



# Workforce Development - Social Care and Inclusion

Growing a world class workforce

## Manual handling of people - training update memo

Issue date: 24 September 2015

Topic: **For action by all Managers in front line Care**

### Background/introduction

As you will be aware the manual handling of people suite of training for front line social care staff has been running now since March 2014. This suite consists of five modules

- **Mod 1** – CIEH Principles of Manual Handling (attend **once only** – all staff who handle objects or people)
- **Mod 2** – Initial Moving and handling of people (attend **once only** – all front line care staff who handle people)
- **Mod 3** – Hoists and slings (attend **once only** – for those who use hoists and slings)
- **Mod 4** – Manual handling risk assessment (attend **once only** - for those completing customer handling assessments)
- **Mod 5** – Manual handling of people refresher (**attend every three years** – for those who handle people)

All, (if not the majority) of your front line staff should now have completed Module 1 and gained the certificate. This Module provides the underpinning knowledge that staff require before moving onto Modules 2, 3 and 4.

Since implementation of the training suite until now (September 2015), approximately 300 staff members (including some from the Private, Independent & Voluntary sector) have been trained on Modules 2 and 3 alone.

### What next?

If you have not already done so, you need to ensure that all your front line staff members have attended/been booked onto the modules 2 and 3 (where appropriate) that will be running until **December 2016**. After this date there will be very limited availability on these modules, as there will only be a few planned to meet the needs of any new starters who have not attended training before.

From January 2017, there will be the first of the Module 5 courses running, the formal refresher course. You will need to prioritise your staff so that each one attends this course every three years.



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## What do I need to do in the three years between the formal refresher period?

All of your staff members who have attended modules 2 and 3 have been issued with a workbook. The last page on the workbook is for you as managers to continually assess the competence of your staff in regards to manual handling of people. This section must be signed and dated. You can obtain evidence/do the ongoing assessment in a number of ways;

- Through direct observation of your staff members work practices,
- Through supervision or the formal EPR system,
- Through team/staff meetings
- Through informal discussions during day to day tasks

## How often do I do the ongoing assessments?

This will be dependent upon each staff member. You know your staff better than anyone else. Just as individual staff members require different levels of direct supervision, so the need for continual assessment will vary. As a minimum, each staff member should have been assessed annually.

**Please remind your staff to keep their workbooks safe as they will be required to bring them along to the Module 5 session for signing by the trainers.**

## Additional information

If you require any further information please contact [Terry Hassall](#) or one of the consultants within Adult Social Care Workforce Development Team (☎01922 655541).