



H & K TRAINING SERVICES LIMITED
EPPS Building, Bridge Road, Ashford, Kent TN23 1BB
Telephone: (01233) 720113
Email: Hayley.ford@hktrainingservices.co.uk
Email: Stevie.ford@hktrainingservices.co.uk



TRAINING INFORMATION SHEET

MANUAL HANDLING

Course overview	<p>The course can be held as a 'stand-alone' course or as part of a triple certification course.</p> <p>A tested and company certificated activity-based course with a syllabus covering the legal aspects and theory related to manual handling and associated safety and health hazards</p> <p>The course involves awareness of risks from lifting and identifies correct lifting techniques and considers regulation and guidance, including the hierarchy of controls.</p>
Course duration	2.5 - 3 hours (dependent upon numbers and extent of practical assessment).
Suitability	<p>Those that need to assess the risks from manual handling activities and supervisors considering activities at site level and methods of lifting.</p> <p>Operatives that need to carry out manual handling activities.</p> <p>May not be suitable for persons who currently have back injuries.</p>
Venue	Ashford, Kent Training Centre (address above) or client's premises.
Delegate numbers	Expected 10-12 but no more than 14. Minimum of 5 for the course to run.
CPD	Unlikely to be relevant but some potential for management.
Assessment	<p>Formative through tutor evaluation and summative theoretical multiple-choice examination and practical assessment in lifting and carrying objects.</p> <p>Note to employers: this course would be well supplemented through on-site supervised lifting of materials and equipment you actually use.</p>
Certification	<p>H & K Training Services Limited's own certification stating; 'successful completion' or 'attended' dependent upon assessment results.</p> <p>Validity duration is recommended as three to five years depending upon the delegates continuing use of manual handling activities and tool-box-talk refreshers received.</p>
Materials	All required course materials and equipment will be provided.
Catering	<p>Hot and cold beverages will be provided for in-house courses.</p> <p>A buffet will be provided when delegates participate for whole day courses.</p>
Dress code	Casual but no soiled footwear or clothing at our Training Centre please. Foot protection is advisable but weights lifted are minimal.
Course fees	To be determined through contact with the Training Centre and dependent upon location and format of course (e.g. if part of a triple certificated course).
Booking	Through Hayley Ford at the above contact details and via our booking form. Joining instructions will be provided in advance of the course commencement.
Cancellation	<p>7 working days or more – no cancellation fee.</p> <p>2 – 6 working days = 50% of the booking fee is chargeable.</p> <p>Less than two working days = 100% of booking fee is chargeable.</p> <p>Transfer to another course through application to the course administrator.</p>

Contents

Course explanation and aims

Industry problems

Spine conditions

Hazards (including in relation to pushing and pulling)

Risk controls (including team work)

Assessment (TILE)

Employer / employee duties

Films shall be used to reinforce good practice and to highlight malpractice

Theoretical test (multiple choice)

Practical Test