

COURSE CONTENT OVERVIEW

Manual Handling Awareness

This Manual Handling Awareness Training Course is designed to help employers ensure that they and their employees are sufficiently trained in the principles and practices of manual handling. The course also features videos, useful diagrams, and downloadable resources to use in your workplace.

This course explains the principles, practice and techniques of good manual handling. The course follows the requirements of the Manual Handling Operations Regulations 1992 (MHOR) and provides a practical guide for managing and carrying out safe and healthy manual handling. It helps you comply with the law whilst providing useful and practical information in regards to manual handling. This course helps you comply with the law whilst providing useful and practical information in regards to manual handling.

Module One: Introduction and Legislation

This module explains what manual handling involves, shows the benefits of controlling the risks and outlines the relevant legislation and HSE guidance.

- What is manual handling?
- Who does manual handling affect?
- Injuries and health risks
- Benefits of controlling risks
- The Manual Handling Operations Regulations
- Employer duties
- Employee duties
- HSE guidance

Module Two: Manual Handling Injuries

This module explains the main types of injury caused by manual handling operations and goes into detail on the mechanics of the musculoskeletal system.

- Types of injury
- Immediate injuries
- Musculoskeletal disorders

Module Three: Risk Assessments for Safe Manual Handling

This module explains how to undertake an effective risk assessment in relation to the manual handling hazards in your workplace.

- What is a risk assessment?
- Who should carry out a risk assessment?
- Identifying hazards
- LITE
- Factors that increase the risk of harm
- Deciding who may be harmed and how
- Occupations most at risk
- Evaluating risks
- Recording the significant findings
- Reviewing and updating
- Results of your risk assessment

Module Four: Avoiding and Controlling the Risks

This module explains the hierarchy of control measures and shows what you need to consider before putting control measures in place. The module outlines some of the mechanical aids available and shows how you can reduce risks using PPE and team handling.

- Employer duties
- Avoiding manual handling
- Reducing the risk
- Team handling
- Mechanical and automation precautions
- Personal protective equipment
- Markings on equipment and PPE
- LITE

Module Five: Safe Manual Handling Techniques

This module demonstrates how the principles of manual handling can be applied in practice. It also includes links to the relevant downloadable templates on the HSE website.

- Lifting and lowering techniques
- Safe weights for lifting and lowering
- Carrying
- Risk assessment and HSE tools
- Pushing and pulling
- Team handling

Aims of the training

By the end of this course learners will:

- Understand what is meant by manual handling.
- Be able to explain the common causes of injury and potential long-term damages to health as a result of poor manual handling techniques.
- Understand the legal responsibilities and the duties placed upon employers and employees.
- Be able to identify manual handling hazards.
- Understand how to carry out an effective manual handling risk assessment.
- Understand the control measures that can be put in place to reduce the risk of harm.
- Understand and practise the best way to handle loads to maintain a safe working environment.