

RSPH Level 2 Award in Principles of Manual Handling

January 2020

Guided Learning Hours: 5 hours

Total Qualification Time: 7 hours

Ofqual Qualification Number: 601/6346/X

Description:

The objective of the RSPH Level 2 Award in Principles of Manual Handling qualification is to provide candidates with a fundamental knowledge and understanding of manual handling in the workplace. The qualification covers general workplace hazards and controls associated with manual handling of general articles such as furniture, boxes, sacks and work equipment. It does not include people moving skills although it provides a solid foundation of the principles for additional specialist training.

The qualification covers topics such as typical injuries and health problems from incorrect manual handling plus the hazards and risks of a variety of workplace scenarios. The legal framework for introducing manual handling controls and the duties under the Manual Handling Operations Regulations 1992 of both the employer and the employee are included so that candidates understand how they can contribute to a manual handling programme in the workplace.

The qualification is suitable for everyone in employment or who has to undertake manual handling activities.

Content:

	Page
Learning Outcomes and Assessment Criteria	3
Content	4
Assessment	6
 Centre Guidance	
Suggested reading	6
Useful Websites	7
Recommended prior learning	7
National Occupational Standards	7
Special Assessment Needs	7
Recommended qualifications and experience of tutors	8
Progression Opportunities	8
How to apply to offer this qualification	8
Other Information	9

Unit: Understanding the Principles of Manual Handling

Guided Learning: 5 hours

Total Unit Time: 7 hours

Unit Level: 2

Unit reference number: A/504/5456

Summary of Learning Outcomes:

To achieve this qualification a candidate must:

- 1. Understand the reasons for safe manual handling, *with reference to:***
 - 1.1 Potential injuries and ill health associated with incorrect manual handling
 - 1.2 Employers and employees duties relating to manual handling at work
 - 1.3 Consequences for non-compliance with health and safety requirements at work

- 2. Understand how manual handling risk assessments contribute to improving health and safety, *with reference to:***
 - 2.1 Terms 'hazard' and 'risk' in the context of manual handling work
 - 2.2 Process for carrying out a manual handling risk assessment
 - 2.3 Principle of the risk control hierarchy when applied to manual handling

- 3. Understand the principles, types of equipment and testing requirements associated with manual handling safety, *with reference to:***
 - 3.1 Safe movement principles associated with manual handling
 - 3.2 Types of equipment designed to be used for manual handling tasks
 - 3.3 Requirements for the testing, servicing and examination of manual handling and lifting equipment

Candidates successfully achieving this unit will have knowledge and understanding of facts, procedures and ideas for understanding the principles of manual handling to complete well-defined tasks and address straight-forward problems. They will be able to interpret relevant information and ideas and will be aware of a range of information that is relevant to manual handling.

Content:

1 Reasons for safe manual handling

1.1 Potential injuries and ill health associated with incorrect manual handling.

Injuries such as fractures, trapped nerves, cuts and abrasions, damage to muscles, tendons and ligaments, back injuries and hernias; possible long term effects of poor manual handling; how spinal disc injuries may result in pain in other parts of the body; structure of the spine in sufficient detail to understand how damage to vertebrae and intervertebral discs can occur.

1.2 Employers and employees' duties in relation to manual handling operations at work.

An understanding of the definition of manual handling operations covered by the Manual Handling Operations Regulations 1992 to include; transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

General duties of employers to provide information, instruction, supervision and training, and specifically safe handling and transportation under the Health and Safety at Work Act 1974. The duty of an employer to avoid or undertake assessment of manual handling using competent assessors and suitable manual handling controls such as equipment provision and training and information for employees.

General duties of employee's to safeguard themselves and others, to cooperate with the employer in respect to health and safety matters in accordance with HSW 74 and specific duties under MHOR92 to follow instructions, use appropriate aids and equipment and follow training relating to manual handling operations.

1.3 Consequences for non-compliance.

Possible sanctions by the employer on the employee for not following instructions or training. Actions available to the enforcing authority (HSE or Local Authority) on the employer or others, such as supervisors or contractors who are responsible for overseeing safe manual handling operations.

2 How manual handling risk assessments contribute to improving health and safety

2.1 'Hazard' and 'risk' in the context of manual handling work.

Definition of hazard and risk associated with typical manual handling activities in a variety of workplace environments. Examples of hazards associated with manual handling tasks, the load which requires to be moved and the working environment.

2.2 *Manual handling risk assessment.*

Steps in a manual handling risk assessment; factors to be considered such as Task, Individual, Load and Environment (TILE) and transport distance; recording and review of risk assessments; importance of making risk assessments available to those carrying out manual handling operations.

2.3 *Risk control hierarchy.*

An explanation of risk control strategy and the reasons for the control hierarchy in the context of Regulation 4 of the Manual Handling Operations Regulations (eliminate, assess, control); meaning of terms such as '*reasonably practicable*', and '*suitable and sufficient*'.

Examples of hazard elimination; need for risk reduction if elimination of the hazard is not possible; risk control principles for typical manual handling activities in a variety of workplace environments; manual handling risk controls for changing the task, changing the load, changing the environment, changing the individual.

Information and training that should be given to employees who need to undertake manual handling activities such as HSE guidance on Manual Handling at work.

Personal protection Equipment (PPE) used to reduce the risks associated with manual handling.

3 Equipment and testing requirements associated with manual handling safety

3.1 *Safe movement principles.*

Simple ergonomics and bio mechanics to illustrate load and lever principles associated with manual handling activities. The terminology associated with different manual handling tasks such as lifting, lowering pushing and pulling. The nature of the load in respect to its configuration, shape or form and size together with weight, force and centre of gravity.

Reducing manual handling risks by safe lifting techniques, using different manual handling equipment; lifting, lowering, working on the same level; use of multiple / team handlers; potential problems arising from multiple / team handling.

3.2 *Equipment designed to be used for manual handling.*

Examples of different manual handling equipment and work environments; simple load carrying containers (boxes, crates), pallets, manual and power assisted trolleys and trucks, conveyor systems, lifting frames, hoists and

winches, lifting points, handles and slings used in different workplace environments

3.3 *Testing, servicing and examination of manual handling and lifting equipment.*

Legal requirement relating to providing suitable and sufficient work equipment and the duty to ensure that it is maintained. Records of inspection. The Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations 1998

Frequency of examination for different examples of lifting equipment used to move both static loads and people.

Visual checks before using manual handling equipment. Typical faults and reporting defects. Examples where additional examination or test may be required.

Reporting defects, cleaning and storing manual handling equipment

Assessment:

The knowledge and understanding of the candidates will be assessed by a multiple-choice examination. The multiple choice examination is provided by RSPH. A candidate who is able to satisfy the learning outcomes will achieve a score of at least 17 out of 25 in the examination. Strong performance in some areas of the qualification content may compensate for poorer performance in other areas.

The multiple choice test consists of 25 questions and is of 40 minutes duration.

Centre Guidance:

Suggested Reading:

L23 - Manual handling. Manual Handling Operations Regulations 1992 (as amended), HSE, ISBN: 9780717628230,
<http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717628230>

Manual handling at work - a brief guide
<http://www.hse.gov.uk/pubns/indg143.pdf>

Making the best use of lifting and handling aids
<http://www.hse.gov.uk/pubns/indg398.pdf>

Useful web-sites

HSE Website: www.hse.gov.uk

The Royal Society for the Prevention of Accidents: www.rosipa.com

HSE FAQ's – Manual handling and labelling loads

<http://www.hse.gov.uk/msd/faq-manhand.htm>

Recommended prior learning:

There are no recommended prior learning requirements for this qualification. The Society does, however, recommend that candidates have a level of literacy equivalent to *Level 1* (but see notes on Special Assessment Needs below)

National Occupational Standards

The qualification has been mapped to the following National Occupational Standards:

Unit HSK1 Basic Hazard Awareness

Unit HSS1 Make sure your own actions reduce risks to health and safety

Further details of these National Occupational Standards can be obtained from RSPH Qualifications.

Special Assessment Needs:

Centres that have candidates with special assessment needs should consult The Society's Reasonable Adjustments and Special Consideration Policy; this is available from RSPH Qualifications and RSPH Qualification's web site (www.rsph.org).

Recommended Qualifications and Experience of Tutors:

The Society would expect that tutors have teaching experience and a qualification in a relevant subject area, but recognises that experienced teachers can often compensate for a lack of initial subject knowledge, or experienced practitioners for a lack of teaching experience.

Suitable qualifications for the RSPH Level 2 Award in Principles of Manual Handling include:

- a) Degree or Dip. HE in Environmental Health
- b) HNC/D in the above.
- c) Level 3 qualification in Health and Safety such as:

RSPH Level 3 Award in Health and Safety for Supervisors in the Workplace

- d) NEBOSH Diploma in Occupational Safety and Health.
- e) NEBOSH Certificate in Occupational Safety and Health.

The practical demonstration during the course and final assessment of candidates will also require suitable and relevant personal health criteria of the tutor plus experience of practical ergonomics and moving and handling solutions in a variety of workplaces.

Progression Opportunities:

On completion of this qualification, learners will be able to implement the knowledge they have gained in any environment they are in.

Successful candidates can also progress on to further qualifications, such as:

- RSPH Level 3 Award in Health and Safety for Supervisors in the Workplace

How to apply to offer this qualification:

Centres should be registered with RSPH Qualifications. To become a centre approved to offer this qualification, please complete the 'Centre Application Form' which can be found on our website in the Qualifications and Training section. If you are already an approved centre, please complete the 'Add an additional qualification form' which can be downloaded from the Centre area on the website www.rsph.org.uk. Please ensure that you include details of your quality assurance procedures. You will need to attach a CV to this application. Please contact the Qualifications Department at centreapproval@rsph.org.uk if you need any assistance.

Other Information:

All RSPH specifications are subject to review. Any changes to the assessment or learning outcomes will be notified to Centres in advance of their introduction. To check the currency of this version of the specification, please contact the Qualifications Department or consult the RSPH website.

Centres must be registered with RSPH.

Any enquiries about this qualification should be made to:

The Qualifications Department,
Royal Society for Public Health,
John Snow House
59 Mansell Street,
London E1 8AN

Tel. 020 7265 7300

Fax. 020 7265 7301

Email: examinations@rsph.org.uk

Website www.rsph.org.uk