

LEVEL 2 AWARD IN PRINCIPLES OF MANUAL HANDLING

Certificated by the Chartered Institute of Environmental Health



This programme introduces the hazards of manual handling, the risks involved and controls available together with what to expect from a manual handling assessment.

It encourages delegates to look carefully at their own work activities and contribute to the development of safer methods and tasks.

OUTLINE SYLLABUS

- ❑ Introduction to Manual Handling
 - Definitions
 - Common causes
 - General actions to be taken
- ❑ Manual Handling hazards
 - Types of injury
 - Musculoskeletal system
 - Mechanics of movement
- ❑ Legislation and guidance
 - Legal responsibilities of employers
 - Duties placed on employers
 - HSE Awareness
- ❑ Risk Assessment
 - Definitions
 - Factors
 - Record-keeping
 - Assessment reviews
- ❑ Controls and reducing the risk of harm
 - Preparation & planning
 - Controls to reduce risk

See overleaf for full syllabus

Who should attend?

Anyone who carries out manual handling activities at work

Prerequisite

No formal prior knowledge or qualification

Duration

½ Day

Assessment Format

Certification is awarded upon completion of a multiple-choice test at the end of the course

Programme Delivery

- In-House
On dates to suit your organisation

What's Next?

Delegates may wish to continue on to:

[Level 3 Award in Supervising Health & Safety](#)



Further Information

For further details on this programme or to discuss whether it is suitable for your needs, please contact us on **0870 0660 328** or email training@careerstepsltd.co.uk

Level 2 Award in Principles of Manual Handling Syllabus

A Introduction

Candidates should understand that manual handling operations can be hazardous to the health and safety of workers and be able to:

- i Define and explain what is meant by the term 'manual handling'.
- ii State common causes of workplace injury/harm, the significance of manual handling injuries/harm and the benefits of appropriate risk controls.
- iii Explain with reference to manual handling what is meant by the terms 'hazard', 'risk' and 'control measure'.
- iv Understand appropriate general actions that can be taken to reduce the risk from manual handling injuries including ergonomics.

B Manual handling hazards

Candidates should understand how manual handling operations can cause injury and harm and be able to:

- i State the types of injury that can be caused by poor handling techniques and the types of occupations with which they are commonly associated.
- ii State the main functions of the musculoskeletal system.
- iii Explain the mechanics of movement such as stability, force and levers.
- iv List the factors that increase the risk of harm.

C Legislation and guidance

Candidates should understand the scope of legal requirements, and be able to:

- i Outline the general legal responsibilities of employers, employees and the self-employed under the Manual Handling Operations Regulations 1992 (as amended), The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- ii Explain the duty placed on employers to provide information, instruction and training to those exposed to manual handling risks.
- iii Demonstrate an awareness of HSE guidance publications and where they can be found.

D Risk assessment

Candidates should understand the process for assessing the risks from manual handling and the factors that need to be considered, and be able to:

- i Explain what is meant by the terms 'reasonably practicable', 'suitable and sufficient', 'competent person' and 'hierarchy of control' in the context of manual handling risk assessment.
- ii Outline the factors that need to be considered when carrying out a manual handling risk assessment.
- iii State the questions that need to be considered as part of undertaking a manual handling risk assessment.
- iv Explain the requirement for recording manual handling risk assessments.
- v Explain the need for a review of manual handling risk assessments.

E Controls and reducing the risk of harm

Candidates should understand the value of risk assessment and how it applies to safe manual handling practice and be able to:

- i Understand the general hierarchy of control.
- ii Recognise an individual's capabilities, when to seek further advice and state where sources of further information can be found.
- iii State the importance of preparation and planning before undertaking a manual handling operation.
- iv Explain the controls that might be applied to reduce the risk of harm from a number of different manual handling activities.
- v Explain the controls that might be applied to reduce the risk of harm from team handling.



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