premises?

**Part D - About the injury**

1. What was the injury?	Box 1
2. Did the injured person (tick where applicable)	Box 2 a <input type="checkbox"/> become unconscious? b <input type="checkbox"/> need resuscitation? c <input type="checkbox"/> remain in hospital for more than 24hours? d <input type="checkbox"/> none of the above

**Part E - About the type of accident**

Please tick the box which best describes what happened	Box1 a <input type="checkbox"/> contact with moving machinery b <input type="checkbox"/> slipped, tripped or fell c <input type="checkbox"/> injured while handling, lifting or carrying d <input type="checkbox"/> exposed to a harmful substance e <input type="checkbox"/> exposed to fire/smoke f <input type="checkbox"/> another kind of accident (describe in Part F)
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**Part F - Details and action**

1. Please describe here what happened in detail and any action that has since been taken to prevent a similar incident	Box 1
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**Part G - Signature and date**

1. Please sign your name here	Box 1
2. Please date your report here	Box 2

Please answer the following questions. The first one has been done for you.

**Example question:**

Where should Mark Flanagan write Joseph King's name?

(Answer: Part C, Box 1.)

5. In Part D, Box 2 - which letter should mark tick to record Mr King's injury?

**Circle the correct letter**                      a      b      c      d

6. In Part E, Box 1, which letter should he tick to record Martha Hamilton's accident?

**Circle the correct letter**                      a      b      c      d

7. Where should Mark write his occupation?      PART \_\_\_ BOX \_\_\_

8. Where should Mark write City Core's address? PART \_\_\_ BOX \_\_\_

4 marks - 1 for each correct answer.

Mark is asked to fill in Part F of the report form. Read his draft report below and then answer the questions 9 - 13.

1 I was working at my desk when I thought I smelt something burning. I looked  
 2 around but couldn't see anything so I carried on typing. The smell got worse so I got  
 3 up and \_\_\_\_\_ towards the kitchen area but before I got there I saw smoke coming  
 4 from the corner of the room, near the storeroom. I couldn't see the fire straight away  
 5 because the area was obscured by boxes of stationery that hadn't been put away.  
 6 When I got there I could see flames coming from a wall socket, which were already  
 7 spreading to the boxes. I ran to raise the alarm and called the general manager who  
 8 oversaw evacuation. Everyone got out \_\_\_\_\_ quickly but we forgot about Joseph  
 9 King - he works flexi- time and stays in his office when he is in so we didn't really  
 10 think about him until we were all outside on Bridge street. I didn't see what happened  
 11 to Martha Hamilton but I believe she slipped on the fire escape because she had  
 12 quite high heeled shoes on. An ambulance took them to St Mary's Hospital.  
 13 The company has hired electrical contractors to check all wiring and replace where  
 14 necessary. The sprinkler system has already been serviced and repaired. The  
 15 management has issued new directions on receiving and dealing with large deliveries  
 16 to avoid boxes forming an obstruction.

Please answer the following questions. (The first one has been done for you).

There is a spelling mistake on

- A line 7
- B line 12
- C line 16

9. Which word would fill the gap in line 3

Tick  the correct box

- A walking
- B walks
- C walked

10. There is a capital letter missing in line

Tick  the correct box

- A line 3
- B line 13
- C line 10

11. There is a missing word in line 8. It should be

Tick  the correct box

- A faster
- B pretty
- C hurry

12. There is an apostrophe missing in

Tick  the correct box

- A line 5
- B line 10
- C line 13

13. The most suitable title for this report would be

Tick  the correct box

- A A Risk Assessment Report
- B Joseph King's Report
- C Incident Report



5 marks - 1 for each correct answer.

The Health and Safety Executive sends Mark a leaflet about using electrical appliances at work. Read the information below and then answer questions 14-18.

### The Health And Safety Executive Guidance On The Safe Use Of Electrical Appliances At Work

Employers have a duty to ensure that electrical equipment is maintained in a safe condition. In certain cases this means performing regular checks but the HSE recommends that in a low risk environment like an office, "regular visual inspections rather than testing, should be enough to comply with the legal requirement to maintain electrical equipment." The HSE also advises that employers should observe the following:

- Overloaded sockets are a potential fire hazard - so provide enough socket outlets to avoid or reduce the use of adapters
- Do not use taped joints to connect cables as these are not secure. Damaged cables should be replaced completely but if they have to be connected a professional contractor should do the work
- Do conduct your own visual inspections of plugs and leads and get them repaired if necessary. In particular be vigilant about physical wear to flex, deterioration of the cord grip at the plug and signs of overheating. Any faults identified should only be repaired by someone qualified to perform the task effectively and safely
- Do consider whether you have equipment that needs a more thorough inspection and test. For example, office equipment that is frequently relocated or has a lead which experiences substantial twisting may develop an internal fault.
- Do not ignore obvious warning signs such as faulty switching or occasional stopping. These may indicate an internal fault such as loose wiring which could cause external metalwork to become live and dangerous
- Do switch off equipment before unplugging or cleaning
- Do find out how to deal with an electric shock incident. For further information contact the HSE help line on 0541 545500 quoting reference ISBN 071 7611 23X
- Do encourage colleagues to report faulty electrical equipment; delay may allow a small fault to become a dangerous one
- Do ensure that colleagues are aware of these safety precautions
- Do maintain vigilance on electrical safety

The HSE provide further advice in their leaflet "Maintaining portable electrical equipment in offices and other low-risk environments."

(Adapted from [www.tssa.org.uk](http://www.tssa.org.uk))

Please answer the following questions. (The first one has been done for you).

The leaflet says that you should encourage colleagues to:

- A maintain vigilance
- B report faulty equipment
- C ignore warning signs

14. What might happen if office equipment is moved often?

Tick  the correct box

- A Sockets become overloaded
- B It has to be connected by a professional
- C It could develop an internal fault

15. What should you do before cleaning equipment?

Tick  the correct box

- A Switch it off
- B Relocate it
- C Use an adaptor

16. What is the number of the HSE helpline?

Tick  the correct box

- A 071 761123
- B 0541 545500
- C 0571 554500

17. What could be caused by overloaded sockets?

Tick  the correct box

- A Damaged cables
- B A twisted lead
- C A fire

18. Why should you not use taped joints to connect cables?

Tick  the correct box

- A The cables would become twisted
- B The cables would not be secure
- C The cables have to be hired by a professional

This is the end of the test