

Appendix 5: Manual Handling Training

General Training Issues

The manual handling team are responsible for the development and delivery (as are local trainers) of all manual handling training courses and ensuring that all courses comply with national and professional best practice guidelines.

Training needs analysis will be undertaken every 2 years to identify the organisations manual handling training requirements and to identify areas where staff are at increased risk of musculoskeletal injury. [The collation of data from Datix will also influence training development and content.](#)

All staff will make full and proper use of manual handling equipment provided, in accordance with training, instruction and manufacturers guidance. All staff will attend manual handling training, update or induction where applicable, within three months of appointment.

The managers will use the Manual Handling Training Guidance & induction programme guidance (NHS Fife intranet) to determine the level of manual handling education required by their staff.

New employees will be required to produce evidence of any previous manual handling training from other organisations recognised within the NHS Scotland Manual Handling Passport (See CBA flowchart – Appendix 5)

Where new starts bypass induction, their competencies must be checked at local level.

Classroom updates or ongoing competency assessment must occur at a period outlined within the training guidance.

Where staff have had a period of sickness absence due to musculoskeletal ill health, the manager will either book them onto a relevant manual handling update on return to work or have their competences assessed at local level.

Where managers or employees have concerns in relation to an individual's musculoskeletal health they must adhere to the 'Management of Ill Health Policy'

All staff must complete e-learning before attending any practical manual handling sessions. The frequency of completion is outlined within the managers training guidance.

Manual Handling Induction Training.

All staff who have received manual handling foundation level training in line with the Scottish Manual Handling Passport Scheme, namely all participating NHS Scotland Boards, participating Universities and Fife Council will have their training accepted by NHS Fife.

Any new starts recruited from these organisations can bypass NHS Fife's Manual handling induction however checking of the individual's competency must be carried out at local level. For all areas there must be an assessment of competencies during local induction. Where learning needs are identified, these can be addressed locally by an assessor or by booking the individual on a relevant update course.

Further information on the types of courses available may be obtained on the NHS Fife intranet.

Occupational specific training;

May be required in order to complement existing manual handling training courses provided in NHS Fife or Occupational Health referrals where a member of staff has been referred due to existing musculoskeletal ill health issues. The manual handling Team may be able to provide additional occupational specific training at local level if required. Contact the Manual Handling Co-ordinator to discuss.

Training Content

NHS Fife will provide manual handling training, which is based on an ergonomic risk assessment approach. This training will include a basic core content of:

- Manual Handling legislation
- Alternative techniques to controversial manual handling techniques (Client Handling Only)
- Anatomy and Mechanics of injury
- Ergonomic risk assessment
- Key principles to efficient movement
- Safe handling techniques
- Safe use of manual handling equipment
- High-risk situations

Training Records

Course documentation standards must be adhered to by all staff involved in the delivery of manual handling training.