Moving and Handling of People: 4-Day Key Instructor Course

Train the trainer: become your organisation's People Moving and Handling instructor

WHO IT IS FOR
Key staff and managers who will train their own teams in practical people moving and handling: in care homes, hospitals, home care, specialist schools and respite centres.

LENGTH
Usually 4 days, 9.15am to 4.15pm. 3-day (condensed) and 5-day (more detailed or bespoke) courses are also available.

GROUP SIZE
Up to 10 delegates per course.

WHERE IT RUNS
On-site at your premises, using your own equipment where possible.

CERTIFICATE
OFI instructor certificate, valid for 3 years. A refresher is due after 3 years.

DELIVERED BY
OFI's expert People Moving and Handling instructors, most of whom are also qualified physiotherapists or osteopaths.

Successful delegates go on to deliver practical people moving and handling training to their own colleagues. Throughout the course they practise teaching as well as handling, with short presentations, peer review and a teaching workshop.

Day 1: legislation, the body and risk assessment

TIME	SESSION	DELEGATES WILL
9.15	**Registration**	
9.30	**Welcome and introduction**	Get to know the course content and format, identify their own learning needs, and check that the information they currently deliver is correct
10.00	**Legislation**	Understand their legal responsibilities under HASWA 1974, MHOR 1992, PUWER, LOLER, the Human Rights Act 1998 and local policy, and how to present this on their own courses
11.00	Tea and coffee	
11.15	**Musculoskeletal injury**	Understand cumulative strain, the structure and function of the spine, common injuries and how to reduce the risk, and the effect of poor working posture; present the key points to the group
12.00	**Lifting and lowering, pushing and pulling, team lifting (practical)**	Demonstrate and teach sound lifting, carrying and push/pull technique, observe and correct others, and identify push/pull risks at work
13.00	Lunch	

TIME	SESSION	DELEGATES WILL
13.30	**Load handling and people handling risk assessment**	Identify risk factors, use the TILE approach and their organisation's own risk assessment documents, and plan short, medium and long-term solutions
15.00	Tea and coffee	
15.15	**Risk assessment, continued**	Assess real work scenarios in small groups and produce action plans for client handling
15.45	**Questions, and planning day 2 presentations**	Draw a topic and plan a five-minute presentation
16.15	**Day 1 ends**	

Day 2: presenting, and handling people

TIME	SESSION	DELEGATES WILL
9.30	**Review of day 1**	Recap legislation, spinal structure and injury, posture and risk assessment
9.45	**Presentations**	Prepare, then deliver a five-minute presentation and peer review each other's
10.30	Tea and coffee (presentations continue at 10.45)	
11.30	**Manual handling of people (practical)**	Apply posture and movement principles to repositioning in a chair, sit to stand, stand to sit, chair–bed transfers, wheelchair handling and assisted walking, with attention to the comfort and dignity of the person being moved
12.30	Lunch (practical techniques continue at 13.00)	
14.00	**The falling and fallen person**	Know their local policy for a fallen service user, and understand the risks of trying to catch someone who is falling
14.30	**Controversial techniques**	Recognise techniques classed as controversial and explain the biomechanical risks
15.00	Tea and coffee	
15.15	**Presentation skills and learning styles**	Plan and prepare training, manage groups, and make sessions work for different learning styles
15.50	**Questions**	Preview days 3 and 4
16.15	**Day 2 ends**	

Day 3: bed handling and hoisting

TIME	SESSION	DELEGATES WILL
9.15	**Practical techniques in and around the bed**	Safe use of electric beds; sitting to lying and lying to sitting; sitting someone forward; turning in bed; inserting slide sheets; sliding someone up the bed; assisting to sit on the side of the bed
11.00	Tea and coffee	

TIME	SESSION	DELEGATES WILL
11.15	**Practical techniques, continued**	Show they can teach these techniques to colleagues, with feedback on their teaching
12.30	Lunch	
13.00	**Hoisting (practical)**	Know the HSE's hoist guidance, make safety checks before use, risk assess, fit a sling correctly in a chair and a bed, understand the effects of incorrect attachment, and teach this to others
15.00	Tea and coffee	
15.15	**Hoisting, continued**	Hoisting chair to bed and back, and from the floor; passive and active hoists
15.50	**Questions, and planning day 4 presentations**	
16.15	**Day 3 ends**	

Day 4: teaching practice and problem solving

TIME	SESSION	DELEGATES WILL
9.15	**Review of days 1 to 3**	Reflect on their learning, clear up any questions, and gauge their confidence in the instructor role
10.00	**Presentations**	Deliver a five-minute presentation, with peer review
11.00	Tea and coffee	
11.15	**Teaching workshop**	Teach techniques from days 1 to 3 to their peers, and review each other's teaching
12.30	Lunch	
13.00	**Scenarios and problem solving**	Work through set scenarios and handling problems from their own workplaces, identify the risks, and present action plans; discuss care plans and accurate recording
14.00	**Training records and lesson planning**	Know what training records to keep and why, plan lessons, and use peer review
15.00	Tea and coffee	
15.15	**Further learning and evaluation**	Know where to find further information, and how evaluating their own courses improves them
16.15	**Questions, feedback and close**	

Every course is tailored to your setting, your equipment and your staff's roles, so content and timings may differ from this outline.