

Name: _____

The Scottish Manual Handling Passport Scheme



Alba Clàr-trèanaidh Làimhseachaidh

MODULE A MANUAL HANDLING THEORY

Learning outcomes:

- A1) Define the term “manual handling”;
- A2) Describe the causes and effects of musculo-skeletal disorders (MSD's);
- A3) State basic methods of promoting and managing their own musculo-skeletal health both in and outside the workplace;
- A4) Outline how legislation applies to MH at work;
- A5) Describe the principles of ergonomics and risk assessment (formal and dynamic) in reducing the risk of MH injury;
- A6) Identify the key areas, and other related factors such as guideline weights, to be considered when undertaking a MH risk assessment;
- A7) Describe the principles of safer MH;
- A8) Identify the risks involved in team handling;
- A9) Describe importance of good communication in relation to MH;
- A10) Outline the management of MH within the organisation e.g. policy, Scottish MH Passport, organisation of education and support, access to occupational health, incident reporting;
- A11) Describe the potential impact on others of poor MH practice;
- A12) Identify high risk activities / manoeuvres.

Completed Module:			
Training Organisation:			
Additional Comments:			
Trainee:		Date:	
Trainer:		Date:	

MODULE B MANUAL HANDLING OF INANIMATE LOADS

Learning outcomes:

- B1) Describe the principles of safer MH of loads including assessing the weight prior to moving;
- B2) Describe undertaking a MH risk assessment of an inanimate load (when it is not reasonably practicable to avoid a hazardous MH task) from a given scenario;
- B3) Describe the risks associated with static postural activities such as working at a desk, driving a vehicle etc (as appropriate to the trainees workplace)
- B4) Identify how the principles of safer handling can be applied to all handling activities;
- B5) Outline the importance of posture and the application of ergonomic principles, appropriate to the workplace and work activity;
- B6) Demonstrate competence in the application of safer MH principles to activities as appropriate in the workplace, for example:
 - i. Pushing and pulling;
 - ii. Lifting and lowering a load from low / high levels;
 - iii. Carrying a load;
 - iv. Sitting in a vehicle / at an office desk / workstation set up etc;
- B7) Demonstrate safe use, including pre-use checks, limitations on use and emergency functions of equipment, where used.

Completed Module:			
Training Organisation:			
Additional Comments:			
Trainee:		Date:	
Trainer:		Date:	

MODULE C CHAIR MANOEUVRES

Learning outcomes:

- C1) Describe the principles of MH of people;
- C2) Demonstrate an understanding of human movement to maximise a person's independence
- C3) Identify the key areas of undertaking a MH risk assessment of a person;
- C4) Describe undertaking a MH risk assessment of a person from a given scenario;
- C5) Describe high risk / controversial practices as relevant to their workplace;
- C6) Describe how the person and others (e.g. carers) are fully involved in making decisions around their MH.
- C7) Where equipment is used, demonstrate safe use including pre-use checks, limitations on use and emergency functions;
- C8) Demonstrate competence undertaking the following manoeuvres utilising appropriate principles of MH when a person is being instructed and / or assisted by one carer and two carers, including where appropriate, the use of relevant handling aids:
 - i. Assisting a person forward and back in a chair;
 - ii. Sit to stand to sit from / on a chair;
 - iii. Sit to stand to sit from / on a bed,
 - iv. A standing transfer from one surface to another;
 - v. Assisted walking;
 - vi. Raising the fallen person – instructing to the person;
- C9) Describe how to deal with the following MH scenarios;
 - i. The falling person;
 - ii. Assisting the fallen person out of a confined space.

Completed Module:			
Training Organisation:			
Additional Comments:			
Trainee:		Date:	
Trainer:		Date:	

MODULE D BED MANOEUVRES

Learning outcomes (including C1 - C6):

- D1) Demonstrate appropriate posture whilst working at a bed, when for example, assisting with activities of daily living, treating, examining a person, making a bed etc;
- D2) Demonstrate competence undertaking the following manoeuvres, utilising appropriate principles of MH when a person is being instructed and / or assisted by A) one carer, and B) two carers, including where appropriate, the use of relevant handling aids:
- i. Inserting, using and removing tubular and / or flat slide sheets;
 - ii. Turning a person in bed;
 - iii. Repositioning the supine person in the bed;
 - iv. Sitting a person from supine lying to long sitting;
 - v. Sitting a person from supine to sitting over the edge of the bed;
 - vi. Assisting a person to lie down from sitting on edge of bed;
- D3) Demonstrate competence in the safe use and functionality of electric profiling beds (if available);
- D4) Where equipment is used demonstrate safe use including pre-use checks, limitations on use and emergency functions

Completed Module:			
Training Organisation:			
Additional Comments:			
Trainee:		Date:	
Trainer:		Date:	

MODULE E HOISTING - P A O S (circle parts completed)

P-Passive mobile hoist (E1 – E5)

A-Active mobile hoist (E1 – E5)

O-Over head tracking (E1 – E5)

S-Static pool side hoist (E1 – E3 & E6)

Learning outcomes (including C1 - C6):

- E1) Describe the safe use and functionality of hoists, and the generic types of hoists available (e.g. active / passive etc);
- E2) Check hoist equipment is in date with regards LOLER inspection and servicing;
- E3) Understand the persons needs / conditions that can affect safe hoisting e.g. awareness and co-operation, communication, restlessness, etc;
- E4) Demonstrate an awareness of the different type of slings including selection via size, function e.g. toileting, safe working load (SWL) and clip versus loop attachments, by being able to discuss the use of slings (and the affect different loop selection on a loop sling has on the person's position);
- E5) Demonstrate competence undertaking the following activities and safe use of equipment, including pre-use checks and emergency functions:
- i. Sizing / measuring a sling against the person;
 - ii. Inserting and removing a sling with a person in sitting;
 - iii. Hoisting a person from one surface to another e.g. bed to chair, chair to commode, etc;
 - iv. For Modules E / PO only:
 - Hoisting a person from / to the floor;
 - Inserting and removing a sling with the person in a lying position.
- E6) Demonstrate competence in using a pool hoist (including pre-use checks, limitations on use and emergency functions) and its accessories to transfer a person in and out of a pool.

Completed Module:			
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Trainer:		Date:	

MODULE F LATERAL TRANSFERS

Learning outcomes (including C1 - C6):

- F1) Demonstrate competence in performing a lateral supine transfer from bed to trolley / trolley to bed utilising the appropriate principles of MH with the person being assisted by the relevant number of carers and using the relevant handling aids.
- F2) Where equipment is used, demonstrate safe use including pre-use checks, limitations on use and any emergency functions

Completed Module:			
Training Organisation:			
Additional Comments:			
Trainee:		Date:	
Trainer:		Date:	

CONTINUING EDUCATION / COMPETENCY ASSESSMENTS

Responsibility for keeping this section of the passport updated lies with the employee.

Manual handling activity(ies) assessed / Input received			
Please circle:	Assessment / input	Date provided:	
Please provide details of activity assessed / Input received below:			
Training / assessing Organisation:			
Trainer / Assessor:		Date:	
Employee:			

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