

# MANUAL HANDLING



## ACCREDITATION

Upon successful achievement trainees will be issued with a Smart Awards certificate valid for 3 years.

## TYPE, LEVEL AND GRADING

Accredited training and assessment  
Level 2  
Pass

## DURATION AND RATIO

1-day experience/refreshers. Trainer 1.12

## PRE-REQUISITE

This qualification is available to anyone over the age of 16 who is capable of reaching the required standard. There are no barriers that restrict access or progression thereby promoting equal opportunity. It is expected however that learners will have a level of literacy adequate to cope with the assessment.

## ENTRY REQUIREMENTS

There are no formal entry requirements and Smart Awards will not restrict access on the grounds of prior academic attainment, age, employment, geographic location or any other grounds. There are no barriers that restrict access or progression thereby promoting equal have a level of literacy adequate to cope with the examination.

## SECTOR SUBJECT AREA (SSA)

5.2 Building and Construction

## AGE RANGE

16yrs plus

## SAFE PRACTICE

It is the responsibility of the centre in consultation with the assessor to ensure that risk assessments have been carried out. During this training you must take account of the relevant worksite operational requirements, procedures and safe working practices.

## INTRODUCTION

This course is suitable for those wishing to develop knowledge and understanding in the safe use of moving and handling in a construction or utilities environment. It is suitable for learners who already work in the construction or utilities industries or learners who want to work in construction or the utilities.

## Performance Objectives

- Be aware of parts of your body that are at risk of injury due to poor handling techniques and understand common injuries and how they occur
- Recognise the risks of manual handling and how to help reduce them in your workplace
- Take suitable safety measures before lifting to protect yourself and other people
- Use approved lifting and handling techniques
- Check that any equipment you need to use is fit for use
- Use lifting and handling equipment in line with company guidelines and manufacturers' instructions
- Make sure that you understand your responsibilities when you ask others to help in lifting and handling operations
- Know the principles of safe lifting to minimise risk of injury

## Learning Outcomes

- Knowledge of health and safety regulations relating to moving and handling
- Knowledge of the hazards and risks when moving and handling loads
- Knowledge of the risks of unsafe manual handling techniques
- The ability to carry out a risk assessment and apply identified control measures
- The ability to move and handling equipment safely

## Structure

Learners must achieve one mandatory unit to achieve a pass.

## Purpose

Prepare for further learning or training and/or develop knowledge and/or skills in a subject area.

## EXPECTATIONS AT LEVEL 2

### Summary

Achievement at level 2 reflects ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgement subject to overall direction or guidance.

### Knowledge and Understanding

- Use understanding of facts, procedures and ideas to complete well-defined tasks and address straightforward problems.
- Interpret relevant information and ideas.
- Be aware of the types of information that are relevant to the area of study or work.
- Demonstrate and/or work with knowledge and understanding of basic processes, materials and terminology.

### Application and Action

- Complete well-defined, generally routine tasks and address straightforward problems.
- Select and use relevant skills and procedures
- Select appropriate tools and materials and use safely and effectively (for example without waste)
- Adjust tools where necessary following safe practices
- Plan and organise both familiar and new tasks
- Identify, gather and use relevant information to inform actions
- Identify how effective actions have been

### Autonomy and Accountability

- Take responsibility for completing tasks and procedures
- Exercise autonomy and judgement subject to overall direction or guidance
- Show an awareness of others' roles, responsibilities and requirements in carrying out work

### ASSESSMENT

Practical Assessment

Theory/Multiple choice questions.

## Assessment Criteria

### You must be able to:

- Identify the load to be handled and plan the move according
- Ensure risk assessments are available and apply identified control measures
- Take suitable safety measures before moving to protect yourself and other people
- Check that any equipment you need to use is fit for use
- Use manual handling equipment in line with company guidelines and manufacturers' instructions
- Use approved manual handling techniques
- Plan a safe and efficient route for moving loads
- Agree responsibilities with colleagues where work needs to be shared plan and demonstrate a multi-person lift

### You need to know and understand:

- What you can lift safely and how to identify when you need help and/or manual handling equipment
- The risk factors involved in lifting and how to control these including size, shape, weight of load, how often it is being lifted, distance carried, space constraints and posture
- When a more detailed risk assessment is required for the task
- How to assess the weight and centre of gravity of the loads you are going to lift
- Company guidelines for safe lifting including type of load and the environment
- Why you should plan your route when moving loads
- How to plan your route when moving loads, including the types of obstacles to look for and how to remove or avoid them and distance of the lift
- Approved techniques for manual handling including use of personal protective equipment (PPE) and multi person lifts
- Company guidelines and manufacturers' instructions for using manual handling equipment
- What manual handling is and how using unsafe techniques for lifting and handling can affect you, the people lifting with you, and others close by
- What is meant by muscular skeletal disorders, the causes, how to avoid them and the importance of early reporting of any symptoms
- The range of tools available from the Health and Safety Executive (HSE) to help identify risks in manual handling