MANUAL HANDLING TRAINING

- The Musculoskeletal Team (OHSAS) 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. The musculoskeletal team are responsible for monitoring Manual Handling Practitioners and Local Manual handling Trainers at the timeframe specified within the training delivery standards to ensure continuing competence.

- Training needs analysis will be undertaken to identify the organisations manual handling training requirements and to identify areas where staff are at increased risk of musculoskeletal injury.

- 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 (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 competency based assessment is established.

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

Key Worker/Competency Based Assessor Training

- In order to undertake the key worker/competency assessor role, the Individual must successfully complete a three-day competency based training course, which aims to enhance their knowledge in manual handling theory and its practical application, in order for them to support their manager with the implementation of safer manual handling practices within the workplace.
• All staff must complete e-learning before attending any practical manual handling sessions or before competency assessment at local level. 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 within the following organisations; NHS Scotland Boards, Dundee, Abertay, Edinburgh Napier, Edinburgh, Aberdeen Robert Gordon or Queen Margaret University, will have their training accepted by NHS Fife.

• Any new starts recruited from these organisations can bypass NHS Fife’s Manual handling induction however, where competency based assessment is established, self assessment and checking of the individuals 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 Musculoskeletal Team or Local Manual Handling Trainers may be able to provide additional occupational specific training at local level if required. Contact the Manual Handling Advisor/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
• 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.