



NATIONAL BACK EXCHANGE STANDARDS IN MANUAL HANDLING

Training Guidelines

1 Introduction

The need for training standards in manual handling has long been recognised. Members of the National Executive of National Back Exchange often receive enquiries from Social Services, NHS Trusts and Back Care Advisors themselves as to the existence of such standards. This document has been revised to enable those responsible for training to achieve an acknowledged and consistent standard. The legal requirements for training have been identified along with guidance from other authoritative sources, such as:

- The Health and Safety Executive
- The Royal College of Nursing
- The Chartered Society of Physiotherapy
- The College of Occupational Therapists
- Client specific guidance, such as from the Royal College of Midwives
- Inter-Professional guidance from Essential Back Up 2 and the Inter-Professional Curriculum/curriculum framework for Back Care Advisors
- The Welsh Manual Handling Passport Scheme
- Care Quality Commission

2 The Need for Standards

- To ensure compliance with the law
- To reduce the risks from bad practice for clients and carers
- To provide protection for employers
- To meet requirements of best practice
- To meet the trainer's own professional requirements (if relevant)
- To promote national consistency
- To help obtain national recognition for the role of the Back Care Advisor

3 The legal and professional requirements for training

3.1 Health and Safety at Work etc Act 1974 part 1, section 2-(2)c requires employers to provide

1. Information
2. Instruction
3. Training
4. Supervision

3.2 Management of Health and Safety at Work Regulations 1999(Regulation 13(2) and (3) require employers to provide health and safety training:

1. On recruitment
2. When risks change
3. To be repeated periodically as appropriate
4. To be adapted to take account of any changes required

5. To take place during working hours
- 3.3 Manual Handling Operations Regulations (as amended) 1992, (Regulations 4(1) (b) (i) (ii) (iii), Regulation 5) do not specify training, but this is implicit in some of its requirements. Employees should be given information on:
 1. Task, load, environment, and individual capability
 2. Recognition of risk
 3. Safe working systems
 4. Use of equipment
- 3.4 The Inter-Professional Curriculum Framework for Back Care Advisors aims to promote best practice in load/client handling in health and social care organisations. It identifies the need for standards of competence for Back Care Advisors, including previous qualifications. These have been addressed in the Criteria for Registered Members, and in Standards for Manual Handling (2010).
- 3.5 Guidance from the Royal College of Nursing, the College of Occupational Therapy, the Welsh Manual Handling Passport Scheme, the Chartered Society of Physiotherapy, The Care Standards Act 2002 and the Health and Safety Executive recommends that update training in client handling is required at least on an annual basis.

The above authoritative sources give the legal and professional requirements for training in manual handling, and these have been analysed for common themes and then condensed into the following.

4 Pre-training requisites

- There must be a training needs analysis to identify what is required. This may be informed by a health and safety audit process
- Adequate policies must be in place to promote best practice and staff health
- There must be management commitment and support for the training strategy and service delivery
- There must be allocation of sufficient resources by management to develop, implement and deliver the service

5 Training – Planning and Recording

- Training must be specific to group needs, and be job specific according to level required
- Length of training must be consistent with the need to encourage and develop a change in knowledge, attitude and skills. Demonstrations alone are not sufficient, but staff must be allowed time to practise and acquire practical skills under close supervision.
- Feedback must be provided to management on attendance and ability of staff to participate successfully, and on any ongoing training needs identified.
- A strategy for recall and update training at the appropriate frequency must be in place.
- Full records of training must be kept, including:
 1. Name/signature of trainer and trainees
 2. Date/place of training
 3. Duration
 4. Content
 5. Handouts (if any)

6. Full/incomplete participation
7. Refusal/inability to attend
8. Manual handling equipment/aids used during training

6 Training Delivery

- Training should start with management and must include staff at all levels
- It must include risk assessment/management as appropriate
- Manual handling risk assessors must be trained to carry out and record suitable assessments for all appropriate manual handling of clients and inanimate loads
- All staff must be able to recognise and report potentially hazardous situations
- All staff must understand their own responsibility to report any physical problems, including pregnancy and musculo-skeletal problems (past or current) which may affect their ability to take part in training
- Practical training in client handling must be safe and sufficiently supervised. Many authoritative sources consider a trainer/trainee ration of 1/8 to be suitable.
- Management must be informed if staff are not able to achieve a reasonable level of competence by the end of the training
- An ergonomics approach to safer handling must be integral to the session
- A suitably sized and equipped venue should be used. This is usually better, at first, away from the workplace, to avoid interruptions.
- Following these sessions, more informal training may be required onsite, as a problem solving approach may be required.

7 The standard elements of Induction in client handling training should include:

7.1 The following topics

- Spinal mechanics and function
- Importance of back care and posture, risk factors for back pain
- Current relevant legislation/professional guidelines, where relevant
- Assessment of risks
 - Of tasks (including the unexpected/unpredictable)
 - Loads – both inanimate and human
 - Environment and the importance of good housekeeping and maintenance
 - Limits of individual capability (clients and staff)
- Local policies, and reporting of injuries
- Importance of an ergonomics approach
- Principles of normal human movement and promotion of client independence
- Safe management of inanimate loads
- Handling strategies for clients with impaired mobility
- Dealing with unpredictable occurrences
- Use of equipment, as required
- Problem solving

7.2 Duration of update training and content must be determined beforehand with management and a problem solving format utilised.

7.3 Sufficient follow-up by management must ensure safe supervision and monitoring of handling practice. This may be supported by key workers who are competent practitioners and able to support staff who have received training.

These guidelines were revised by the Professional Affairs Committee at the Request of the National Executive of National Back Exchange.

Further guidance on person specification, performance criteria and educational requirements for all aspects of manual handling practice can be found in Standards in Manual Handling (2010).

Copies of Standards in Manual Handling (3rd edition) are available from National Back Exchange at £10.00 (plus postage and packing) using the following link:

http://www.nationalbackexchange.org/publications_and_merchandise/index.html