

Moving and Handling training for Adult Social Care: Guidance

Guidance overview

The following training guidance aims to assist managers in effectively managing staff training to ensure that:

- Employees access the correct training courses,
- refresh their training as needed,
- and managers understand requirements and responsibilities.

Where practical assessment is needed this guidance also ensures that:

- Employees are dressed appropriately,
- adequately prepared,
- have completed a health declaration,
- and where required, have shared a health risk assessment.

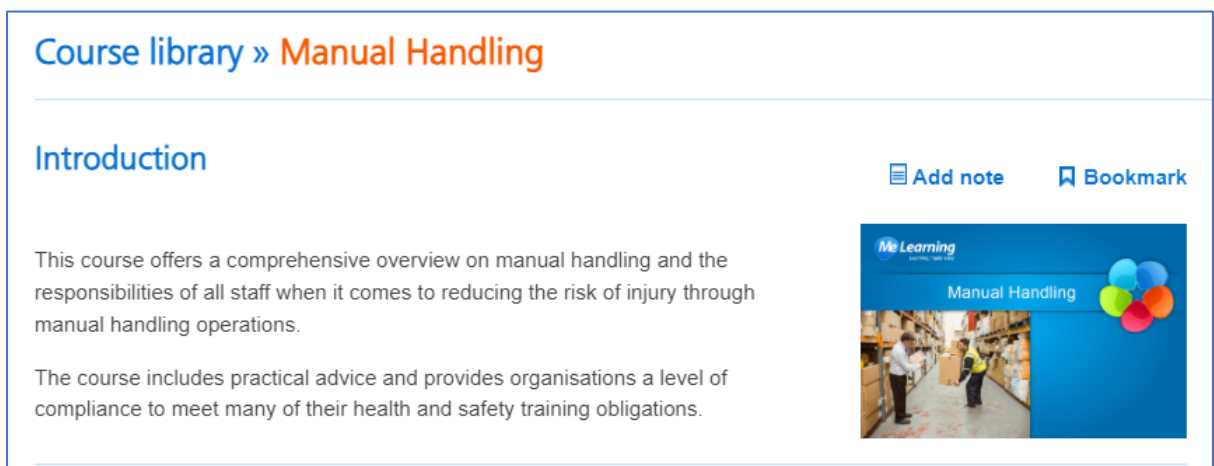
Training structure

The training is split into two online **theory** modules and one **practical** element.

1. Manual Handling – General
2. Manual Handling – Moving People
3. Moving and handling - Practical

These three elements are delivered separately. The theory must be obtained **before** the practical session is attended.

1. Manual Handling - General



The screenshot shows a MeLearning course page for 'Manual Handling'. At the top, it says 'Course library » Manual Handling'. Below that is the title 'Introduction'. To the right of the title are two icons: 'Add note' and 'Bookmark'. The main text describes the course as offering a comprehensive overview on manual handling and the responsibilities of all staff when it comes to reducing the risk of injury through manual handling operations. It also states that the course includes practical advice and provides organisations a level of compliance to meet many of their health and safety training obligations. On the right side, there is a thumbnail image for the course, which shows two people in a warehouse setting, one of whom is wearing a high-visibility vest. The thumbnail also features the MeLearning logo and the title 'Manual Handling'.

This online MeLearning module is for anyone who performs manual handling tasks including domestic roles, kitchen staff, and store persons. This module is also required for all staff who move and handle people.

The module is used as an introduction to the topic, and it is also used for staff who need to refresh their knowledge. Staff that move and handle people are required to refresh this course every 12 months, and this must be done **before** attending their practical session.

2. Manual Handling: Theory – Moving People

[Course library](#) » **Manual Handling- Moving People**

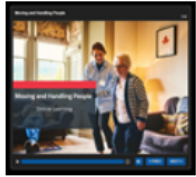
Introduction

[Add note](#) [Bookmark](#)

This course provides additional knowledge for Social Care staff who are required to move and handle people. The training should be completed in addition to the Council's 'Manual Handling' Online Learning course.

Employees should also be familiar with the Council's Moving and Handling Policy available on the intranet, and any local arrangements specific to their setting.

Additional practical work-based training may also be required. Speak to your manager or refer to your settings' Training Matrix if you are unsure which training is required.



Also accessed online via MeLearning, this module provides additional knowledge for Social Care staff who are required to move and handle people. The training should be completed in addition to Theory Part One and must be refreshed every 12 months, and before attending the practical session.

Theory part 2 includes information on organisational standards and guidance; therefore managers also need to be familiar with the content of this module.

3. Moving and Handling - Practical Induction

Dashboard / [New Training Request](#)

Select Course

Please review the details of the course you have selected. If you wish to book yourself onto one of the events listed, please click on the start date. If there are no events or places available and you wish to be placed on the waiting list, please click Non-Scheduled Request

Course Details

Course Moving & Handling Practical

Type Health & Safety

Attendance On Site (On CCC Premises)

The Practical Induction is delivered in the Ruby room at the Opal Centre on Widdrington Road. We share this location with the Occupational Therapy Service, and it is not a specialised training centre. Therefore, facilities are limited, details are in the joining letter.

The Induction is a full day of practical training running from 9:00am to 16:30pm.

New starters will have the opportunity to practice a range of techniques designed to provide a good base of knowledge. During the session each attendee is assessed, on their Communication, ability to work safely, and their ability to problem solve and evaluate their own practice.

Ratings

At the end of the session, they will be given one of the following three ratings:

1. **Competent to lead Moving and Handling activities:**

No action required; a certificate will be emailed to the individual.

2. **Competent to assist Moving and Handling activities:**

The employee should only move and handle people under supervision (as a second).

The employee will receive their certificate and the line manager will be notified that the employee will need to be supported until their supervisor is happy that they can work independently and/or lead Moving and Handling activities.

3. **Cannot assist with Moving and Handling activities:** Line manager will be notified the next day and no certificate will be issued. The person has been unable to demonstrate safe working practices.

Attendance requirements

When attending training fingernails, hair, footwear, and clothing must comply with moving and Handling guidelines. If any of these are not suitable for Moving and handling people, the candidate will not be able to attend the training.

Each Employee will be required to complete a Health Declaration before training, the link to this webform is in the joining letter. If an employee has Moving and Handling Risk Assessment in place, this information must be shared with the trainer prior to the training.

Refreshing Training

Health and social care staff who move and handle people need to refresh their training every 12 months. The process for refreshing **theory** is done by following the same process as outlined above.

After staff have refreshed their theory, the practical refresher will be delivered in the work setting. This must be delivered by qualified moving and handling trainers.

During the refresher training staff will be observed carrying out all the practical techniques they would be expected to do in their day-to-day working practices. Their competency will be assessed using the same criteria as used in the induction.

Details of the assessment will be recorded, and feedback will be given to the individual. Any issues will be shared with their line manager.

Certificates

Certificates will be sent to the delegate as soon as possible after the training has been completed and will list the techniques that have been demonstrated successfully. Staff should not perform moving and handling people techniques that they have not been taught to do without sufficient practice and guidance.

Ad-hoc training

Ad-hoc training might be needed when new pieces of equipment or new work processes are introduced into a work setting, staff will need sufficient training. This can be arranged via the

IPS moving and handling trainers, or from the Occupational therapy service depending on the specific training requirement.