

APPENDIX L

TRAINING COURSE OUTLINE INDEX

Contents

1. [Moving and Handling Induction Course](#)
2. [Moving and Handling Refresher Course Outline](#)
3. [Risk Assessment Course Outline](#)

1. Moving and Handling Induction Course Outline

Aim:

To acquire basic knowledge of Health and Safety legislation, risk assessment, local policies and procedures

To provide the participant with an understanding of musculo-skeletal awareness and the use of correct moving and handling principles and techniques to reduce the risk of injury to carers and the service user

Who is the course intended for?

New starters in a “hands on care role” with no experience or new starters with experience from another organisation.

Prior knowledge:

No prior knowledge is required

Course requirements:

Participants need to adhere to dress code – refer to policy

Course content:

- Introduction to Moving and Handling
- Legal Requirements
- Musculo-skeletal Awareness
- The Importance of Posture
- Moving and Handling Assessments
- Safe Moving and Handling Principles and their practical application
- Fitness and Self Care
- Controversial Handling Techniques
- Policy and Protocols
- Selection and Use of Moving and Handling Equipment
- Practical scenarios

Qualification and certification:

On completion of the course, participants will be awarded a **Certificate of Attendance**, which is valid for two years.

After two years, carers will be required to attend and successfully complete a Moving and Handling Refresher course.

Course book – evidence of practical techniques undertaken

Continuing development:

Continuing development and supervision will take place within the carer's normal place of work.

2. Moving and Handling Refresher Course Outline

Aim:

To refresh the understanding, knowledge and skills required within the role of a carer, whilst applying correct moving and handling principles to reduce the risk of injury to carers and the service user.

Who is the course intended for?

All staff within the organisation who have an active role in the moving and handling of service users who have not attended a refresher course within the previous two years.

Prior knowledge:

An understanding of the Legal Requirements that apply to moving and handling, particularly LOLER, PUWER and MHOR – liaise with manager.

Course requirements:

Participants need to adhere to dress code – refer to policy.

Course content:

- Legal Requirements
- Musculo-skeletal Awareness
- The Importance of Posture
- Moving and Handling Assessments
- Safe Moving and Handling Principles and their practical application
- Fitness and Self Care
- Controversial Handling Techniques
- Policy and Protocols
- Selection and Use of Moving and Handling Equipment
- Practical scenarios

Qualification and certification:

On completion of the course, participants will be awarded a **Certificate of Attendance**, which is valid for two years.

After two years, carers will be required to attend and successfully complete a further Moving and Handling Refresher course.

Continuing development:

Continuing development and supervision will take place within the carer's normal place of work.

3. Risk Assessment Course Outline

Aim:

To provide a greater understanding of moving and handling Legislation and the Risk Assessment process, enabling a reduction in the risk of injury to carers, colleagues and the service user

Who is the course intended for?

Managers, Headteachers and senior staff required to undertake moving and handling risk assessments

Prior knowledge:

It would be beneficial for participants to familiarise themselves with the Moving and Handling Policy. An understanding of the Legal Requirements that apply to moving and handling, particularly LOLER, PUWER and MHOR

Course content

- To identify the legal framework and responsibilities that apply to moving and handling
- To understand the risk assessment process
- To gain awareness of moving and handling policy and protocols
- To appreciate the use of correct moving and handling principles and their practical application
- To identify controversial handling techniques
- To gain an appreciation of the range of equipment in use for moving and handling
- Practical scenarios

Qualification and certification:

On completion of the course, participants will be awarded a **Certificate of Attendance**

Continuing development:

Continuing development and supervision will take place within the normal place of work.