



## **4 Day 'Key Instructor in Lifting and Manual Handling Assessment and Practical Skills' Course**

### **Objectives**

- To cover the requirements of the Manual Handling Operations Regulations 1992 (as amended)
- To set out a strategy of action towards implementing the Regulations
- To equip each individual with sufficient knowledge to organise and carry out manual handling assessments
- To equip each individual with sufficient knowledge to carry out basic instruction in practical manual handling technique within their own organisation.

### **Overview of Course Contents:**

Below shows only an overview of the contents of the 4 Day Key Instructor Course. If you would like to review the full course schedule including timings, please contact one of our technical advisers on 0208 939 5712.

The course is designed to focus on developing delegates' practical techniques; therefore many of the teaching sessions involve practical interaction.

Time is set-aside at the end of each day to consolidate and revise what has been taught during the day's training. Day 4 includes a final revision session and written appreciation test. Certificates are issued on attendance and successful completion of each course.

### **Day 1: Theory and Interactive Practical Sessions (focus on risk assessment)**

#### **Manual Handling**

- Evolution of back pain
- Facts & figures
- Related fact & fiction

#### **Manual Handling Regulations**

- Past & present
- Employers & employees duties

#### **Manual Handling Risk Assessment**

- Understanding risk assessment
- Numerical guidelines for assessment
- Scenarios & solution finding

## **Day 2: Theory and Interactive Practical Sessions (focus on technique)**

### **Anatomy**

- The body's building blocks
- Spinal mechanics & manual handling
- Causes of back pain: a simple model
- You and your back

### **Manual Handling Risk Assessment continued**

- Accurate assessment: a focused approach to risk reduction
- Group Scenarios & solution finding
- Common pitfalls
- Generic vs. specific assessment
- Management

## **Day 3: Theory and Interactive Practical Sessions (focus on technique)**

### **Analysis of Poor Lifting Technique**

- A step-by-step analysis
- Top heavy movement
- The battle of instinct vs. conditioned movement

### **Dynamic Handling Technique**

- Theory 'why' behind the 'how'
- Semi Squat

### **Taking the Mystery out of Musculoskeletal Disorders**

- Cumulative trauma
- Effects of gravity

### **Pushing & Pulling Technique**

- A step-by-step analysis of poor pushing & pulling technique
- Upper body vs. lower body

### **Technique Consolidation**

- Focusing the load to the legs
- Awkward loads: pushing the limits of technique

## **Day 4: Theory and Interactive Practical Sessions (focus on technique)**

### **Technique Consolidation**

- Dynamic handling technique: semi-squat lift
- Breaking the 'habit of a lifetime': The realities of training
- Common training pitfalls: knees/back/clothing restricting technique
- Problem loads (delegate driven)
- Group solution finding & discussion