

## **Manual Handling Train the Trainer**

### **City & Guilds Accredited Program**

This 2 day practical and interactive course will provide the technical knowledge and course material to design, develop and deliver effective manual handling training.

The course concentrates on the safe handling of materials and objects (rather than people). It is suitable for industries such as manufacturing, office, construction, distribution, catering, logistics, driver CPC etc. as well as non-clinical healthcare.

The course is aimed managers and supervisors intending to carry out in-house training to their own workforce. Participants should have a good grasp of English and be literate. Previous training experience is not essential, but new trainers must be confident to stand up and speak in front of a group.

#### **Learners will gain the following competencies:**

- Be able to run training sessions on manual handling with confidence.
- Answer commonly occurring questions.
- Understand how to motivate trainees and ensure the effectiveness of the training.
- Develop a working knowledge of the anatomy of the spine.
- Appreciate the impact on the spine of both good and bad handling techniques.
- Understand and be able to explain safe handling to trainees in a logical and memorable manner.
- Understand and explain the Manual Handling Operations Regulations 1992.
- Carry out manual handling risk assessments competently.

#### **Course Instructor Pack contains:**

- Comprehensive course manual
- Lesson plan for suggested courses
- Memory stick containing a suggested course presentation, video clips, manual handling guidance, test paper, practical assessment sheet and risk assessment form.

Course Program overleaf...

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### Course Program:

#### Day 1

- Introduction
- Definition of manual handling
- The size of the problem
- Types of injuries from poor manual handling
- Vulnerable groups
- Anatomy
- Human movement
- Safe handling and best practices
- Safe handling – practical exercises in lifting

#### Day 2

- Re-cap and revision of day 1
- Team handling
- Pushing and pulling
- Manual handling law
- The hierarchy of control
- Risk assessments
- Practical risk assessment exercise on work scenarios
- Training design, preparation and delivery
- Problem solving and dealing with issues
- Practical training preparation
- Practical training presentations
- Conclusions, feedback discussion and close

There will be an opportunity to complete a test paper on day 2 before the real test.

To enquire about this course contact [michelle@michellehay.com](mailto:michelle@michellehay.com) or call 0161 298 1040