



USER GUIDE

Single Supplier Framework Contract for the provision of Manual Handling and People Moving and Handling Training Services in the Health Sector

THR028F

This is a Tier 2 Framework		
Complexity Level		Timeframe to Contract Finalisation
Tier 1:	Utilities Sign Up	Available immediately
Tier 2:	Direct Drawdown	Available immediately
Tier 3:	Low Complexity Mini-Competition	Up to 10 weeks
Tier 4:	Medium Complexity Mini-Competition	Between 10 and 20 weeks
Tier 5:	High Complexity Mini-Competition	6 months with well-developed specification

Version Control

Project No.	THR028F		
Title	Manual Handling and People Moving and Handling Training Services in the Health Sector		
Description	User Guide		
Created By	THRMS (Training)		
Date Created	01/08/2018		
Maintained By	THRMS		
Version	Modified By	Date Modified	Changes
0.1	AR	07/08/2018	First Draft
0.2	SJ	28/08/2018	Second Draft
0.3	FD	03/09/2018	Third draft
0.4	NP	20/09/2018	4 th Draft
0.5	KM	21/09/2018	5 th Draft
0.6	NP	22/10/2018	6 th Draft
0.7	NP	23/11/2018	7 th Draft
0.8	Healthcare direct		8 th Draft
0.9	Training Team	15/01/19	9 th Draft
10.0	NP	01/02/2019	10 th Draft

Table of Contents

MANUAL HANDLING		Page
1.	Introduction	4
2.	What is a Framework Agreement?	4
3.	Different types of Framework	4
4.	Why should I use this Framework?	5
5.	Who can use this Framework?	6
6.	What is the duration of the Framework?	6
7.	What services are covered by this Framework?	6
8.	Who can provide services under this Framework?	7
9.	How do I access these services?	7
10.	How does the pricing work?	9
11.	Where can this training take place?	9
12.	Participant levels and formation of training groups	9
13.	What are the standard training course contents?	10
14.	Can I amend the training course contents?	10
15.	How quickly can training be organised?	10
16.	Billing	10
17.	What to do next	11
18.	Contact us	11
19.	Contact us – HSE only	11
20.	Appendix A – Training Programmes – Course Descriptions	12
21.	Appendix B – Notification to Activate Services Form	46
22.	Appendix C – Process for activation of NASF	47

Introduction - Single Supplier Framework Contract for the provision of Manual Handling and People Moving and Handling Training Services in the Health Sector

The purpose of this Framework Agreement is to provide professional training services **primarily for health sector staff** involved in services inter alia, clinical care, primary care and or social / family support which are delivered via acute, community and residential care settings. Support services include but are not limited to catering, portering, laundry, security, maintenance and clerical in the health sector.

One of the primary Framework Clients¹, is the Health Service Executive (“HSE”)

What is a Framework agreement?

Framework Benefits

- Easy access to preselected specialist providers
- Flexibility
- Best practice procurement
- Agreed terms and conditions
- Efficiency
- Value for money
- Quality of service provision
- Value added services

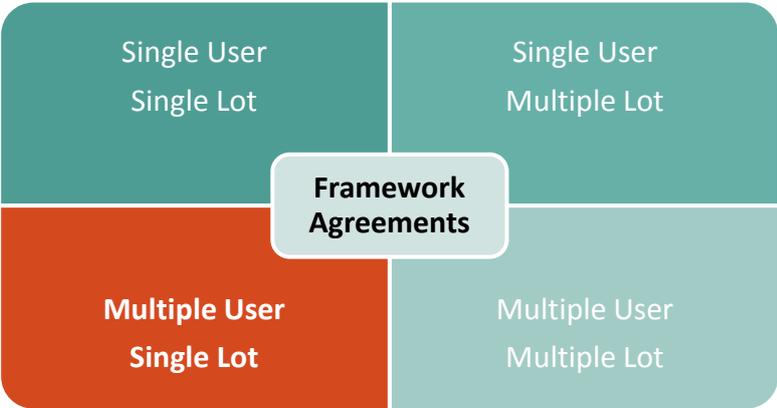
Frameworks are widely used across the Public Sector and increasingly in the Office of Government Procurement (OGP). They are a useful procurement tool for goods and services that you can define and have demonstrated that considerable time and cost savings can be made.

A framework is an agreement put in place with a supplier or range of suppliers that enables purchasers to place orders with goods or service providers without running a full tender exercise.

Frameworks are based on large volume purchasing. Aggregating different purchasers’ potential needs means individual purchasers can

buy goods and services at prices below those normally charged, or with special added benefits and/or more advantageous conditions.

Different types of Frameworks



There are several different types of framework arrangements. The provision of Manual Handling and People Moving and Handling Training Services in the Health Sector is a single-supplier framework.

This is a single supplier contract with twelve [12] individual training programmes.

¹ Framework Clients outside of the Health Sector, are advised to use the OGP Single Supplier Framework Contract for the provision of Health and Safety Training, Consultancy and Advisory Services.

Why should I use this Framework?

The aim is to deliver easy access to high-quality services for all Public Sector bodies, at the best possible price.

The main benefits include:

- **Easy access** to a pre-selected, specialist Manual Handling and People Moving and Handling Training Services Provider

- **Flexibility**

This Framework reduces the time and cost associated with a full procurement exercise.

- **Best practice procurement**

The service provider on the Framework has been subject to a rigorous procurement process, ensuring they offer the quality and type of services you require. The pre-agreed terms and conditions offer you contractual safeguards.

- **Agreed terms and conditions**

Terms and conditions are already established and agreed for you and the service provider. This removes the need to re-draft and/or renegotiate terms for each procurement you undertake. You have the right to refine, but not fundamentally alter, the terms and conditions to take into account any special conditions.

- **Efficiency**

The Framework benefits the client by offering reduced timelines thus minimising the time and costs associated with procurement exercises.

- **Value for money**

To harness the opportunity to aggregate spend, ceiling prices are put in place to ensure that value for money is consistently achieved.

- **Quality of service provision**

The experience, expertise and commitment to quality of a service provider are assessed at the time of the initial competition. Your satisfaction with the service provider's performance is monitored on an on-going basis.

- **Value added services**

A dedicated Key Account Manager will oversee the effective and efficient operation of this Framework Agreement. This includes responsibility for reporting detailed statistical management information reports to both the Client² and the Framework Manager in the OGP, as requested by

² With respect to the HSE, the Client in this case is the National Health and Safety Function

them, on a monthly basis to show that the service is being delivered to the required standard and is providing value for money.

Who can use this Framework?

This framework agreement for the provision of services to the following:

1. Ministers of the Government of Ireland, Central Government Departments, Offices and non-commercial Agencies and Organisations which have a formal reporting and legal relationship to Central Government Departments, including all local authorities in Ireland (themselves including regional assemblies, local enterprise boards and library bodies).
2. Entities in the Irish health sector including but not limited to the Health Service Executive (HSE) and the Health Information and Quality Authority (HIQA), provided that such entities are contracting authorities within the meaning of Regulation 2 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 184 of 2016).

Framework Clients outside of the Health Sector are advised to use the OGP Single Supplier Framework Contract for the provision of National Health and Safety Training, Consultancy and Advisory Services.

What is the duration of the Framework?

The Framework Contract commenced **7th August 2018** with an initial term of two [2] years. Additionally a maximum of two [2] twelve [12] month extensions are available.

Valid from: 7th August 2018

Expiry Date: 7th August 2020

Contracts awarded under the Framework may be for a period of up to 4 years.

What services are covered by this Framework?

Each of the above training programmes is described in more detail in Appendix A.

TRAINING PROGRAMME TITLES		HSE USE*
MANUAL HANDLING		
1.	QQI Special Purpose Certificate in Manual Handling Instruction Level 6	✓
2.	Manual Handling Instruction Refresher Training	✓
3.	Inanimate Manual Handling Training	✓
4.	Inanimate Manual Handling Refresher Training	✗ Use programme 3
5.	Inanimate Manual Handling Training Practical Component to Support HSELand Online Theory Programme	✓
6.	Inanimate Manual Handling Refresher Training Practical Component to Support HSELand Online Theory Programme	✗ Use programme 5
PEOPLE MOVING AND HANDLING		

7.	QQI Special Purpose Certificate in People Handling Instruction Level 6	✓
8.	People Moving and Handling Instructor Refresher Training	✓
9.	People Moving and Handling Training	✓
10.	People Moving and Handling Refresher Training	✗ <i>Use programme 9</i>
11.	People Moving and Handling Training Practical Component to Support HSElanD Online Theory Programme	✓
12.	People Moving and Handling Refresher Training – Practical Component to Support HSElanD Online Theory Programme	✗ <i>Use programme 11</i>

***For HSE:** Please note that refresher programmes 4, 6, 10 and 12 are not used in the HSE as the content is essentially the same as the full training modules. Where refreshers are needed use programmes 3, 5, 9 and 11 respectively.

Who can provide services under this Framework?

The Framework member has demonstrated they have the right expertise, capability and capacity to provide the services outlined above. The Framework member is:

**Abbey Physiotherapy Clinic Limited,
T/A Healthcare Direct/ Optima Training and Consulting Ltd
Unit G, Block 4,
Shannon Business Park Shannon,
Co. Clare.
Tel: 061 574058**

Email contact details:

For all HSE Staff: hsetraining@healthcaredirect.ie

For all non HSE Services: S.Landers@optimaltraining.ie

How do I access these services?

Direct Draw Down - Accessing services in an easy and simple manner is a core design principle of the Framework. Requests for training are processed by directly contacting the Framework member (also referred to as the service provider).

In summary HSE facilities requiring training must undertake the following steps:

Step 1

Complete your Local Training Needs Assessment

As manual handling training is a statutory requirement for all staff, Framework Clients (e.g. HSE Line Manager for HSE employees) must conduct a training needs assessment (TNA) to determine which manual handling and people moving and handling training programme is required and what activities/techniques must be addressed as part of training to ensure it is specific to the employee's role.

Step 2	<p>Complete a “Locally Coordinated Training Request Form” (ref: CF:032:00)</p> <p>This form must be completed in order to inform the discussion of your needs with the training service provider at Step 3.</p>
Step 3	<p>Contact the Framework Member (Healthcare Direct)</p> <p>Once you have completed the <i>Locally Coordinated Training Request Form</i> you should contact the training service provider to plan the training required and potential dates, etc., and confirm the overall cost, based on the tendered rates.</p> <p>You may schedule a number of training dates throughout the year, or on a single-course, as-and-when basis as specific needs are identified.</p>
Step 4	<p>Finalise your Locally Coordinated Training Request Form and complete an NASF</p> <p>Following your discussion with the service provider (Step 3) you should then:</p> <ul style="list-style-type: none"> • Finalise your <i>Locally Coordinated Training Request Form</i> and complete a “<i>Notification of Services Activation Form</i>” (NASF) (Appendix B of this User Guide). • A separate NASF should be completed for each training program, as each training program (lot) represents an individual contract. However, once an NASF has been completed for a ‘lot’ once, it is envisaged that one NASF per year should suffice for the next training requirement under that ‘lot’. • Set up an account with the provider (if necessary) and raise a PO in favour of the provider. • The NASF should then be signed by the budget holder and sent, along with the <i>Locally Coordinated Training Request Form</i>, to the service provider for signing. By sending the signed NASF directly to the Framework member you are activating the contractual relationship between you and Healthcare Direct. The service provider will then liaise with you to finalise all arrangements. <p><i>Please note that by completing and submitting the NASF, you are agreeing to the NHSF’s training Terms & Conditions (details can be found on the NHSF training web. https://www.hse.ie/safetyandwellbeing) and committing to releasing the stated participant numbers to attend.</i></p>
Step 5	<p>Reconcile Invoices as received in line with Prompt Payment Legislation</p> <ul style="list-style-type: none"> • If you are booking a training course for a group of your employees exceeding 7 no. (minimum course number) then the fixed, all-inclusive price per course will be applied/invoiced. • If a place(s) on a training course is/are booked for an individual, or individuals up-to a maximum of 6 no. then the price for those individuals will depend on the number of attendees booked on the day, i.e. fixed price/number of attendees. The maximum price will not exceed the fixed price divided by 7 participants (Fixed price/7 = Max. Individual Price), as this is the minimum attendance level required for a training course to go ahead.

Note: The Department of Public Expenditure and Reform Circular 15/2011 places certain obligations on Framework Clients with regard to external service delivery. It is the responsibility of any Framework Client, intending to award a Services Contract under this Framework Agreement, to ensure that all relevant obligations in this regard are fully complied with.

How does the pricing work?



Prices have been tendered by the service provider.

The price per training programme is fixed and inclusive of all other costs associated with provision of training services including travel and incidental costs.

- **HSE budget holders only** may access pricing information through the NHSF health and safety helpdesk. <https://www.hse.ie/safetyandwellbeing> (full contact details below)
- **Framework clients outside the HSE** may seek pricing details at www.procurement.ie

Where can this training take place?

The training venue and location will be determined by the Framework Client (e.g. HSE line manager) and will predominantly be in-house, on Framework Client premises. The training will be provided at multiple locations nationally. For HSE training, venues must be assessed as meeting the stipulations set down by the NHSF and service provider (a venue suitability checklist is incorporated into the [Locally Coordinated Training Request Form](#)).

Participant levels and formation of training groups

All courses under this framework have a minimum and maximum attendance level as follows:

Minimum Attendees 1 no. Trainer	Max Attendees 1 no. Trainer	Min Attendees 2 no. Trainers	Max Attendees 2 no. Trainers
7	10	14	16-20*

Please note that the maximum participant number for any course depends on venue suitability and local training requirements (figure may be reduced in case of bariatric, spinal, theatre, specific training, etc.). With regard to training for HSE employees, you should confirm the maximum in any given situation with Healthcare Direct following initial completion of a *Locally Coordinated Training Request Form* (i.e. at Step 3 above).

In the event that you have small numbers to train (i.e. 1 - 7 no. attendees) it may be necessary to group/aggregate attendees in order to achieve the minimum number for course viability. Whilst the onus will be on the Framework member to identify ways of maximising attendance at training courses, Framework Clients (line managers organising training) should endeavour to fill courses (i.e. meet minimum training numbers) and organise multiple courses on each day where possible to maximise efficiency and value for money (as per table above). Training groups are exclusive to the relevant framework client.

What are the standard training course contents?

The standard training contents are fully compliant with all relevant legislation and requirements for each training programme and can be found in the training specifications in Appendix A to this User Guide.

Can I amend training course contents?

Some amendments to the course content may be agreed with the leading Framework Client in order to adapt to certain circumstances and the specific requirements of the Framework Client. Courses will be tailored, so far as is reasonably practicable, to meet the specific needs identified on the *Locally Coordinated Training Request Form*.

Such adaptation of the course content will not constitute a change in price or variation of the Services.

How quickly can training be organised?

- The service provider must be given a minimum of two (2) weeks' notice to deliver a programme, however it is envisaged that requests for training will be made in advance of two (2) weeks.
- In the event that the Framework Client wishes to cancel a training programme, the Framework Client will provide a minimum of five (5) working days' notice to the service provider. The service provider will not charge for training cancelled within this time frame.
- In the event that the service provider wishes to cancel a programme, a minimum of two (2) weeks' notice in writing is required to be provided to the Framework Client and new date(s) must be proposed by the service provider. The proposed training dates must be agreed by both parties.
- The service provider must ensure that increasing training demand is met with appropriate capacity to deliver training within the minimum of two (2) weeks' notice to deliver a programme.
- Without prejudice to any general right to damages under this Agreement where the Contractor does not provide the Services within delivery dates or lead times in accordance with this Agreement, the Client may, at his discretion, deduct fifty [50%] per cent per week, or part thereof, for each week of late delivery of the value of the entire relevant invoice or order as liquidated damages up to a maximum amount of fifty [50%] per cent of the Charges (or invoice or order) price for the relevant Services (the "Liquidated Damages Threshold").

Where the Liquidated Damages Threshold is met or exceeded (being that delivery continues not to be performed after the Liquidated Damages Threshold is met), the Client shall be entitled to:

1. claim any remedy available to it (whether under this Agreement or otherwise) for loss or damage incurred or suffered by it after the end of the Liquidated Damages Period; and;
2. without prejudice to sub-clause (1), the Client shall be entitled to terminate the Agreement with immediate effect by giving notice in writing to the Contractor.

Billing

Framework Clients may be billed per training course for a group of participants (if they are from the same organisation/account) or individually (as described above). The bill, invoice will be directed to

the person who signs the NASF (budget holder). The price is “all inclusive” per training course and is fixed. Within the HSE invoices may be certified once training certificates have been received by the budget holder or relevant line manager (if different) as appropriate.

If an individual is part of multi-organisation Health Sector training group, he/she will be invoiced a charge that will be calculated based on the fixed all-inclusive price, divided by the number of participants attending this training.

What to do next

1. Undertake your local [Training Needs Assessment](#) and identify employee(s) who require manual handling or people moving and handling training and the specific manual handling activities carried out by these employees. Complete your *Locally Coordinated Training Request Form*.
2. Contact the service provider as outlined in this user guide and agree course details and availability.
3. Finalise your Locally Coordinated Training Request Form, complete an NASF and submit both to the service provider.
4. Upon receipt of employee certificates of completion, reconcile invoices as received in line with prompt payment legislation.
5. Update employee training records.

Contact Us

If you have any questions about this Framework Contract for the Health Sector³ or if you would like to know more, please contact us at the following:



support@ogp.gov.ie



076 100 80 00



Office of Government Procurement,
3A Upper Mayor St, Dublin 1

Contact - HSE Only

Budget holders in the HSE may also contact the National Health & Safety Helpdesk for further information in relation to manual handling and people handling training as follows:

**Log your health & safety request at: <http://www.hse.ie/safetyandwellbeing>
or go to: <http://pndchssdweb02.healthirl.net/Health.WebAccess/ss>
Alternatively, contact the National Health & Safety Helpdesk
on 1850 420 420 between 10:30-12:00 and 14:00 – 15.30 Hrs Monday to Friday**

³ Framework Clients outside of the Health Sector, are advised to use the OGP Single Supplier Framework Contract for the provision of National Health and Safety Training, Consultancy and Advisory Services.

Appendix A

Training Programme 1

Title	QQI Special Purpose Certificate in Manual Handling Instruction Level 6
Objective	To equip participants with the knowledge, skill and competence to effectively deliver manual handling training programmes within the Framework Client organisation.
Minimum Standard Content	<p>Trainers must ensure that all participants can demonstrate the knowledge, skill and competence to effectively deliver manual handling training programmes in the Framework Client organisation.</p> <p>The content of the training programme must ensure the Training Programme objective is met and Participants are able to, inter alia:</p> <p>Legislative Requirements and Health Benefit</p> <ul style="list-style-type: none">• Explain the main components of relevant health and safety legislation and guidance documents to include the current manual handling of loads regulations, principles of prevention as outlined in the current Safety, Health and Welfare at Work Act and relevant guidance from government and professional bodies.• Evaluate the health and organisational benefits of an integrated approach to the management of manual handling to include development of a manual handling policy, staff consultation, risk assessment, implementation of appropriate controls and relevant training. <p>Anatomy and Back Care</p> <ul style="list-style-type: none">• Define the main components of the spinal column to include discs, ligaments, bones, joints, nerves and muscles.• Explain the main risk factors for back injuries related to manual handling to include how these injuries commonly occur.• Describe current concepts of back care to include good back posture at home and work, awareness of the importance of being fit and flexible, working within their capabilities and taking personal responsibility for good back care. <p>Ergonomic Principles and Risk Assessment</p> <ul style="list-style-type: none">• Describe the concepts of ergonomics to include a description of key ergonomic principles for workplace design and unfavourable ergonomic condition as detailed in the schedule to the current manual handling of loads regulation.• Explain the manual handling risk assessment process through the use of manual handling case studies or scenarios.• Describe a range of controls to avoid and reduce the risk of injuries to include a critical analysis of a range of manual handling equipment. <p>Manual Handling Principles and Techniques</p> <ul style="list-style-type: none">• Apply the main principles of manual handling to a range of manual handling tasks with particular emphasis on the need to carry out a personal or dynamic

	<p>risk assessment to determine if the load can be handled safely.</p> <ul style="list-style-type: none"> • Carry out a range of appropriate manual handling techniques to include lifting, carrying, pushing, pulling, supporting or putting down of a load by one or more persons. • Analyse the participant’s performance of manual handling techniques. <p>Planning of Manual Handling Training Programmes</p> <ul style="list-style-type: none"> • Develop manual handling training programmes to include lesson plans with clear objectives, appropriate material and aids to support learning and strategies to motivate changes in manual handling practice. • Identify the necessary organisational resources needed to plan and support the delivery of effective manual handling training programmes. • It is envisaged that on the successful completion of the training programme each participant will adopt the vendor’s manual handling training programme and refresher programme (which are based on the Organisation’s programmes – i.e., the HSE’s for HSE staff). Therefore each participant must have the appropriate knowledge, skills and competence to deliver these training programmes and meet the needs of the specific service and the manual handling tasks being undertaken in the area in which they are delivering training. <p>Delivery of Manual Handling Training</p> <ul style="list-style-type: none"> • Deliver effective manual handling training programmes, using a range of tools and techniques including managing group dynamics. • Demonstrate understanding of adult learning principles and the need for effective communication skills. • Give effective instruction in practical manual handling techniques.
Target Participants	Participants deemed suitable by the Framework Client, through a training needs assessment, to coordinate and deliver manual handling training programmes.
Approximate Duration	5 days
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010 • HSA Guidance on the Management of Manual Handling in Healthcare 2011 • HSA Guidance on the Management of Manual Handling in the Workplace 2005 • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	<p>QQI Special Purpose Certificate in Manual Handling Instructor Level 6</p> <p>Certificate will be provided to confirm that Participants have successfully demonstrated the theoretical and practical knowledge, skills and competence to</p>

	effectively deliver manual handling training programmes within the Framework Client organisation.
Specific Examination if relevant	<p>Participants will be assessed on their ability to carry out a range of Manual Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>The Candidate will be required to demonstrate and instruct One Manual Handling Technique to a group of Learners and provide constructive feedback and silent demonstrate 3 other techniques.</p> <ul style="list-style-type: none"> • Carry out a range of Manual Handling Techniques and apply these to a range of Manual Handling Tasks (30 marks) • Analyse a learner’s performance of Manual Handling Techniques and providing constructive feedback (10 marks) • Give effective instruction in practical Manual Handling (10 marks) • Deliver effective presentation (10 marks) <p>Skill Assessments</p> <ol style="list-style-type: none"> 1. Floor Lift 2. Bench Lift 3. Bench to Height (Shoulder) 4. Pushing and Pulling 5. Team Lift (Two or More Handlers) 6. One arm lift/ Two arm lift <p>Note: All skills demonstrations will be recorded</p> <p>Written Assignment</p> <ul style="list-style-type: none"> • Identify Two Manual Handling Hazards from your workplace, and perform a Risk Assessment using TILEO. Template can be provided • Decide who might be harmed and how. • Describe what controls are required to adequately control these risks and assess the risk rating then. Introduce additional recommendations to reduce the risk further. Risk Rate again. Chose the methodology you currently use including the TILEO assessment sheet given by the instructor. • Record your findings and recommend when these findings should be actioned by who is responsible, (date) and reviewed (date) to ascertain effectiveness of actions taken in achieving the elimination or maximum control of the manual handling hazards identified. <p>Learners need to:</p> <ul style="list-style-type: none"> • Describe and understand ergonomic principles and concepts (4 marks) • Identify and analyse workplace Manual Handling case studies (6 marks) • Critically analyse recommendations and conclusions on controls to avoid and reduce injuries in Manual Handling (6 marks) • Involve workplace personnel, planning of assignment work and report (e.g. contributions of others to assignments, presentation of findings to

	<p>management) (4 marks)</p> <p>Guidelines to consider:</p> <ul style="list-style-type: none"> • Introduce the workplace and what you are doing. • State the law relating to manual handling. Define what manual handling is and why you have chosen the two hazards. • Use the TILEO assessment sheet for each hazard and complete a risk assessment using your methodology. • Description of the Manual Handling Scenario (Use photographs) • Evaluation of the task/activity • Improvements/ Recommendations you could make to task/activity for future use. • Details of resources/materials used. • Ensure you complete a summary at the end to state the reason for completing the risk assessment, what you did and where you are now with the additional controls. • Communicate and involve other staff from start to finish. e.g. did you have a safety meeting to discuss and how did you communicate the changes to all staff • Reflection of own role in the activity, what conclusions you reached, what you learned by undertaking the risk assessment, what would you do differently in the future. <p>Theory Short Questions</p> <p>20 Short answer question, 16 correct answers to pass assessment Questions are compiled from the Units of the course.</p>
Specific Provisions	Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment.

Training Programme 2

Title	Manual Handling Instruction Refresher Training
Objective	To refresh the knowledge, skill and competence of Manual Handling Instructors to ensure they can effectively deliver manual handling training programmes within the Framework Client organisation.
Minimum Standard Content	<p>The content of the training programme must ensure that all participants can demonstrate the knowledge, skill and competence to effectively deliver manual handling training programmes within the Framework Client organisation.</p> <p>The contents of the training programme must ensure the Training Programme objective is met and include, inter alia;</p> <p>Legislative Requirements and Health Benefit</p> <ul style="list-style-type: none"> • Explain the main components of relevant health and safety legislation and

guidance documents to include the current manual handling of loads regulations, principles of prevention as outlined in the current Safety Health and Welfare at Work Act 2005 and relevant guidance from government and professional bodies.

- Evaluate the health and organisational benefits of an integrated approach to the management of manual handling to include development of a manual handling policy, staff consultation, risk assessment, implementation of appropriate controls and relevant training.

Anatomy and Back Care

- Define the main components of the spinal column to include discs, ligaments, bones, joints, nerves and muscles.
- Explain the main risk factors for back injuries related to manual handling to include how these injuries commonly occur.
- Describe current concepts of back care to include good back posture at home and work, awareness of the importance of being fit and flexible, working within their capabilities and taking personal responsibility for good back care.

Ergonomic Principles and Risk Assessment

- Describe the concepts of ergonomics to include a description of key ergonomic principles for workplace design and unfavourable ergonomic condition as detailed in the schedule to the current manual handling of loads regulation.
- Explain the manual handling risk assessment process through the use of manual handling case studies or scenarios.
- Describe a range of controls to avoid and reduce the risk of injuries to include a critical analysis of a range of manual handling equipment.

Manual Handling Principles and Techniques

- Apply the main principles of manual handling to a range of manual handling tasks with particular emphasis on the need to carry out a personal or dynamic risk assessment to determine if the load can be handled safely.
- Carry out a range of appropriate manual handling techniques to include lifting, carrying, pushing, pulling, supporting or putting down of a load by one or more persons.
- Analyse the participant's performance of manual handling techniques.

Planning of Manual Handling Training Programmes

- Develop manual handling training programmes to include lesson plans with clear objectives, appropriate material and aids to support learning and strategies to motivate changes in manual handling practice.
- Identify the necessary organisational resources needed to plan and support the delivery of effective manual handling training programmes.
- It is envisaged that on the successful completion of the training programme each participant will adopt the vendor's manual handling training programme and refresher programme (which are based on the Organisation's programmes – i.e., the HSE's for HSE staff). Therefore each participant must have the appropriate knowledge, skills and competence to deliver these

	<p>training programmes and meet the needs of the specific service and the manual handling tasks being undertaken in the area in which they are delivering training.</p> <p>Delivery of Manual Handling Training</p> <ul style="list-style-type: none"> • Deliver effective manual handling training programmes, using a range of tools and techniques including managing group dynamics. • Demonstrate understanding of adult learning principles and the need for effective communication skills. • Give effective instruction in practical manual handling techniques.
Target participants	Existing QQI/FETAC Level 6 Manual Handling Instructors deemed suitable by their line manager, through a training needs assessment, to require refresher training.
Approximate Duration	1 day
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010 • HSA Guidance on the Management of Manual Handling in Healthcare 2011 • HSA Guidance on the Management of Manual Handling in the Workplace 2005 • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	Certificate will be provided to confirm that participants have attended Manual Handling Instructor Refresher training and have successfully demonstrated theoretical and practical knowledge, skills and competence to effectively deliver manual handling training programmes within the Framework Client organisation.
Specific Examination if relevant	<p>Participants will be assessed on their ability to carry out a range of Manual Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>The Candidate will be required to demonstrate and instruct <u>One</u> Manual Handling Technique to a group of Learners and provide constructive feedback and silent demonstrate 3 other techniques.</p> <ul style="list-style-type: none"> • Carry out a range of Manual Handling Techniques and apply these to a range of Manual Handling Tasks (30 marks) • Analyse a learner’s performance of Manual Handling Techniques and providing constructive feedback (10 marks) • Give effective instruction in practical Manual Handling (10 marks) • Deliver effective presentation (10 marks)

Skill Assessments

1. Floor Lift
2. Bench Lift
3. Bench to Height (Shoulder)
4. Pushing and Pulling
5. Team Lift (Two or More Handlers)
6. One arm lift/ Two arm lift

Note: All skills demonstrations will be recorded

Written Assignment

- Identify two Manual Handling Hazards from your workplace and perform a Risk Assessment using TILEO. Template can be provided
- Decide who might be harmed and how.
- Describe what controls are required to adequately control these risks and assess the risk rating. Introduce additional recommendations to reduce the risk further. Risk Rate again. Chose the methodology you currently use including the TILEO assessment sheet given by the instructor.
- Record your findings and recommend when these findings should be auctioned, who is responsible, (date) and reviewed (date) to ascertain effectiveness of actions taken in achieving the elimination or maximum control of the manual handling hazards identified.

Learners need to:

- Describe and understand ergonomic principles and concepts (4 marks)
- Identify and analyse workplace Manual Handling case studies (6 marks)
- Critically analyse recommendations and conclusions on controls to avoid and reduce injuries in Manual Handling (6 marks)
- Involve workplace personnel, planning of assignment work and report (e.g. contributions of others to assignments, presentation of findings to management) (4 marks)

Guidelines to consider:

- Introduce the workplace and what you are doing.
- State the law relating to manual handling. Define what manual handling is and why you have chosen the two hazards.
- Use the TILE assessment sheet for each hazard and complete a risk assessment using your methodology.
- Description of the Manual Handling Scenario (Use photographs)
- Evaluation of the task/activity
- Improvements/ Recommendations you could make to task/activity for future use.
- Details of resources/materials used.
- Ensure you complete a summary at the end to state the reason for completing the risk assessment, what you did and where you are now with the additional controls.
- Communicate and involve other staff from start to finish. E.g did you have a

	<p>safety meeting to discuss and how did you communicate the changes to all staff</p> <ul style="list-style-type: none"> • Reflection of own role in the activity, what conclusions you reached, what you learned by undertaking the risk assessment, what would you do differently in the future. <p>Theory Short Questions</p> <p>20 Short answer question, 16 correct answers to pass assessment Questions are compiled from the Units of the course</p>
Specific Provisions	Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment.

Training Programme 3

Title	Inanimate Manual Handling Training
Objective	<p>To provide participants with the knowledge and skills to enable them carry out manual handling tasks relevant to their work activities in a manner which reduces or eliminates the risk of injury.</p> <p>Having attended the training programme, participants will:</p> <ul style="list-style-type: none"> • Have a basic knowledge of the legislation in relation to manual handling. • Acquire the basic knowledge of the functions of the back, how it can be injured and how to keep it healthy. • Be able to carry out a personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely. • Be aware of the specific manual handling hazards identified in the task specific manual handling risk assessment and the measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • Be able to state the main principles of safe manual handling and demonstrate practical application of the main principles of manual handling to relevant manual handling tasks in the workplace. • Carry out relevant manual handling techniques and understand the need to further develop these skills in the workplace.
Minimum Standard Contents	<p>The contents of the training programme must include the following:</p> <ul style="list-style-type: none"> • Legislation in relation to manual handling. • Functions of the back, how it can be injured and how to keep it healthy. • Personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely. • Specific manual handling hazards identified in the task specific manual handling risk assessment. • Measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity.

	<ul style="list-style-type: none"> • Main principles of safer manual handling. • Practical application of the main principles of manual handling relevant to manual handling tasks in the workplace. • The need to further develop manual handling skills in the workplace. • Framework Client policies related to manual handling which are relevant to their work area. • Manual handling aids available in their work area and the importance of the safe use of same.
Target Participants	All Framework Client employees involved in the manual handling of inanimate loads in the workplace. Participants will be identified by the Framework Client through the local training needs assessment.
Approximate Duration	<p>4 Hours.</p> <p>The duration of the training programme will depend on many factors including the level of risk in the work environment and the complexity of handling procedures being taught. Enough time must be allowed to ensure that all the aims of the training programme are covered adequately and to ensure the learning objectives are achieved, particularly in relation to practical skills demonstration.</p>
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010. • HSA Guidance on the Management of Manual Handling in Healthcare 2011. • HSA Guidance on the Management of Manual Handling in the Workplace 2005. • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	Certificate will be provided to confirm participants have attended inanimate manual handling training and have successfully demonstrated the theoretical and practical knowledge and skills relevant to their workplace.
Specific Examination if relevant	<p>An assessment of the theory module must be complete. This consists of 10 multiple choice questions which are based on topics in the module</p> <p>Participants will be assessed on their ability to carry out a range of Manual Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> 1. Floor Lift 2. Bench Lift 3. Bench to Height (Shoulder) 4. Pushing and Pulling 5. Team Lift (Two or More Handlers)

	6. One arm lift/ Two arm lift
Specific Provisions	Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment.

Training Programme 4

Title	Inanimate Manual Handling Refresher Training <i>(Not HSE - Use Programme 3)</i>
Objective	<p>To refresh the knowledge and skills of participants who have attended the Inanimate Manual Handling Training to enable them carry out manual handling tasks relevant to their work activities in a manner which reduces or eliminates the risk of injury.</p> <p>Having attended the training programme, participants will:</p> <ul style="list-style-type: none"> • Have a basic knowledge of the legislation in relation to manual handling. • Acquire the basic knowledge of the functions of the back, how it can be injured and how to keep it healthy. • Be able to carry out a personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely. • Be aware of the specific manual handling hazards identified in the task specific manual handling risk assessment and the measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • Be able to state the main principles of safe manual handling and demonstrate practical application of the main principles of manual handling to relevant manual handling tasks in the workplace. • Carry out relevant manual handling techniques and understand the need to further develop these skills in the workplace.
Minimum Standard Content	<p>The content of the training programme must refresh the knowledge and skills of the participant in relation to:</p> <ul style="list-style-type: none"> • Legislation in relation to manual handling. • Functions of the back, how it can be injured and how to keep it healthy. • Personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely. • Specific manual handling hazards identified in the task specific manual handling risk assessment. • Measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • Main principles of safer manual handling. • Practical application of the main principles of manual handling relevant to manual handling tasks in the workplace. • The need to further develop manual handling skills in the workplace. • Framework Client policies related to manual handling which are relevant to their work area.

	<ul style="list-style-type: none"> Manual handling aids available in their work area and the importance of the safe use of same.
Target Participants	<p>All employees involved in the manual handling of inanimate loads in the workplace and who have within the last three (3) years attended Inanimate Manual Handling Training Programme.</p> <ul style="list-style-type: none"> Refresher training will be at intervals of not more than every three (3) years or more frequently where determined through the local training needs assessment or where there is a change in work practices resulting in the introduction of a new system of work related to manual handling or the use of equipment to handle loads. Participants will be identified by the Framework Client through the local training needs assessment.
Approximate Duration	<p>3 Hours.</p> <p>The duration of the training programme will depend on many factors including the level of risk in the work environment and the complexity of handling procedures being taught. Enough time must be allowed to ensure that all the aims of the training programme are covered adequately and to ensure the learning objective is achieved, particularly in relation to practical skills demonstration.</p>
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation</p> <p>Guidance:</p> <ul style="list-style-type: none"> Health and Safety Authority (HSA) Guide to Manual Handling Training 2010. HSA Guidance on the Management of Manual Handling in Healthcare 2011. HSA Guidance on the Management of Manual Handling in the Workplace 2005. Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	<p>Certificate will be provided to confirm that participants have attended inanimate manual handling refresher training and have successfully demonstrated the theoretical and practical knowledge and skills relevant to their workplace.</p>
Specific Examination if relevant	<p>Participants will be assessed on their ability to carry out a range of Manual Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> Floor Lift Bench Lift Bench to Height (Shoulder) Pushing and Pulling Team Lift (Two or More Handlers)

	6. One arm lift/ Two arm lift
Specific Provisions	Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment.

Training Programme 5

Title	Inanimate Manual Handling Training Practical Component to Support HSELand Online Theory Programme <i>(For HSE only)</i>
Objective	<p>This training programme will support the Manual Handling Theory Programme on HSELand. Participants attending the Inanimate Manual Handling Training - Practical Component will have completed the theory component through the Manual Handling Theory Programme on HSELand.</p> <p>Reinforce knowledge gained from the completion of the online Manual Handling Theory Programme on HSELand and provide participants with the knowledge and skills to enable them carry out manual handling tasks relevant to their work activities in a manner which reduces or eliminates the risk of injury.</p> <p>Having attended the training programme, participants will:</p> <ul style="list-style-type: none"> • Be able to demonstrate the practical application of the online Manual Handling Theory Programme • Be able to demonstrate the practical application of the main principles of manual handling to relevant manual handling tasks in the workplace. • Be able to demonstrate the practical application of the manual handling risk assessment process • Carry out relevant manual handling techniques and understand the need to further develop these skills in the workplace.
Minimum Standard Content	<p>The content of the training programme must include the following:</p> <ul style="list-style-type: none"> • Reinforce the main learning objectives of the Manual Handling Theory Programme on HSELand through the practical application of the manual handling risk assessment process and the main principles of manual handling to relevant manual handling tasks in the workplace • Specific manual handling hazards identified in the task specific manual handling risk assessment. • Measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • The need to further develop manual handling skills in the workplace. • Framework Client policies related to manual handling which are relevant to their work area. • Manual handling aids available in their work area and the importance of the safe use of same.

Target Participants	<ul style="list-style-type: none"> • All employees involved in the manual handling of inanimate loads in the workplace. • Employees who have completed the online Manual Handling Theory Programme on HSELand prior to attending training. • Participants will be identified by the line manager through the local training needs assessment.
Approximate Duration	<p>3 Hours (in addition to 1 Hr e-learning Theory Module).</p> <p>The duration of the training programme will depend on many factors including the level of risk in the work environment and the complexity of handling procedures being taught. Enough time must be allowed to ensure that all the aims of the training programme are covered adequately and to ensure the learning objectives are achieved, particularly in relation to practical skills demonstration.</p>
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010 • HSA Guidance on the Management of Manual Handling in Healthcare 2011 • HSA Guidance on the Management of Manual Handling in the Workplace 2005 • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	<p>Certificate will be provided to confirm that participants have attended the practical component of inanimate manual handling training and have successfully demonstrated the practical knowledge and skills relevant to their workplace</p>
Specific Examination if relevant	<p>Participants will be assessed on their ability to carry out a range of Manual Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> 1. Floor Lift 2. Bench Lift 3. Bench to Height (Shoulder) 4. Pushing and Pulling 5. Team Lift (Two or More Handlers) 6. One arm lift/ Two arm lift <p>The HSELand Online Theory module assessment must be passed in order to complete the module and obtain a certificate of completion.</p>
Specific Provisions	<p>Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment.</p>

Training Programme 6

Title	<p>Inanimate Manual Handling Refresher Training Practical Component to Support HSELand Online Theory Programme (Not HSE - Use Programme 5)</p>
Objective	<p>This programme will support the Manual Handling Theory Programme on HSELand. Participants attending the Inanimate Manual Handling Refresher Training - Practical Component will have completed the theory component through the Manual Handling Theory Programme on HSELand. Reinforce knowledge gained from the completion of the online Manual Handling Theory Programme on HSELand.</p> <p>To refresh the knowledge and skills of participants who have previously attended the Inanimate Manual Handling Training Programme and who have completed the online Manual Handling Theory Programme on HSELand to enable them carry out manual handling tasks relevant to their work activities in a manner which reduces or eliminates the risk of injury.</p> <p>Having attended the training programme, participants will:</p> <ul style="list-style-type: none"> • Be able to demonstrate the practical application of the online Manual Handling Theory Programme • Be able to demonstrate the practical application of the main principles of manual handling to relevant manual handling tasks in the workplace. • Be able to demonstrate the practical application of the manual handling risk assessment process • Carry out relevant manual handling techniques and understand the need to further develop these skills in the workplace.
Minimum Standard Content	<p>The content of the training programme must refresh the knowledge and skills of the participant in relation to:</p> <ul style="list-style-type: none"> • Reinforce the main learning objectives of the Manual Handling Theory Programme on HSELand through the practical application of the manual handling risk assessment process and the main principles of manual handling to relevant manual handling tasks in the workplace • Specific manual handling hazards identified in the task specific manual handling risk assessment. • Measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • The need to further develop manual handling skills in the workplace. • Framework Client policies related to manual handling which are relevant to their work area. • Manual handling aids available in their work area and the importance of the safe use of same.
Target Participants	<ul style="list-style-type: none"> • All employees involved in the manual handling of inanimate loads in the workplace and who have within the last three (3) years attended the full Inanimate Manual Handling Training Programme. • Employees who have completed the online Manual Handling Theory Programme on HSELand prior to attending training.

	<ul style="list-style-type: none"> Participants will be identified by the line manager through the local training needs assessment.
Approximate Duration	<p>3 Hours (in addition to 1 Hr e-learning Theory Module).</p> <p>The duration of the training programme will depend on many factors including the level of risk in the work environment and the complexity of handling procedures being taught. Enough time must be allowed to ensure that all the aims of the training programme are covered adequately and to ensure the learning objectives are achieved, particularly in relation to practical skills demonstration</p>
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> Health and Safety Authority (HSA) Guide to Manual Handling Training 2010 HSA Guidance on the Management of Manual Handling in Healthcare 2011 HSA Guidance on the Management of Manual Handling in the Workplace 2005 Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	<p>Certificate will be provided to confirm that participants have attended the practical component of the inanimate manual handling refresher training and have successfully demonstrated the practical knowledge and skills relevant to their workplace.</p>
Specific Examination if relevant	<p>Participants will be assessed on their ability to carry out a range of Manual Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> Floor Lift Bench Lift Bench to Height (Shoulder) Pushing and Pulling Team Lift (Two or More Handlers) One arm lift/ Two arm lift <p>The HSE LanD Online Theory module assessment must be passed in order to complete the module and obtain a certificate of completion.</p>
Specific Provisions	<p>Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment.</p>

Training Programme 7

Title	QQI Special Purpose Certificate in People Handling Instruction Level 6
Objective	To provide participants with the knowledge, skill and competence to effectively deliver people moving and handling training programmes within the Framework Client organisation.
Minimum Standard Contents	<p>The contents of the training programme must ensure that Participants can demonstrate the knowledge, skill and competence to effectively deliver people moving and handling training programmes in the workplace and Participants will be able to:</p> <ul style="list-style-type: none"> • Communicate the principles and theories related to people handling. • Demonstrate safe people handling skills. • Use effective presentation skills to deliver people handling instruction. • Provide people handling instruction to Participants who have varying levels of competence to include planning, preparation, delivery and evaluation. <p>The contents of the training programme must ensure that the Training Programme objective is met and include:</p> <p>Legislative Requirements and Health Benefit</p> <ul style="list-style-type: none"> • Explain the main components of relevant health and safety legislation and guidance documents to include the current manual handling of loads regulations, principles of prevention as outlined in the current Safety, Health and Welfare at Work Act and relevant guidance from government and professional bodies. • Evaluate the health and organisational benefits of an integrated approach to the management of manual handling to include development of a manual handling policy, staff consultation, risk assessment, implementation of appropriate controls and relevant training. <p>Anatomy and Back Care</p> <ul style="list-style-type: none"> • Define the main components of the spinal column to include discs, ligaments, bones, joints, nerves and muscles. • Explain the main risk factors for back injuries related to manual handling to include how these injuries commonly occur. • Describe current concepts of back care to include good back posture at home and work, awareness of the importance of being fit and flexible, working within their capabilities and taking personal responsibility for good back care. <p>Ergonomic Principles and Risk Assessment</p> <ul style="list-style-type: none"> • Describe the concepts of ergonomics to include a description of key ergonomic principles for workplace design and unfavourable ergonomic condition as detailed in the schedule to the current manual handling of loads regulation. • Explain the manual handling risk assessment process through the use of manual handling case studies or scenarios. • Describe a range of controls to avoid and reduce the risk of injuries to include

	<p>a critical analysis of a range of manual handling equipment.</p> <p>Manual Handling Principles and Techniques</p> <ul style="list-style-type: none"> • Apply the main principles of manual handling to a range of manual handling tasks with particular emphasis on the need to carry out a personal or dynamic risk assessment to determine if the load can be handled safely. • Carry out a range of appropriate manual handling techniques to include lifting, carrying, pushing, pulling, supporting or putting down of a load by one or more persons. • Analyse the participant’s performance of manual handling techniques. <p>Planning of Manual Handling Training Programmes</p> <ul style="list-style-type: none"> • Develop manual handling training programmes to include lesson plans with clear objectives, appropriate material and aids to support learning and strategies to motivate changes in manual handling practice. • Identify the necessary organisational resources needed to plan and support the delivery of effective manual handling training programmes. • It is envisaged that on the successful completion of the training programme each participant will adopt the vendor’s manual handling and people handling training programmes and refresher programmes (which are based on the Organisation’s programmes – i.e., the HSE’s for HSE staff). Therefore each participant must have the appropriate knowledge, skills and competence to deliver these training programmes and meet the needs of the specific service and manual handling and people handling tasks being undertaken in the area in which they are delivering training. <p>Delivery of Manual Handling Training</p> <ul style="list-style-type: none"> • Deliver effective manual handling training programmes, using a range of tools and techniques including managing group dynamics. • Demonstrate understanding of adult learning principles and the need for effective communication skills. • Give effective instruction in practical manual handling techniques. <p>People Moving and Handling</p> <ul style="list-style-type: none"> • Develop an understanding of the People Handling Risk Assessment process. • Apply the main principles of manual handling and techniques of people handling, and analyse a participant’s performance of people handling techniques. • Develop lesson plans, deliver and evaluate a people handling training programme and use effective presentation skills.
Target Participants	<ul style="list-style-type: none"> • Participants must have relevant people handling experience. • Participants deemed suitable by the Framework Client, through a training needs assessment, to coordinate and deliver manual handling/ people moving and handling training programmes.
Approximate Duration	4 Days (9 days total including lot 1 – QQI Special Purpose Certificate in Manual Handling Instruction Level 6)

<p>Reference to Legislation & Guidelines</p>	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010. • HSA Guidance on the Management of Manual Handling in Healthcare 2011. • HSA Guidance on the Management of Manual Handling in the Workplace 2005. • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
<p>Output</p>	<p>QQI Special Purpose Certificate in People Handling Instruction Level 6</p> <p>Certificate will be provided to confirm that Participants have successfully demonstrated theoretical and practical knowledge, skills and competence to effectively deliver people moving and handling training programmes within the Framework Client organisation.</p>
<p>Specific Examination if relevant</p>	<p>Weighting: 60% of total mark -Based on Units 3, & 4.</p> <p>Participants will be assessed on their ability to carry out a range of People Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> 1. Moving person up the bed using sliding sheets and unroll method 2. Sitting to edge of bed 3. Turning person in bed 4. Sitting to standing 5. Assisted Walking 6. Repositioning patient in bed – from supine lying to sitting <p>Hoists will be used to assess knowledge and skills of learners</p> <ul style="list-style-type: none"> • To and from chair • To and from bed • From floor <p>Candidates will demonstrate and instruct three practical People Handling Technique to a group of learners.</p> <ul style="list-style-type: none"> • Carry out a range of safe People Handling Techniques and apply these to a range of People Handling Tasks (30 marks) • Analyse a learner's performance of People Handling Techniques and providing constructive feedback (10 marks) • Give effective instruction in practical People Handling techniques (10 marks)

- Deliver effective presentation **(10 marks)**

Preparation and Implementation

Candidates will assess the People Handling situation efficiently and effectively using the People Handling Risk Assessment Process.

Communication

Candidates should communicate verbally and non-verbally with their learners, using appropriate interpersonal skills. Candidates should also demonstrate an ability to report on the task and respond to questions.

All Skills demonstrations will be recorded

Presentation of a topic will be completed by each learner- 10%

Written Assignment

Assignment will consist of learners conducting **two People Handling Risk Assessments** in their workplace and presenting a written report of the risks identified.

The candidate will identify what ranges of controls are required to reduce the risk of injury to staff.

The candidate must describe the necessary moving and handling equipment that will be used by staff.

Learners need to:

- Explain the People Handling Risk Assessment Process through the use of workplace case studies **(4 marks)**
- Identify and analyse these People Handling scenarios **(6 marks)**
- Critically analyse controls to avoid and reduce injuries in these People Handling scenarios and discuss conclusion in report format **(6 marks)**
- Involve workplace personnel, planning of assignment work and report (e.g. contributions of others to assignments, presentation of findings to management, what you learned by doing assessment) **(4 marks)**

Guidelines to consider

- Description of the People Handling Scenario (consider photographs)
- Refer to protocols and procedures that may impact on the assessment e.g. balanced decision making, infection control, challenging behaviour, critical medical emergencies, complex clinical issues, human rights, fluctuating mobility of the person.
- Evaluation of the task/activity
- Improvements/ Recommendations you could make to task/activity for future use.
- Details of resources/materials used.
- Reflection of own role in the activity, what conclusions you reached.

	<p>Notes on Reflection</p> <p>At the end, please reflect on what you have learned from your experiences. Use the following headings:</p> <ul style="list-style-type: none"> • Description: Describe the event. What happened? • Feelings: What were your thoughts and feelings about the situation? • Evaluation: What was good and bad about the situation? • Conclusion: What more could have been done? • Action Plan: If the situation arose again, what should be done? • People Moving and Handling Theory Short Questions <p>Short Questions Theory</p> <p>20 Short answer question, 16 correct answers to pass assessment Questions are compiled from the Units of the course</p>
<p>Specific Provisions</p>	<p>Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment with the range of equipment relevant to them.</p> <p>(Equipment must be made available to instructor for the purpose of demonstration and participation).</p>

Training Programme 8

<p>Title</p>	<p>People Moving and Handling Instructor Refresher Training</p>
<p>Objective</p>	<p>To refresh the knowledge, skill and competence of People Moving and Handling Instructors to ensure they can effectively design and deliver manual handling and people moving and handling training within the Framework Client organisation.</p>
<p>Minimum Standard Contents</p>	<p>The contents of the training programme must ensure that Participants can demonstrate the knowledge, skill and competence to effectively design and deliver manual handling and people moving and handling training programmes in the Framework Client organisation.</p> <p>The contents of the training programme must ensure that the Training Programme objective is met and include:</p> <p>Legislative Requirements and Health Benefit</p> <ul style="list-style-type: none"> • Explain the main components of relevant health and safety legislation and guidance documents to include the current manual handling of loads regulations, principles of prevention as outlined in the current Safety, Health and Welfare at Work Act and relevant guidance from government and professional bodies. • Evaluate the health and organisational benefits of an integrated approach to

the management of manual handling to include development of a manual handling policy, staff consultation, risk assessment, implementation of appropriate controls and relevant training.

Anatomy and Back Care

- Define the main components of the spinal column to include discs, ligaments, bones, joints, nerves and muscles.
- Explain the main risk factors for back injuries related to manual handling to include how these injuries commonly occur.
- Describe current concepts of back care to include good back posture at home and work, awareness of the importance of being fit and flexible, working within their capabilities and taking personal responsibility for good back care.

Ergonomic Principles and Risk Assessment

- Describe the concepts of ergonomics to include a description of key ergonomic principles for workplace design and unfavourable ergonomic condition as detailed in the schedule to the current manual handling of loads regulation.
- Explain the manual handling risk assessment process through the use of manual handling case studies or scenarios.
- Describe a range of controls to avoid and reduce the risk of injuries to include a critical analysis of a range of manual handling equipment.

Manual Handling Principles and Techniques

- Apply the main principles of manual handling to a range of manual handling tasks with particular emphasis on the need to carry out a personal or dynamic risk assessment to determine if the load can be handled safely.
- Carry out a range of appropriate manual handling techniques to include lifting, carrying, pushing, pulling, supporting or putting down of a load by one or more persons.
- Analyse the participant's performance of manual handling techniques.

Planning and Design of Manual Handling Training Programmes

- Develop manual handling training programmes to include lesson plans with clear objectives, appropriate material and aids to support learning and strategies to motivate changes in manual handling practice.
- Identify the necessary organisational resources needed to plan and support the delivery of effective manual handling training programmes.
- It is envisaged that on the successful completion of the training programme each participant will adopt the vendor's manual handling and people handling training programmes and refresher programmes (which are based on the Organisation's programmes – i.e., the HSE's for HSE staff). Therefore each participant must have the appropriate knowledge, skills and competence to deliver these training programmes and meet the needs of the specific service and manual handling and people handling tasks being undertaken in the area in which they are delivering training.

Delivery of Manual Handling Training

	<ul style="list-style-type: none"> • Deliver effective manual handling training programmes, using a range of tools and techniques including managing group dynamics. • Demonstrate understanding of adult learning principles and the need for effective communication skills. Give effective instruction in practical manual handling techniques. <p>People Moving and Handling</p> <ul style="list-style-type: none"> • Develop an understanding of the People Handling Risk Assessment process. • Apply the main principles of manual handling and techniques of people handling, and analyse a participant's performance of people handling techniques. • Develop lesson plans, deliver and evaluate a people handling training programme and use effective presentation skills.
Target Participants	Existing QQI/FETAC Level 6 People Moving and Handling Instructors deemed suitable by their line manager, through a training needs assessment, to require refresher training.
Approximate Duration	2 Days
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010. • HSA Guidance on the Management of Manual Handling in Healthcare 2011. • HSA Guidance on the Management of Manual Handling in the Workplace 2005. • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	Certificate will be provided to confirm that participants have successfully demonstrated theoretical and practical knowledge, skills and competence to effectively design and deliver manual/people handling training programmes within the Framework Client organisation.
Specific Examination if relevant	<p>Weighting: 60% of total mark -Based on Units 3, & 4.</p> <p>Participants will be assessed on their ability to carry out a range of People Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> 1. Moving person up the bed using sliding sheets and unroll method 2. Sitting to edge of bed 3. Turning person in bed 4. Sitting to standing 5. Assisted Walking 6. Repositioning patient in bed – from supine lying to sitting

Hoists will be used to assess knowledge and skills of learners:

- To and from chair
- To and from bed
- From floor

Candidates will demonstrate and instruct **three** practical People Handling Technique to a group of learners.

- Carry out a range of safe People Handling Techniques and apply these to a range of People Handling Tasks **(30 marks)**
- Analyse a learner's performance of People Handling Techniques and providing constructive feedback **(10 marks)**
- Give effective instruction in practical People Handling techniques **(10 marks)**
- Deliver effective presentation **(10 marks)**

Preparation and Implementation

Candidates will assess the People Handling situation efficiently and effectively using the People Handling Risk Assessment Process.

Communication

Candidates should communicate verbally and non-verbally with their learners, using appropriate interpersonal skills. Candidates should also demonstrate an ability to report on the task and respond to questions.

All Skills Demonstrations will be recorded

Presentation of a topic will be completed by each learner- 10%

Written Assignment

Assignment will consist of learners conducting **two People Handling Risk Assessments** in their workplace and presenting a written report of the risks identified.

The candidate will identify what ranges of controls are required to reduce the risk of injury to staff.

The candidate must describe the necessary moving and handling equipment that will be used by staff.

Learners need to:

- Explain the People Handling Risk Assessment Process through the use of workplace case studies **(4 marks)**
- Identify and analyse these People Handling scenarios **(6 marks)**
- Critically analyse controls to avoid and reduce injuries in these People Handling scenarios and discuss conclusion in report format **(6 marks)**
- Involve workplace personnel, planning of assignment work and report (e.g.

	<p>contributions of others to assignments, presentation of findings to management, what you learned by doing assessment) (4 marks)</p> <p>Guidelines to consider</p> <ul style="list-style-type: none"> • Description of the People Handling Scenario (Consider photographs) • Refer to protocols and procedures that may impact on the assessment e.g. balanced decision making, infection control, challenging behaviour, critical medical emergencies, complex clinical issues, human rights, fluctuating mobility of the person. • Evaluation of the task/activity • Improvements/ Recommendations you could make to task/activity for future use. • Details of resources/materials used. • Reflection of own role in the activity, what conclusions you reached. <p>Notes on Reflection</p> <p>At the end, please reflect on what you have learned from your experiences. Use the following headings:</p> <ul style="list-style-type: none"> • Description: Describe the event. What happened? • Feelings: What were your thoughts and feelings about the situation? • Evaluation: What was good and bad about the situation? • Conclusion: What more could have been done? • Action Plan: If the situation arose again, what should be done? • People Moving and Handling Theory Short Questions <p>Short Questions Theory</p> <p>20 Short answer question, 16 correct answers to pass assessment Questions are compiled from the Units of the course</p>
<p>Specific Provisions</p>	<p>Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment with the range of equipment relevant to them.</p> <p>(Equipment must be made available to instructor for the purpose of demonstration and participation).</p>

Training Programme 9

Title	People Moving and Handling Training
Objective	<p>To provide participants with the knowledge and skills to carry out manual handling and people moving and handling tasks relevant to their work activities in a manner which reduces or eliminates the risk of injury.</p> <p>Having attended the training programme, participants will:</p> <ul style="list-style-type: none"> • Have a basic knowledge of the legislation in relation to manual handling. • Acquire the basic knowledge of the functions of the back, how it can be injured and how to keep it healthy. • Be able to carry out a personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely. • Be aware of the specific manual handling hazards identified in the task specific manual handling risk assessment. • Be able to identify the additional factors which need to be included in a manual handling risk assessment when handling people. • Be aware of written documentation in relation to people moving and handling risk assessments in their work area. • Understand the measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • Be able to state the main principles of safer manual handling and demonstrate practical application of the main principles of safe manual handling relevant to tasks in the workplace. • Participate in a range of core people handling techniques relevant to their work tasks. • Be aware of the need to further develop moving and handling skills in the workplace. • Be aware of policies related to manual handling and people moving and handling which are relevant to their work area. • Be aware of handling aids available in their work area and the importance of the safe use of same.
Minimum Standard Content	<p>The content of the training programme must include the following:</p> <ul style="list-style-type: none"> • Legislation in relation to manual handling. • Functions of the back, how it can be injured and how to keep it healthy. • Personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely. • Specific manual handling hazards identified in the task specific manual handling risk assessment. • Additional factors which need to be included in a manual handling risk assessment when handling people. • Written documentation in relation to specific service user moving and handling risk assessments in their work area. • Measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • Main principles of safer manual handling. • Practical application of the main principles of manual handling relevant to manual handling tasks in the workplace.

	<ul style="list-style-type: none"> • Practical application of people moving and handling techniques relevant to their work tasks. • The need to further develop manual handling skills in the workplace. • Policies related to moving and handling which are relevant to their work area. • Manual handling aids available in their work area and the importance of the safe use of same.
Target Participants	<ul style="list-style-type: none"> • All employees who as part of their everyday work are involved in the moving and handling of people. • Anyone who has never attended people moving and handling training previously or who has not received training in the previous three (3) years. • Participants will be identified by the line manager through the local training needs assessment.
Approximate Duration	<p>1 Day.</p> <p>The duration of the training programme will depend on many factors including the level of risk in the work environment and the complexity of handling procedures being taught. Enough time must be allowed to ensure that all the aims of the training programme are covered adequately and to ensure the learning objectives are achieved, particularly in relation to practical skills demonstration.</p>
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010. • HSA Guidance on the Management of Manual Handling in Healthcare 2011. • HSA Guidance on the Management of Manual Handling in the Workplace 2005. • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	<p>Certificate will be provided to confirm that participants have attended people moving and handling training and have successfully demonstrated theoretical and practical knowledge and skills relevant to their workplace.</p>
Specific Examination if relevant	<p>An assessment of the theory module must be complete. This consists of 10 multiple choice questions which are based on topics in the module</p> <p>Participants will be assessed on their ability to carry out a range of People Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> 1. Moving person up the bed using sliding sheets and unroll method 2. Sitting to edge of bed 3. Turning person in bed 4. Sitting to standing

	<p>5. Assisted Walking 6. Repositioning patient in bed – from supine lying to sitting</p> <p>Hoists will be used to assess knowledge and skills of learners:</p> <ul style="list-style-type: none"> • To and from chair • To and from bed • From floor <p>Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment with the range of equipment relevant to them.</p> <p>(Equipment must be made available to instructor for the purpose of demonstration and participation).</p>
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Training Programme 10

Title	People Moving and Handling Refresher Training <i>(Not HSE - Use Programme 9)</i>
Objective	<p>To refresh the knowledge and skills of participants who have attended the People Moving and Handling Training Programme to enable them carry out manual handling and people moving and handling tasks relevant to their work activities in a manner which reduces or eliminates the risk of injury.</p> <p>Having attended the training programme, participants will:</p> <ul style="list-style-type: none"> • Have a basic knowledge of the legislation in relation to manual handling. • Acquire the basic knowledge of the functions of the back, how it can be injured and how to keep it healthy. • Be able to carry out a personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely. • Be aware of the specific manual handling hazards identified in the task specific manual handling risk assessment. • Be able to identify the additional factors which need to be included in a manual handling risk assessment when handling people. • Be aware of written documentation in relation to people moving and handling risk assessments in their work area. • Understand the measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • Be able to state the main principles of safer manual handling and demonstrate practical application of the main principles of safe manual handling relevant to tasks in the workplace. • Participate in a range of core people handling techniques relevant to their work tasks. • Be aware of the need to further develop moving and handling skills in the workplace. • Be aware of policies related to manual handling and people moving and

	<p>handling which are relevant to their work area.</p> <ul style="list-style-type: none"> • Be aware of handling aids available in their work area and the importance of the safe use of same.
Minimum Standard Content	<p>The content of the training programme must include, the following:</p> <ul style="list-style-type: none"> • Legislation in relation to manual handling. • Functions of the back, how it can be injured and how to keep it healthy. • Personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely. • Specific manual handling hazards identified in the task specific manual handling risk assessment. • Additional factors which need to be included in a manual handling risk assessment when handling people. • Written documentation in relation to specific service user moving and handling risk assessments in their work area. • Measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • Main principles of safer manual handling. • Practical application of the main principles of manual handling relevant to manual handling tasks in the workplace. • Practical application of people moving and handling techniques relevant to their work tasks. • The need to further develop manual handling skills in the workplace. • Policies related to moving and handling which are relevant to their work area. • Manual handling aids available in their work area and the importance of the safe use of same.
Target Participants	<ul style="list-style-type: none"> • Employees who as part of their everyday work are involved in the moving and handling of people and who have within the last three (3) years attended the people moving and handling training. • Refresher Training will be at intervals of not more than every three (3) years or more frequently where determined through the local training needs assessment or where there is a change in work practices resulting in the introduction of a new system of work related to manual handling or use of equipment to handle loads. • Participants will be identified by the Framework Client through the local training needs assessment.
Approximate Duration	<p>½ Day.</p> <p>The duration of the training programme will depend on many factors including the level of risk in the work environment and the complexity of handling procedures being taught. Enough time must be allowed to ensure that all the aims of the training programme are covered adequately and to ensure the learning objectives are achieved, particularly in relation to practical skills demonstration.</p>
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p>

	<p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010. • HSA Guidance on the Management of Manual Handling in Healthcare 2011. • HSA Guidance on the Management of Manual Handling in the Workplace 2005. • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	Certificate will be provided to confirm that Participants have attended people moving and handling refresher training and have successfully demonstrated theoretical and practical knowledge and skills relevant to their workplace.
Specific Examination if relevant	<p>Participants will be assessed on their ability to carry out a range of People Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> 1. Moving person up the bed using sliding sheets and unroll method 2. Sitting to edge of bed 3. Turning person in bed 4. Sitting to standing 5. Assisted Walking 6. Repositioning patient in bed – from supine lying to sitting <p>Hoists will be used to assess knowledge and skills of learners:</p> <ul style="list-style-type: none"> • To and from chair • To and from bed • From floor <p>HSE LanD Online Theory module assessment must be passed in order to complete the module and obtain a certificate of completion</p>
Specific Provisions	<p>Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment with the range of equipment relevant to them.</p> <p>(Equipment must be made available to instructor for the purpose of demonstration and participation).</p>

Training Programme 11

Title	<p>People Moving and Handling Training Practical Component to Support HSE LanD Online Theory Programme (For HSE only)</p>
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<p>Objective</p>	<p>This training programme will support the Manual Handling and People Handling Theory Programme on HSELand. Participants attending the People Moving and Handling Training - Practical Component will have completed the theory component on HSELand.</p> <p>Reinforce knowledge gained from the completion of the online Manual Handling and People Handling Theory Programme on HSELand and provide participants with the knowledge and skills to enable them carry out manual handling and people moving and handling tasks relevant to their work activities in a manner which reduces or eliminates the risk of injury.</p> <p>Having attended the training programme, participants will:</p> <ul style="list-style-type: none"> • Be able to demonstrate the practical application of the online Manual Handling and People Handling Theory Programme • Be able to demonstrate the practical application of the main principles of manual handling to relevant manual and people handling tasks in the workplace • Be able to demonstrate the practical application of the manual and people handling risk assessment process • Carry out relevant manual and people handling techniques and understand the need to further develop these skills in the workplace
<p>Minimum Standard Contents</p>	<p>The contents of the training programme must include the following:</p> <ul style="list-style-type: none"> • Reinforce the learning objectives of the Manual Handling and People Handling Theory Programme on HSELand through the practical application of the manual and people handling risk assessment process and the main principles of manual handling to relevant manual and people handling tasks in the workplace • Specific manual and people handling hazards identified in the task specific manual and people handling risk assessment. • Measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • The need to further develop manual and people handling skills in the workplace. • Framework Client policies related to manual and people handling which are relevant to their work area. • Manual and people handling aids available in their work area and the importance of the safe use of same.
<p>Target Participants</p>	<ul style="list-style-type: none"> • Employees who as part of their everyday work are involved in the moving and handling of people. • Employees who have completed the Manual Handling and People Handling Theory Programme on HSELand prior to attending training. • Anyone who has never attended people moving and handling training previously or who has not received training in the previous three (3) years. • Participants will be identified by the line manager through the local training needs assessment.

Approximate Duration	<p>½ Day (in addition to 1 Hr e-learning Theory Module).</p> <p>The duration of the training programme will depend on many factors including the level of risk in the work environment and the complexity of handling procedures being taught. Enough time must be allowed to ensure that all the aims of the training programme are covered adequately and to ensure the learning objectives are achieved, particularly in relation to practical skills demonstration.</p>
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010. • HSA Guidance on the Management of Manual Handling in Healthcare 2011. • HSA Guidance on the Management of Manual Handling in the Workplace 2005. • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	<p>Certificate will be provided to confirm that Participants have attended the practical component of people moving and handling training and have successfully demonstrated the practical knowledge and skills relevant to their workplace.</p>
Specific Examination if relevant	<p>Participants will be assessed on their ability to carry out a range of People Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> 1. Moving person up the bed using sliding sheets and unroll method 2. Sitting to edge of bed 3. Turning person in bed 4. Sitting to standing 5. Assisted Walking 6. Repositioning patient in bed – from supine lying to sitting <p>Hoists will be used to assess knowledge and skills of learners:</p> <ul style="list-style-type: none"> • To and from chair • To and from bed • From floor <p>The HSElanD Online Theory module assessment must be passed in order to complete the module and obtain a certificate of completion.</p>
Specific Provisions	<p>Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment with the range of equipment relevant to them.</p> <p>(Equipment must be made available to instructor for the purpose of</p>

	demonstration and participation).
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Training Programme 12

Title	People Moving and Handling Refresher Training – Practical Component to Support HSELand Online Theory Programme <i>(Not HSE - Use Programme 11)</i>
Objective	<p>This training programme will support the Manual Handling and People Handling Theory Programme on HSELand. Participants attending the People Moving and Handling Refresher Training - Practical Component will have completed the theory component on HSELand.</p> <p>Reinforce knowledge gained from the completion of the online Manual Handling and People Handling Theory Programme on HSELand.</p> <p>To refresh the knowledge and skills of participants who have attended the People Moving and Handling Training Programme and who have completed the HSELand module to enable them carry out manual and people moving and handling tasks relevant to their work activities in a manner which reduces or eliminates the risk of injury.</p> <p>Having attended the training programme, participants will:</p> <ul style="list-style-type: none"> • Be able to demonstrate the practical application of the online Manual Handling and People Handling Theory Programme • Be able to demonstrate the practical application of the main principles of manual handling to relevant manual and people handling tasks in the workplace. • Be able to demonstrate the practical application of the manual and people handling risk assessment process • Carry out relevant manual and people handling techniques and understand the need to further develop these skills in the workplace.
Minimum Standard Content	<p>The content of the training programme must include the following:</p> <ul style="list-style-type: none"> • Reinforce the main learning objectives of the Manual Handling and People Handling Theory Programme on HSELand through the practical application of the manual and people handling risk assessment process and the main principles of manual handling to relevant manual and people handling tasks in the workplace • Specific manual and people handling hazards identified in the task specific manual and people handling risk assessment. • Measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity. • The need to further develop manual and people handling skills in the workplace. • Framework Client policies related to manual and people handling which are relevant to their work area. • Manual and people handling aids available in their work area and the

	importance of the safe use of same.
Target Participants	<ul style="list-style-type: none"> • All employees who as part of their everyday work are involved in the moving and handling of people and who have within the last three (3) years attended the people moving and handling training. • Employees who have completed the online Manual Handling and People Handling Theory Programme on HSELand prior to attending training. • Refresher Training will be at intervals of not more than every three (3) years or more frequently where determined through the local training needs assessment or where there is a change in work practices resulting in the introduction of a new system of work related to manual handling or use of equipment to handled loads. • Participants will be identified by the line manager through the local training needs assessment.
Approximate Duration	<p>½ Day (in addition to 1 Hr e-learning Theory Module).</p> <p>The duration of the training programme will depend on many factors including the level of risk in the work environment and the complexity of handling procedures being taught. Enough time must be allowed to ensure that all the aims of the training programme are covered adequately and to ensure the learning objectives are achieved, particularly in relation to practical skills demonstration.</p>
Reference to Legislation & Guidelines	<p>The training programme must be compliant with the Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 including the Manual Handling of Loads Regulations 2007 and subsequent amending legislation.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Health and Safety Authority (HSA) Guide to Manual Handling Training 2010. • HSA Guidance on the Management of Manual Handling in Healthcare 2011. • HSA Guidance on the Management of Manual Handling in the Workplace 2005. • Chapters 12 to 18 of the Guide to the Handling of People: a system approach, 6th edition (2011) or evidence based equivalent.
Output	<p>Certificate will be provided to confirm that participants have attended the practical component of the people moving and handling refresher training and have successfully demonstrated the practical knowledge and skills relevant to their workplace.</p>
Specific Examination if relevant	<p>Participants will be assessed on their ability to carry out a range of People Handling Skills and to effectively present information to a group of learners. Candidates will be assessed through observation, and carrying out a broad range of skills.</p> <p>Skill Assessments</p> <ol style="list-style-type: none"> 1. Moving person up the bed using sliding sheets and unroll method 2. Sitting to edge of bed 3. Turning person in bed 4. Sitting to standing

	<p>5. Assisted Walking 6. Repositioning patient in bed – from supine lying to sitting</p> <p>Hoists will be used to assess knowledge and skills of learners:</p> <ul style="list-style-type: none"> • To and from chair • To and from bed • From floor <p>HSElanD Online Theory module assessment must be passed in order to complete the module and obtain a certificate of completion</p>
<p>Specific Provisions</p>	<p>Relevant to all learners on the course, Instructor will tailor skills to each learners needs and will ensure each learner is capable of demonstrating both skill and theory within their working environment with the range of equipment relevant to them.</p> <p>(Equipment must be made available to instructor for the purpose of demonstration and participation).</p>

Appendix B

Insertion from the Framework Contract:

Schedule E: Notification to Activate Services Form

NOTIFICATION TO ACTIVATE SERVICES FORM

This is a notice for the purposes of Clause 23 of the **Framework Contract for the provision of Single Supplier Framework Contract for the provision of Manual Handling and People Moving and Handling Training Services in the Health Sector** made between the Minister for Public Expenditure and Reform (“the Client”) and Abbey Physiotherapy Clinic Limited, T/A Healthcare Direct (“the Contractor”) dated **7th August 2018**.

The **[INSERT FRAMEWORK CLIENT DETAILS]** is a Framework Client as set out at clause 23A of the Framework Contract and in accordance with clause 23 **HEREBY NOTIFIES** the Contractor that it wishes to activate the purchase of Services with effect from **[insert date]** (the “Effective Date”). The Framework Client hereby acknowledges, agrees and confirms that the Framework Contract and the Confidentiality Agreement are hereby adopted by the Framework Client to govern the provision of the Services and references to the Client in the Framework Contract and the Confidentiality Agreement shall be deemed to be references to the Framework Client and the Framework Client hereby undertakes to comply with and observe all the terms and conditions of the Framework Contract and the Confidentiality Agreement applicable to it as if a party thereto.

SIGNED for and on behalf of the Client: _____ (being a duly authorised officer)	Dated: _____
ACKNOWLEDGED AGREED AND CONFIRMED for and on behalf of the Contractor: _____	Dated: _____

Appendix C

Process for Activation of NASF

Insertion of Clause 23 from the Framework Contract: (“ Clause 23: Activation by Client of Services Framework Contract”)

- A. The following shall be Framework Clients for the purposes of this Clause 23:
1. Ministers of the Government of Ireland, Central Government Departments, Offices and non-commercial Agencies and Organisations which have a formal reporting and legal relationship to Central Government Departments, including all local authorities in Ireland (themselves including regional assemblies, local enterprise boards and library bodies)
 2. Entities in the Irish health sector including but not limited to the Health Service Executive (HSE) and the Health Information and Quality Authority (HIQA), provided that such entities are contracting authorities within the meaning of Regulation 2 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 184 of 2016).
- B. The Contractor acknowledges and agrees that the Services shall be activated at the discretion of the Framework Client as notified to the Contractor in accordance with this Clause 23. The Contractor further acknowledges that the Framework Client shall be under no obligation to activate any minimum number or value of Services.
- C. A notification by the Framework Client to the Contractor to activate the provision of Services for the purposes of this Clause 23 shall be in the form set out at Schedule E to this Agreement (the “Notification to Activate Services Form” or “NASF”) signed by the Framework Client and served on the Contractor.
- D. Unless and until a NASF is executed and served in accordance with this Clause 23 by a Framework Client, discussions, submissions and negotiations between a Framework Client and the Contractor regarding the provision of the Services by the Contractor shall be treated as non-contractual and shall not create binding obligations on the parties. Upon execution by the Contractor of the NASF, the Contractor shall comply with all obligations under the Framework Contract and the Confidentiality Agreement for the benefit of the Framework Client as if references to the Client in the Framework Contract and the Confidentiality Agreement were references to the Framework Client and, for these purposes, the NASF, the Framework Contract and the Confidentiality Agreement shall together constitute the “Client Contract”.
- E. The Contractor will notify the Client of the activation of the purchase of Services by a Framework Client and agrees to make such returns in relation to a Client Contract as may be reasonably requested by the Client from time to time.
- F. The Contractor acknowledges that, upon activation of the Services in accordance with the NASF, the obligations of the Framework Client under the Contract are a matter for the Framework Client and that the Client shall have no liability or obligation for or in respect of any default by a Framework Client. However, the Contractor shall notify the Client of any event of default and the Client may, but without obligation, seek to assist in seeking compliance with the Client Contract by the Framework Client concerned provided always that nothing in this Clause 23F shall imply or import any financial obligations on or any commitment by the Client of resources or materials.
- G. Any of the Client or Framework Client’s premises made available from time to time to the Contractor by the Client or Framework Client in connection with this Agreement, shall be made available to the Contractor on a non-exclusive licence basis and shall be used by the Contractor solely for the purpose of performing its obligations under this Agreement. The Contractor shall have use of such premises as licensee and shall vacate the same on completion, termination or abandonment of this Agreement.