



Social Care and Inclusion - Workforce Development

Managers safety training briefing guide - Number 3

Issue date: 24 February 2014

Training topic: **Assisted Manual Handling of People Training**

Background/introduction

There has recently been a review of the assisted manual handling of people training programme for employees who work in social care. The previous Solutions Ltd training programme has been replaced with an HME Ltd training programme. There are now six employees throughout the directorate who have attended an IOSH accredited “train the trainer” course who will be delivering a modular training programme to our employees.

The new assisted manual handling of people training suite is a more robust and quality assured programme than what was previously in place.

What are the modules?

There are five distinct modules that make up the assisted moving and handling of people training suite.

Module 1 - CIEH Level 2 award in Manual Handling Principles (1 day theory)

Module 2 – Initial assisted manual handling of people (1 day practical)

Module 3 – Hoist Training (½ day practical)

Module 4 – Assisted manual handling risk assessment (½ day)

Module 5 – Manual handling & assisting people to move refresher training (1 day course)

What training do my staff members require?

Employees whose role involves them assisting with manual handling of clients will need to attend a minimum of module 1 and module 2. Those employees who assist service users that require the use of hoists and slings will also be required to attend module 3.

Managers and employees who carry out manual handling risk assessments should attend module 4. This will introduce the latest approved assessment pro-forma and safe system of work (handling plan).

Employees only need to attend Modules 1-4 **once**. Therefore, employees who have already attended/hold a certificate for module 1 (CIEH Manual handling Principles [and Practice]) should **not** attend this training again.



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All employees involved in assisted manual handling **must attend** manual handling & assisting people to move refresher training (module 5) **every three years**.

Who and when do I send employees on the courses?

It is important to remember that there has never been a legal requirement for employees to have annual refresher training in this subject.

Please remember that this is a three year rolling programme and you do not need to get everyone of your employees through all the modules in the first six months or year.

As managers you will need to prioritise who requires this training first based upon risk. To do this you will need to take into account of when employees last attended the previously delivered one day (Solutions Ltd) people moving and handling training. The following gives you a breakdown of how you may wish to prioritise your employees;

- All new starters and any staff members who have not attended the full one day (Solutions) manual handling training - Immediately
- All staff members who have not attended the full one day (Solutions) moving and handling course in the last three years – Must attend before July 2014
- All staff members who have not attended the full one day (Solutions) moving and handling course within the last two years – Must attend before December 2015
- All staff members who have not attended the full one day (Solutions) moving and handling course within the last 12 months - Must attend before December 2016

Course dates are now being advertised on the [Adult Social Care website](#) for modules 1, 2 and 3. Dates for module 4 will be advertised shortly.

Managers may identify staff members that have been trained on modules 1-3 who can be used as a “buddy” to those in the workplace who are awaiting formal training, giving them “on the job” instruction and information in the latest principles and good practice when assisting in the manual handling of people.

Additional information

If you require any further information regarding our health and safety training programme, please contact [Terry Hassall](#) (Workforce Health and Safety Training Officer), or one of the consultants within Adult Social Care Workforce Development Team.