Moving and Handling of People: 1-Day Practical Skills Course

Practical people moving and handling training for employees, at your premises

WHO IT IS FOR Anyone who moves or handles people as part of their job, even a small part of it: care home, hospital and home care staff, nurses, doctors and support workers.	**LENGTH** A full day (9.00am to 4.00pm) as set out below. Shorter courses, from 3 hours, are tailored to your needs.
GROUP SIZE Up to 10 delegates per course.	**WHERE IT RUNS** On-site at your premises, using your own equipment where possible.
CERTIFICATE OFI certificate for every delegate, 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.

Course objectives

By the end of the course, delegates will:

- Be aware of current legislation that applies to the moving and handling of people
- Understand basic facts about musculoskeletal injury and the importance of preventing it
- Understand basic functional spinal anatomy and the importance of good posture in moving and handling
- Recognise a risk situation in moving and handling, and appreciate dynamic risk assessment
- Understand the principles of moving and handling, and the theory behind them
- Have observed and demonstrated good handling technique
- Be able to apply the principles of good handling to practical situations, for one-carer and two-carer techniques

Practical situations covered

- Walking a client
- Using mobility aids
- The falling and fallen client
- Floors and stairs
- Handling clients in and around chairs
- Sit to stand and stand to sit

Where appropriate to the group and the handling environment, the course also covers clients with special needs, wheelchair awareness, hoist training (mobile hoists and slings), and chair and bed transfers.

Course schedule

TIME	SESSION	CONTENT
9.00	**Registration, introduction and housekeeping**	
9.15	**Theory (Module A)**	• The need for manual handling training • Causes and effects of musculoskeletal disorders • How legislation applies to manual handling • Manual handling and risk assessment (TILE) • Principles of safer manual handling
10.00	**Practical: inanimate loads (Module B)**	Lifting and lowering, pushing and pulling, carrying
10.30	Tea and coffee	
10.45	**Sitting, standing and walking (Module C)**	• Assisting a person forward or backward in a chair • Sit to stand to sit, from a chair and from a bed • Standing transfer from bed to chair and chair to bed
12.00	Lunch	
13.00	**Sitting, standing and walking (Module C), continued**	• Assisted walking • The falling person (discussion) and raising the fallen person (where appropriate) • Using appropriate handling aids, such as a patient turner
	Bed manoeuvres (Module D)	• Turning in bed; inserting, using and removing slide sheets • Repositioning a person lying in bed • Assisting a person from lying to sitting
14.00	Tea and coffee	
14.15	**Bed manoeuvres (Module D), continued**	• Assisting a person from lying to the edge of the bed, and back • Using appropriate handling aids, such as handling slings
	Hoisting (Module E)	• Safe use and functions of hoists • Types of hoist sling • Fitting and removing a sling with the person in a bed or chair • Hoisting from chair to bed and bed to chair • Hoisting from the floor (where appropriate) • Safe use of an active hoist, such as a stand aid
15.45	**Plenary**	Questions and review
16.00	**Close**	

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