

Level 2 Award in Manual Handling – Principles and Practice

Syllabus

A Introduction

Candidates should understand that manual handling operations can be hazardous to the health and safety of workers and be able to:

- i Define and explain what is meant by the term 'manual handling'.
- ii State common causes of workplace injury/harm, the significance of manual handling injuries/harm and the benefits of appropriate risk controls.
- iii Explain with reference to manual handling what is meant by the terms 'hazard', 'risk' and 'control measure'.
- iv Understand appropriate general actions that can be taken to reduce the risk from manual handling injuries including ergonomics.

B Manual handling hazards

Candidates should understand how manual handling operations can cause injury and harm and be able to:

- i State the types of injury that can be caused by poor handling techniques and the types of occupations with which they are commonly associated.
- ii State the main functions of the musculoskeletal system.
- iii Explain the mechanics of movement such as stability, force and levers.
- iv List the factors that increase the risk of harm.

C Legislation and guidance

Candidates should understand the scope of legal requirements, and be able to:

- i Outline the general legal responsibilities of employers, employees and the self-employed under the Manual Handling Operations Regulations 1992 (as amended), The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- ii Explain the duty placed on employers to provide information, instruction and training to those exposed to manual handling risks.
- iii Demonstrate an awareness of HSE guidance publications and where they can be found.

D Risk assessment

Candidates should understand the process for assessing the risks from manual handling and the factors that need to be considered, and be able to:

- i Explain what is meant by the terms 'reasonably practicable', 'suitable and sufficient', 'competent person' and 'hierarchy of control' in the context of manual handling risk assessment.
- ii Outline the factors that need to be considered when carrying out a manual handling risk assessment.
- iii State the questions that need to be considered as part of undertaking a manual handling risk assessment.
- iv Explain the requirement for recording manual handling risk assessments.
- v Explain the need for a review of manual handling risk assessments.

E Controls and reducing the risk of harm

Candidates should understand the value of risk assessment and how it applies to safe manual handling practice and be able to:

- i Understand the general hierarchy of control.
- ii Recognise an individual's capabilities, when to seek further advice and state where sources of further information can be found.
- iii State the importance of preparation and planning before undertaking a manual handling operation.
- iv Explain the controls that might be applied to reduce the risk of harm from a number of different manual handling activities.
- v Explain the controls that might be applied to reduce the risk of harm from team handling.

F Manual handling techniques

Candidates should understand and practise the mechanics of movement and be able to assess, plan, prepare and demonstrate the following in an appropriate safe work environment:

- i Lifting loads from low levels.
- ii Working at low levels.
- iii Lowering from height.
- iv Pushing loads.
- v Pulling loads.
- vi Carrying.
- vii Team handling.



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