

## WLGA approved - All Wales Manual Handling Passport Training

### 2-day Manual Handling Passport - 8 places on each course

**Fee: £80 per person**

#### **Aims and objectives of Passport Scheme:**

- To promote the health, safety and wellbeing of those providing or receiving manual handling support through a person-centred approach.
- To ensure consistency in manual handling standards within participating organisations.
- To provide a standard for use in commissioning contracted services from care training providers.
- To develop a mechanism whereby skills can be transferred between participating organisations.

#### **Modules covered:**

- Module A – Theory
- Module B – Inanimate Load Handling & Practical Application of Ergonomics
- Module C – Sitting, Standing and Walking
- Module D – Bed Mobility
- Module E – From Floor & Emergency Manual Handling (*if required*)
- Module F – Use of Hoists

#### **Completion of the above with Ceredigion County Council will entitle you to follow on support consisting of:**

- Access to qualified & experienced trainers who can offer advice on complex handling cases
- Free quarterly CPD workshops - different manual handling topics will be covered in every workshop (Please contact [manualhandling@ceredigion.gov.uk](mailto:manualhandling@ceredigion.gov.uk) for further information regarding advice and workshops).

### 1-day Manual Handling Refresher Training – 8 places on each course

**Fee: £40 per person**

For employees who have attended the 2-day Manual Handling passport scheme delivered by Ceredigion County Council within the last 2 years. This training ensures that carers are kept up to date on the practical use of equipment, safe techniques and the ability to demonstrate competence.

#### **Modules covered:**

- Recap of Module A - Theory
- Module C - Sitting, Standing, Walking, Transfers
- Module D - Bed Mobility
- Module E - From Floor & Emergency Manual Handling (*if required*)
- Module F - Use of Hoists

**Important:** The 2-day manual handling passport training must be completed prior to attendance at manual handling refresher training

### 1-day “Releasing Time to Care” Training - 8 places on each course

#### **Fee: £40 per person**

Has the service user been allocated one carer not two? If so, let Ceredigion County Council show you how you can use specialist techniques and equipment to keep the service user and yourself safe.

Our course covers:

- Explaining the reasoning behind ‘releasing time to care’.
- Safer transfers, techniques and equipment.
- Supporting care in bed whilst using specialist sheets and bed management systems

**Important:** The 2-day manual handling passport training must be completed prior to attendance at Releasing Time to Care training.

### 1-day Manual Handling Risk Assessments ‘(The Essentials)’ Training – 8 places on each course

#### **Fee: £40 per person**

Do you have employees who are responsible for undertaking health and safety risk assessments and monitoring safe manual handling processes in your teams? If so, we can deliver a course aimed specifically at providing attendees with the skills needed to:

- Conduct activity-based competency checks on your staff
- Conduct visual equipment checks
- Create and review suitable and sufficient manual handling risk assessments.

**Important:** The 2-day manual handling passport training must be completed prior to attendance at Manual Handling Risk Assessments ‘(The Essentials)’ training.

#### **Who are these courses for?**

- New or experienced carers
- External domiciliary care companies
- Residential homes
- Direct Payment Carers/Personal Assistants
- Informal Carers/Family members
- Providers who are due to have CIW inspections

#### **All courses are:**

- Delivered in our newly equipped specialist training room at Penmorfa, Aberaeron, SA46 0PA
- Delivered bilingually & include training on all moving & handling equipment prescribed by Ceredigion Services
- In compliance with the All-Wales Manual Handling Passport Scheme, endorsed by the Health and Safety Executive and Welsh Local Government Agency

## Inanimate Load Handling Training – 12 places on each course

**Fee: £25 per person for a 3 hour session**

### **Aims and objectives of Passport Scheme:**

- To promote the health, safety and wellbeing of those carrying out inanimate manual handling tasks.
- To ensure consistency in manual handling standards within participating organisations.
- To provide a minimum standard of safe manual handling in line with current legislation and best practice
- To develop a mechanism whereby skills can be transferred between organisations.

### **Modules covered:**

#### Module A – Theory

- Legislation and health and safety guidance
- Causes and effects of musculoskeletal disorders (MSD)
- Prevention and management of Musculoskeletal Disorders (MSD)
- Ergonomics and risk assessment (including dynamic risk assessment) in reducing the risk of injury to self or others
- Principles of safer handling
- Team handling

#### Module B – Inanimate Load Handling & Practical Application of Ergonomics

- Principles of safer handling of loads including checking the weight of the load prior to handling
- Understanding formal and dynamic risk assessments
- Describe how the principles of safer handling can be applied to the movement of large or awkward loads
- Considerations for safe storage of loads, including at low levels and above shoulder height.
- Outline the importance of good posture and safely demonstrate the following techniques:
  - Pushing and pulling
  - Lifting and lowering a load from/to the floor or low level
  - Lifting and positioning a load from/to above shoulder level
  - Supporting & carrying a load
  - Correct posture whilst seated
  - Demonstrate basic safety checks of equipment as appropriate
  - Team handling

Completion of the above with Ceredigion County Council will entitle you access qualified & experienced trainers who can offer advice on complex handling cases and risk assessment

**Who is this course for?**

- New or experienced staff members
- Office workers, Catering staff, Domestic staff and caretakers etc.
- Staff who erect, dismantle and transport work equipment.
- Staff who are required to carry out inanimate load handling risk assessments

**The course can be:**

- Delivered bilingually
- Adapted to suit the nature of your workplace, including using your work equipment when demonstrating and undertaking the practical elements of the course
- Delivered in our specialist training room at Penmorfa, Aberaeron, SA46 0PA
- Delivered off-site with an additional cost of **45p per mile** with a minimum of 8 attendees (Contact [dysgu@ceredigion.gov.uk](mailto:dysgu@ceredigion.gov.uk) for a price prior to booking)

**To book a place on any of the above courses please email: [dysgu@ceredigion.gov.uk](mailto:dysgu@ceredigion.gov.uk)**