

## **Basic Manual Handling Techniques**

### **Train the Trainer**

#### **5 Day Course**

**Course Aim:** This course is designed for all people who have a responsibility for training personnel to conduct basic manual handling operations. The course should provide personnel with the necessary knowledge and confidence to develop and present effective training for safe manual handling and manual handling assessment.

### **Day 1**

#### **Introduction and Setting Course Objectives**

##### **Understanding Effective Communication**

What is effective communication? Verbal communications and non verbal communications. Influencing skills / Motivation.

##### **Types of Presentations**

Use of objects in presentation. Using pictures. Effective use of flip-charts. Using slides, overhead projector and PowerPoint. Visual impact.

##### **Lesson Plan**

What is a lesson plan? Inserting detail into the plan. Timing of presentations.

**Practical Exercise:** Preparing a Lesson Part I

### **Day 2**

#### **Assessment of Day 1**

##### **Presentation Skills Part I**

Effective techniques for conducting presentations.

Presentation No. 1 5 minute presentation of delegates choice. Performances will be video recorded.

Evaluation of presentation.

##### **General Duties under the Health and Safety at Work Etc Act 1974 and other Legislation**

The role of the employer to establish a safe system of work, safe plant and equipment, the obligation to inform, instruct, train and supervise employees. The obligations of employed persons. Duties under the Manual Handling Operations Regulations 1992

##### **Health Risks**

Basic anatomy of the spine and associated muscles. Health risks associated with the handling of loads, including damage to discs, muscles, etc. Nature and scale of injuries.

##### **Mechanical Handling Equipment**

An outline of the types of manual handling devices which are available and may be used in compliance with the regulations.

## Day 3

### **Manual Handling Operations Regulations 1992**

An outline of the Manual Handling Operations Regulations 1992 Regulations and ACoP with practical examples of the issues involved.

### **Assessment of Manual Handling Tasks**

Evaluation of the criteria upon which manual handling assessments are made.

### **Protective Clothing and Equipment**

An outline of the types of personal protective equipment which should be used by persons carrying out manual handling tasks.

### **Developing Visual Aids and Assembling the Presentation**

Practical development of visual aids. Putting the presentation together. Content of a handout. Sources of information. Format of the handout.

## Day 4

### **Selection Instruction and Training**

The capabilities of persons carrying out manual handling operations. The training necessary to enable the tasks to be carried out safely and without risk to health.

### **Basic Manual Handling Techniques**

General back care. Description and demonstration of good basic manual handling techniques. Lifting and turning with a light load. Getting loads into and out of awkward places.

**Video:** Get a move on

### **Practical Session on Basic Manual Handling**

Video recording and group analysis of delegates basic lifting and turning. Development of good basic lifting technique.

### **Presentation Skills Part II**

Delivery of 20 minute presentations on manual handling. Performances will be video recorded.

Evaluation of presentations.

## Day 5

### **Presentation Skills Part 1I**

Continued from day 4

### **Practical Session on Advanced Manual Handling**

Video recording and group analysis of delegates advanced lifting techniques. Lifting from awkward positions, lifting awkward loads, multiple lifts.

**Video:** Moving on

**Course Examination:** Multiple choice examination

## **Course Review and Conclusion**

### **Objectives**

Upon completion of the course delegates should be able to:-

- ❑ Understand the safety requirements in relation to safe manual handling
- ❑ Know the possible health effects from incorrect manual handling operations,
- ❑ Have the necessary knowledge and confidence to develop courses and train personnel in manual handling operations

**Maximum number of delegates: 8**