

EFFICIENT MOVING AND HANDLING OF PEOPLE FOUNDATION COURSE

Course Provider	M A Smith Associates Manual Handling Training, Advisory and Support Services
Duration: 2 days (12+ hours)	Min. Number of delegates: 5 Max. Number of delegates: 12 (1 training facilitator: 6 delegates for all practical work)
General Information	<p>Manual Handling remains one of the main causes of occupational injuries in the UK; of which musculoskeletal disorders (MSD's) are of significant incidence; with over 5 million working days lost due just to back pain every year. Costing in excess of £5 billion per year.</p> <p>By training your workers, you can:</p> <ul style="list-style-type: none"> • ensure people are not so likely to be injured by the work they do. • develop a positive work place culture where safe working practices are seen as being beneficial both to workers and service users alike. • ensure health and safety is better managed as a whole whilst meeting your organisation's legal obligations relating to manual handling. • contribute to clinical and corporate governance standards and excellence in people centred care throughout the work place. <p>This course provides you with a cost effective means of achieving the above objectives, and is designed to equip delegates with the basic knowledge and skill required at foundation level; to assist your organisation in recognising, assessing and reducing moving and handling risks whilst moving and handling people and objects whilst working within your organisation, so that they can benefit through establishing core principles and practices of efficient moving & handling in this area of work; enabling them to establish safer systems of work; recognising and reporting manual handling risk; enabling them to fulfil their legal responsibilities as employees.</p>
Course Aim	This course is designed, to enable course participants to begin to develop the basic knowledge required for the identification of hazards, assessment of risk and following safe systems of work, whilst also developing the practical skills required to move and handle people and objects efficiently, with the minimum of risk of injury to both themselves and the persons being assisted/handled within a variety of care settings.
Course Objectives	<p>On completion of the course it is anticipated that participants will be able to:</p> <ul style="list-style-type: none"> • Have an awareness of their professional responsibilities and legal duties to Moving & Handling in the Work Place. • Begin to identify hazards and assess risks associated with moving and handling and be aware of the importance of ergonomic solutions when moving and handling people. • Show an awareness of a physical conditioning programme for back care. • Begin to develop the application of the Core Principles of Efficient Moving & Handling. • Show awareness for the need for good communication when moving and handling people, to promote independence, dignity and respect. • Apply the Core Principles of Efficient Moving & Handling to a variety of care handling tasks.
Who should attend?	All workers at all levels who are actively involved, or responsible for supervising staff, with moving and handling of people within the health or social care sector.
Format Of Course	<p>2 Contact Training Days (as per national recommendations)</p> <p>100% attendance is required to complete the course.</p> <p>Course Times: 9.30 am – 4.30 pm (unless notified otherwise)</p>

	A handbook and supplementary information will be provided to support this course and to be used as a reference
Methods Of Assessment	<p>This is a practically based course providing explanation, demonstration and supported practice throughout. It is therefore an attendance only course that will provide all delegates with the opportunity to develop skills in the moving & handling of people.</p> <p>You will however be required to complete a course record throughout training which will be checked and countersigned by the trainer to provide a valuable record of your specific learning.</p>
Certification	<p>Delegates, who fully complete all aspects of the course, will be awarded with a certificate of attendance.</p> <p>This will also detail the content of the course completed.</p> <p>This does however need to be updated at least annually as recommended by HSE.</p>
Course Criteria/Prior Knowledge Requirements	<ul style="list-style-type: none"> • No prior training required. <p>Although it is recommended that:</p> <ul style="list-style-type: none"> • You are working / commencing work in a health care / social care environment which involves the moving & handling of people. • Be physically capable of participating in practical aspect of the course. • Have a willingness to keep abreast of developments in the field i.e. attending regular updates (at least annually as a minimum standard), seminars etc.
Course Content	<ul style="list-style-type: none"> • Introductions and expectations identified • Current Legal and professional responsibilities (including): <ul style="list-style-type: none"> - Health & Safety at Work Act 1974 - Management of Health and Safety Regulations 1999 - The Provision and Use of Work Equipment Regulations 1998 & Lifting Operations & Lifting Equipment Regulations 1998 - Manual Handling Operations Regulations 1992 - Risk Assessment Criteria and Safe Systems of Work - Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 - Codes of Practice - Human Rights Act 1998 - Disability Discrimination Act 1995 • Current Injury Statistics • Considering Effective & Efficient Movement Habits • Introducing an awareness of the musculoskeletal system; the structure and function of muscles, soft tissue and the spine, with consideration to how we injure ourselves. • Introducing The Core Pattern Of Movement Applied to All Handling and Moving Activities (Neuromuscular Approach) • How To Improve Our Reach and the use of our Hands and Holds When moving and handling People In Our Care • Conditioning Movements An Introduction • The Importance of Communication when handling people • The Practical Application Of Moving and Handling Core Principles To Work Based Tasks (as required by delegates): <ul style="list-style-type: none"> - Object Handling - Directional Moves (pushing, pulling, lifting, lowering, turning and reaching etc) - Manoeuvring a wheelchair - Walking and guiding - Transfers (chair to chair/toilet) - Positions in the chair - Movement in and out of the chair - Handling & Positioning On The Bed (e.g. Rolling. Turning. Moving Up In Bed. In & Out Of Bed) • Unsafe Practices Identified • Problem Areas or Problem Solving (to be identified by delegates) e.g. Falling/Fallen Client

<p>Continuing Development</p>	<p>Regular Workshops are available for networking and updating on a regular basis (attendance is recommended by HSE to be at least annually).</p> <p>Additional Courses are also available for delegates requiring additional skills and knowledge in specialist areas e.g. Safe Use of Equipment; Handling people with a physical disability; Paediatric handling; Handling people with dementia; Bariatric Handling; Falls Prevention etc.....</p>
<p>Course Venue</p>	<p>Provided by the employing organisation.</p> <p>We are happy to travel to you to reduce costs in time and resources.</p> <p>It is however important to ensure when selecting a suitable venue that there is sufficient space for practical handling activities. Fully equipped to cover all aspects of moving and handling required i.e. beds, wheelchairs, hoists, slings, a wide range of small handling equipment, to enable delegates to replicate situations from within their own work place. Please note we are happy to source suitable venues, although this will incur an additional cost accordingly.</p> <p>Our own courses are normally run at OT Stores, Malvern, Worcestershire.</p>
<p>Cost Of Course</p>	<p>For In house Training:</p> <p>£400 per facilitator per day/£800 per facilitator per course @ a ratio of 6 delegates: 1 facilitator</p> <p>Plus: Mileage @ 45p per mile Expenses (if relevant) - Accommodation & subsistence - at cost. <i>(Please see full terms & conditions for full terms & discounts available, particularly if requiring a number of training days)</i></p> <p>Included is: Course contact time and support; Equipment we have available for use during the course; A comprehensive course handbook.</p> <p>MASA Courses: We also offer individual places on our own courses mainly run at OT Stores, Malvern. Worcestershire. Although alternative venues are at times available if the demand arises. Please contact us for availability and costs, or to place your name on our course waiting list.</p>
<p>Additional Benefits</p>	<p>All delegates who complete the course and remain registered with us on an ongoing basis are entitled to up to 5% discount on most equipment purchased through our Buy On-Line facility at www.handling4u.co.uk or M A Smith Associates. This includes training aids, moving & handling equipment, hygiene equipment, fall prevention etc.</p>
<p>How To Book</p>	<p>Contact M A Smith Associates @ Bregawn, Upper Sapey, Worcester. WR6 6XT. Tel/Fax: 01886 853610 Mobile: 07974 179907 Email: training@handling4u.co.uk</p>