

MANUAL HANDLING TRAINERS

COURSE GUIDE

COURSE OUTLINE

Day 1

Welcome to the M/H Trainers Course
Introductions / course objectives /
trainers role
Spinal awareness / back care
Principles of safe handling
Object handling techniques
The law & related legislation
Risk & Hazard
Risk assessment procedure &
documentation
Normal movement

Day 2

Review of Day 1
People handling guidance
Mobility assessment
Practical people handling

- Sit - stand / support when walking
- Chair – chair transfers
- Small handling equipment
- Bed manoeuvres / slide sheets
- Hoisting
- Lateral transfers

Prepare practical teaching
session

Day 3

Review of Days 1 & 2
Manual handling policy
Documentation
Theory training session
Practise practical techniques
Emergency procedures & problem solving
Practical teaching sessions
Question paper
Summary

COURSE OBJECTIVES

- To know your role and responsibilities as a *Trainer*, within the work place.
- To understand the principles of manual handling and the governing legislation in relation to the workplace.
- To understand the causative factors of work-related injuries and especially low back pain and the potential problems associated with injuries at work.
- To understand the importance of back care and to promote it into the workplace.
- To be able to identify risks and hazards in the working environment and have the ability to work through the risk assessment procedure to a satisfactory conclusion.
- To understand the principles of moving and handling, demonstrating a high degree of competence in object handling and moving & handling people.
- To understand the importance of mobility assessment and the correct selection of handling techniques and equipment in order to meet individual needs.
- To be able to demonstrate the correct applications for a variety of techniques and equipment involved in handling, including a safe working knowledge of hoisting.
- To demonstrate good organisational and team skills in a practical handling setting.
- To be able to lead teaching session, instructing and correcting others, in a variety of situations.
- To demonstrate a good general understanding of the outline of the content of the course.

THE ROLE of the MANUAL HANDLING TRAINER

Manual Handling Trainers are elected by managers and are trained to competently undertake manual handling training, risk assessments and advise on good practice and equipment required in their workplace.

In addition, and in line with the Trust's Safer Manual Handling Policy, trainers are responsible for:-

- Cascading **training** within their work areas;
- Maintaining complete **records** of attendance at training sessions;
- Promoting **safe manual handling practices** within the department/ward;
- Supporting managers in the **identification & assessment** of manual handling risks;
- Liaising with staff, managers and the Manual Handling Service regarding **problem areas**;
- Attending **annual refresher** training;

MARKING SCHEDULE

The following areas will be assessed during the course. The pass mark must be achieved in each section for successful course completion. For a pass with distinction the mark must be met in all three areas.

Practical Demonstration

Assessment of competence when performing practical handling techniques and use of equipment throughout the course

TOTAL MARKS 30

20 – 25 Pass

25 – 30 Distinction

Practical Teaching Session

Preparation - including explanation and safety precautions

Presentation - including demonstration and ability to instruct / correct as necessary

TOTAL MARKS 30

20 – 25 Pass

25 – 30 Distinction

Question Paper

Written questions covering:

- Law
- Spinal awareness
- Principles of safe handling
- Risk assessment
- People handling

TOTAL MARKS 40

30 – 35 Pass

35 – 40 Distinction

COURSE TOTAL

100 Marks

Anyone who fails to achieve the level required will be able to retake that particular section at an appropriate time.

LEARNING EVENT ACTION PLAN

Name:

Ward / Dept:

Course Title:

Course Date:

Date of Appointment with manager:

	INTENTION	ACTION TO BE TAKEN
1		
2		
3		
4		
5		
6		