

COURSE CONTENT OVERVIEW

Manual Handling Awareness

Manual handling takes place in every type of work environment. It is important to have a good understanding of the risks surrounding manual handling, as in 2022/23, poor or unsafe manual handling accounted for almost 20% of reportable accidents.

Learners will be able to identify the necessary precautions required to achieve safe manual handling. This includes identifying risks and where manual handling can be avoided, or, if this is not reasonably practicable, establishing control measures to reduce the risks.

Module One: The Importance of Safe Manual Handling

This module explores what manual handling involves and explains the benefits of controlling the risks. Relevant legislation and its relevance to employer and employee duties is outlined.

- What is manual handling?
- Who does manual handling affect?
- Injury and ill-health effects
- The musculoskeletal system
- Types of musculoskeletal disorders
- Benefits of safe manual handling
- Hazards and risks
- Legal duties
- Employer duties
- Employee duties

Module Two: Risk Assessments for Safe Manual Handling

This module identifies what makes an effective risk assessment in relation to manual handling hazards in the work. It outlines each of the five steps required and demonstrates the importance of applying the LITE assessment to each work activity.

- Risk assessments
- Step 1: Identify the hazards
- LITE assessment - Load, Individual, Task, Environment
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks
- Step 4: Record your findings
- Step 5: Review and update
- HSE Tools

Module Three: Avoiding and Controlling the Risks

This module explores methods to avoid unsafe manual handling. Where this is not reasonably practicable, the course outlines how to control the risks through methods such as mechanical aids and team handling.

- Avoiding manual handling
- Controlling the risk
- Lifting and handling aids
- Team handling
- Mechanical and automation precautions
- Personal protective equipment
- LITE

Module Four: Safe Manual Handling Techniques

This module explains how the principles of manual handling can be applied in practice and demonstrates safe lifting, carrying, and pushing and pulling techniques through the use of animation.

- Lifting techniques
- Safe weights for lifting and lowering
- Risk assessments and HSE tools,
- Pushing and pulling loads
- Team handling

Aims of the training

By the end of this course, learners will:

- Explain what is meant by manual handling.
- Explain the legal duties on employers to first, avoid risks, then assess and control the remaining risks of manual handling.
- Explain the legal duties on employees to carry out safe manual handling.
- Identify the most common causes of injury and potential long-term damages to health as a result of unsafe manual handling techniques.
- Identify what makes an effective manual handling risk assessment.
- Apply techniques to avoid manual handling.
- Identify techniques to control risks, for example, lifting and handling aids.
- Apply techniques to manually handle loads safely.