



ACE Safety Academy Ltd – Scheme of Work

Module Code	MH	Course Duration	0.5 day
Qualification Title	Manual Handling		

Aims and Objectives	This course is intended to promote Manual Handling techniques in the workplace, procedures and Legislation.		
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Day / Times	TOPIC [Including Key Skills / Basic Skills]	RESOURCES	COMMENTS
08.45am – 12.00pm	<p>Introduction – Course Aims and Objectives</p> <p>Manual Handling at Work – Definition and Clarification of Manual Handling</p> <p>Injuries – Description of Common Injuries with main inclusion of the ‘Spinal Column’</p> <p>Consequences – The insured and un-insured costs associated with Manual Handling liability</p> <p>High Risk Activities – Common errors in lifting</p> <p>Back Pain – Causes, illustration of a prolapsed disc, trapped nerve</p> <p>Requirements for Manual Handling – Avoidance, Assessment, Risk Reduction, Training</p> <p>Risk Assessment – covering T.I.L.E. as well as the inherent risk</p> <p>Individual Risk Assessment – covering on site individual risk assessments for the task, selecting methods for risk reduction</p> <p>Good Base Movement – Diagrams showing the correct positions for standing, turning and lifting an object from the floor & returning to a standing position</p> <p>Demonstration and Assessment – Individual Assessment on the correct procedures for lifting under instruction</p>	<p>Powerpoint presentation, projector, pens and student handouts.</p> <p>Suitable classroom if delivered outside Ace head office.</p> <p>A wide range of objects for lifting</p>	

	<p>Theory Assessment – Multiple-choice questionnaire covering legislation requirements for Manual Handling</p> <p>End of course discussion Close</p>		
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