



Manual HANDLING

Looking after people at work



You're probably very familiar with the standard advice for keeping your back straight and bending your knees when you're doing manual handling, but do you really know why you should adopt this technique? Has previous training for your staff simply involved picking up boxes from the floor? If so, the chances are that this doesn't reflect what they do in real life and they find it hard to know how to tackle some of the more tricky lifting and carrying manoeuvres that they have to do in their workplace, or at home, for that matter.

You may think that there are very few manual handling tasks in offices but most people would be required to move files, some would be involved in archiving and storage of documents, IT staff need to move computing equipment, facilities staff may move chairs and desks, and postroom workers may handle sacks and boxes.



General health & safety legislation requires the employee to be given any relevant information where there is a potential risk to their health or well-being. If a risk involves a manual handling activity then they must be given specific information or training that will enable them to recognise that risk and look after themselves. In addition, the Manual Handling Regulations require that employers make assessments of their work activities where there is a risk of injury. All manual handling activities should be considered to identify where risks might exist and enable risk reduction measures to be put in place.

We offer several training options in **Manual Handling for Office Workers** all of which cover legal aspects, health issues and good practice:

- A three hour course would be suitable for all staff that may be involved in lifting and carrying tasks
- A one day refresher course is offered for manual handling risk assessors, extended to two days for those new to risk assessment with certification of competency
- A two day Train the Trainer course is available for companies wishing to carry out in-house basic manual handling training, extended to three days if risk assessment techniques are to be included.



JRP Training

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JRP Training
A division of JRP Ergonomics

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We have outlined our courses in the table below, but please remember that we can adapt any of our courses to make them more relevant to your business and the needs of the people attending. So if you don't see what you want, please contact us to discuss how we can help you.

Basic course outline

Legal requirements

- Roles and responsibilities within organisations
- The Management of Health & Safety at Work Regulations
- The Manual Handling Regulations

Health issues

- The structure and function of the back
- Muscular work and fatigue
- Avoiding musculoskeletal aches, pains and other injuries

Good practice

- Using good lifting techniques
- Workplace organisation
- Selection and use of manual handling aids



	Principles & Practice	Risk Assessor Training		Train the Trainer	
	3 hours	1 day	2 days	2 days	3 days
Legal responsibilities under the regulations	✓	✓	✓	✓	✓
The structure and function of the spine	✓	✓	✓	✓	✓
Muscular work	✓	✓	✓	✓	✓
Using good lifting techniques	✓	✓	✓	✓	✓
Collecting information and assessing risks		✓	✓	✓	✓
Drawing valid and reliable conclusions		✓	✓	✓	✓
Reducing risk with control measures		✓	✓	✓	✓
Completing assessment forms		✓	✓	✓	✓
Managing the assessment process		✓	✓	✓	✓
Developing effective presentation skills				✓	✓
Dealing with people				✓	✓
Creating an effective course				✓	✓
Written competency test			✓		✓
Practical competency demonstration			✓		✓

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For more information about this or other training courses that we offer, or about consultancy or litigation services, please contact John Ridd or Tina Worthy.

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