

CIEH Principles & Practise of Manual Handling

Course Code:	PPMH
Course Duration:	1 Day
Level:	2
QCA Accredited:	YES
Target Audience:	All Employees

Course Overview

This CIEH qualification provides essential information about manual handling hazards and their control.

This program has been developed to benefit anyone who has to carry out any manual handling activities at work by introducing them to the hazards of manual handling, the risks involved and the controls that are available to help prevent injury. The course in addition will teach learners techniques to lift, carry, push and pull objects safely within their individual capabilities with the aim of reducing the number of work-related injuries associated with manual handling.

Part 1 will allow learners to understand the risks associated with manual handling and to make recommendations to manage those risks. Part 2 will allow learners to apply the principles of safer handling to a range of everyday manual handling tasks.

Outline Programme

The training programme covers the following topics:

- Manual handling hazard, risks and controls
- The scope of legal requirements and where guidance can be found
- The process for assessing manual handling risks
- The value of risk assessment and how it applies to safe manual handling practise
- Manual handling techniques – lifting loads from low levels/working at low levels/lowering from height/pushing loads/pulling loads/carrying/team handling



CIEH – Chartered Institute for Environmental Health

The CIEH as an awarding body provides qualifications in food safety, health and safety, and environmental protection. The CIEH works closely with Ofqual and Sector Skills Councils to develop qualifications and training courses that meet the national demand for various skill levels. CIEH safety training courses are set at differing levels to ensure you get the exact training course you require, this course is set at Level 2 designed for people in the workplace who participate in activities related to the subject area. The qualification equates to the 'foundation' or 'basic' qualification.

Course Syllabus

Introduction

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

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

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Manual handling hazards

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

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

Legislation and guidance

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

- 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.
- Explain the duty placed on employers to provide information, instruction and training to those exposed to manual handling risks.
- Demonstrate an awareness of HSE guidance publications and where they can be found.

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:

- 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.
- Outline the factors that need to be considered when carrying out a manual handling risk assessment.

- State the questions that need to be considered as part of undertaking a manual handling risk assessment.
- Explain the requirement for recording manual handling risk assessments.
- Explain the need for a review of manual handling risk assessments.

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:

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

Manual handling techniques

Candidates should understand and practise the mechanics of movement and be able to assess, plan, prepare and demonstrate the following in an appropriate safe work environment:

- Lifting loads from low levels.
- Working at low levels.
- Lowering from height.
- Pushing loads.
- Pulling loads.
- Carrying.
- Team handling.



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Course materials

Each student will receive:

- Full joining Instructions
- Access to the student forum where you can review pre-course material, complete quizzes and finally download a copy of your certificate for safe keeping.
- Updates on changes issued by the CIEH / Health & Safety Executive

Assessment

You will be assessed on your knowledge by completion of a 30 question paper at the end of the course, followed by a practical assessment.

Certification

You will receive a certificate endorsed by the CIEH on successful completion of the course. Please remember to keep it in a safe place; you may need to produce it at an interview as proof of achievement.

