

## MANUAL HANDLING LOADS

### Introduction:

The programme is designed for delegates who have to carry out manual handling, ensuring that the risks of injury from manual handling operations are suitably controlled.

### Objectives:

The Health and Safety Commission have introduced legislation regarding the Manual Handling of Loads in the workplace where there is a risk of injury (particularly back injury) to workers.

The programme covers all relevant aspects of Health & Safety Regulations, Delegates responsibility under the Act and Practical applications of correct manual handling techniques in their working environment.

### Programme Synopsis:

- The mechanics of body movement
- Handling awkward loads
- Group lifting techniques

### Carry out:

- Risk assessment of the task
- Load environment and individual capabilities
- Observation of problem areas

**Duration:** Half (1/2) Day

**Course Code:** TSCMH

**Certification:** Training Solutions 2000 (can be CIEH certificated)

## **MANUAL HANDLING ALL WALES LOCAL GOVERNMENT MANUAL HANDLING TRAINING PASSPORT AND INFORMATION SCHEME MODULES A AND B**

### **Introduction:**

This programme has been designed in line with the requirements of Modules A and B of the All Wales Local Government Manual Handling Training Passport and Information Scheme.

### **Objective:**

To ensure delegates are aware of what causes load handling injuries and how injuries affect the individual, the employer and society. To provide instruction and facilitate the application of load risk assessment, including the safer handling of inanimate loads and application of ergonomic principles, to ensure the health and safety of the staff.

### **Programme Synopsis:**

#### **Module A**

- Introduction
- Injuries – Causes and affects
- Avoiding muscular - skeletal injuries
- Health & Safety Legislation - Manual Handling Operations Regs 1992
  - Health & safety at Work etc Act 1974
  - Management of Health & Safety at Work Regs 1999
  - Workplace (Health, Safety & Welfare) Regs 1992
  - Provision and Use of Work Equipment Regs (PUWER) '98
  - Lifting Operations & Lifting Equipment Regs (LOLER) '98

#### **Module B**

- Inanimate load handling and practical application of ergonomics

Modules as per "All Wales Local Government Manual Handling Training Passport and Information Scheme".

**Duration:** Half Day (4hrs)

**Course Code:** TSCMHPAB

**Certification:** Training Solutions 2000

## CIEH PRINCIPLES OF MANUAL HANDLING

This Level 1 qualification is aimed at those who carry out manual handling at work, introducing candidates to the risks of manual handling and the controls available.

### Who needs this qualification?

Appropriate for all employees who handle materials, boxes, mail and packages including both industrial and office workers.

### Subjects covered

- the process of manual handling in the workplace
- manual handling injuries and the activities which cause them
- manual handling assessment and control options
- responsibilities imposed by the manual handling operations regulations

### Outcomes

On completing this qualification candidates will be able to:

- identify the hazards of manual handling
- identify the risks involved and controls available
- identify what to expect from a manual handling assessment

<b>Duration:</b>	Half day programme
<b>Assessment:</b>	Multiple-choice examination
<b>Certification:</b>	CIEH
<b>Prerequisite:</b>	None

## **MANUAL HANDLING ALL WALES LOCAL GOVERNMENT MANUAL HANDLING TRAINING PASSPORT AND INFORMATION SCHEME MODULES A – B – C & F**

### **Introduction:**

This programme has been designed in line with the requirements of Modules A - B – C & F of the All Wales Local Government Manual Handling Training Passport and Information Scheme.

### **Objective:**

To ensure delegates are aware of what causes load handling injuries and how injuries affect the individual, the employer and society. To provide instruction and facilitate the application of load risk assessment, including the safer handling of inanimate loads and application of ergonomic principles, to ensure the health and safety of the staff.

### **Programme Synopsis:**

#### **Module A**

- Injuries – Causes and affects
- Avoiding muscular - skeletal injuries
- Health & Safety Legislation -
- Manual Handling Operations Regs

#### **Module B**

- Inanimate load handling and practical application of ergonomics

Modules as per "All Wales Local Government Manual Handling Training Passport and Information Scheme".

#### **Module C**

- Sitting standing walking
- Sitting to standing from chair to bed
- Standing to sitting on chair
- Assisted walking
- The falling service user
- The use of lifting belts

#### **Module F**

- Fitting a sling with Service User in chair
- Hoisting Service user from chair to bed
- Hoisting from bed to chair
- Raising the fallen Service User

**Duration:** One Day

**Course code:** TSCMHABCF

**Certification:** Training Solutions 2000

## MANUAL HANDLING – PEOPLE HANDLING

### Introduction:

The programme details legal aspects of Manual Handling of people Loads, providing background to legislation and outline employer and employee responsibilities. Discussion and Group Participation takes place with regards to the 5 Simple Steps of Risk Assessment as well as any forms, such as those from the Passport Scheme, which may require perusal and discussion. Attention is given to "Condemned Lifting Practices" whilst delivering both legislative and practical sessions.

### Objective:

To provide delegates with suitable information which will assist in their understanding of the "All Wales Local Government Training Passport and Information Scheme".

### Programme Synopsis:

- Introduction
- Legislation (MHOR – H&SAW – LOLER – PUWER – RIDDOR)
- Employer and Employee Responsibilities.
- Causes of injuries associated with handling operations (RSI & Acute)
- Use of equipment :-
 

Hoists	Practical sessions
Glide Sheets	Practical sessions
Handling/Turning aids etc.	Practical sessions
- Condemned lifting practices
- Risk Assessment
- Questions and Answer Session
- Practical workshops

**Duration:** Two Day

**Course Code:** TSCMHP

**Certification:** Training Solutions 2000

## MANUAL HANDLING RISK ASSESSMENT

### Introduction:

This programme has been designed to assist delegates in developing the necessary skills and knowledge to carry out risk assessments of manual handling tasks, as required by the Manual Handling Operations Regulations.

### Objectives:

The Health and Safety Commission introduced legislation regarding the Manual Handling of Loads in the workplace where there is a risk of injury (particularly back injury) to workers.

Delegates will learn the necessary skills and knowledge to be able to apply correct procedures whilst carrying out Manual Handling Tasks and will become competent at assessing the risks pertaining to the tasks.

### Programme Synopsis:

- Introduction
- Manual Handling – The problem
- Types & Causes of Injury
- Manual Handling Operations Regulations 1992
- Risk Assessment Procedure
- Ergonomic Control Measures
- Keeping records
- Practical exercises on site
- Programme review
- Close

**Duration:** One - Two Days (Depending on practical elements required)

**Course Code:** TSCMHRA

**Certification:** Training Solutions 2000