



## **Level 2 Award in Principles of Manual Handling**

**April 2015**

**This qualification has a Credit Value of 1**

**4 Guided Learning Hours**

Ofqual Qualification Number: 601/6346/X

### **Description:**

This Level 2 qualification is designed to provide candidates with fundamental knowledge and understanding of manual handling in the workplace. The qualification is suitable for 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 includes 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.

Candidates can, if they wish, undertake a practical assessment, if successful in this they will be eligible for the RSPH L2 Award in Safe Moving and Handling, which has the same requirement of knowledge and understanding.

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

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## **Unit: Understanding the Principles of Manual Handling**

Credit Value: 1

Guided Learning Hours: 4

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, by being able to meet the following assessment criteria:**
  - 1.1 Outline the potential injuries and ill health associated with incorrect manual handling
  - 1.2 Outline employers and employees duties relating to manual handling at work
  - 1.3 Outline the consequences for non-compliance with health and safety requirements at work
  
- 2. Understand how manual handling risk assessments contribute to improving health and safety, by being able to meet the following assessment criteria:**
  - 2.1 Explain the terms 'hazard' and 'risk' in the context of manual handling work
  - 2.2 Outline the process for carrying out a manual handling risk assessment
  - 2.3 Describe the 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, by being able to meet the following assessment criteria:**
  - 3.1 Describe safe movement principles associated with manual handling
  - 3.2 Outline the types of equipment designed to be used for manual handling tasks
  - 3.3 Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment

## **Indicative 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:**

Attainment of the Learning Outcomes will be assessed by a multiple-choice examination.

The examination is provided by RSPH Qualifications. The multiple choice test consists of 25 questions and is of forty minutes duration. Candidates must achieve a score of 17/25 in order to pass the assessment.

### **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](http://www.hse.gov.uk)

The Royal Society for the Prevention of Accidents: [www.rosipa.com](http://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.

## Restrictions on Candidate Entry:

There are no restrictions on candidate entry.

## Special Needs:

Centres that have candidates with special needs should consult The Society's *Regulations and Guidance for Candidates with Special Assessment Needs*, this is available from RSPH Qualifications and RSPH Qualification's web site ([www.rsph.org](http://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 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:

The Royal Society for Public Health's *Advanced Diploma in Health and Safety in the Workplace* or *Level 3 Award in Health and Safety for Supervisors in the Workplace*

The Chartered Institute of Environmental Health's *Advanced Health and Safety Certificate*

- 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.

## **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](http://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](mailto:centreapproval@rsph.org.uk) if you need any assistance.

Any enquiries about this qualification should be made to:

The Qualifications Department,  
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