



MANUAL HANDLING TRAINING COURSE

INCORPORATING AVOIDING SLIPS/TRIPS HAZARDS (LEVEL 1)

COURSE TITLE	ELITE TRAINING
AIMS & OBJECTIVES	<p>Aim: To reduce the pressure on the body by applying the correct manual handling techniques for the work place and home.</p> <p>Objectives; By the end of this session delegates will be able to:</p> <ol style="list-style-type: none"> 1. Understand the effect manual handling has on the body 2. Apply the Pristine Condition Principles in both the work and home environments 3. Demonstrate the practical application of the Essential 4 principles 4. Assist colleagues who are not applying the correct manual handling techniques 5. Understand how to recognise, avoid and deal with Slips/Trips hazards
CAPACITY	Up to 15 delegates per course of approx. 3½ hours duration, but for better interaction we recommend a cohort of 10.
WELFARE	Please organise delegates’ refreshments for times indicated in the Session Plan
VENUE REQUISITES	<p>Theory:</p> <ul style="list-style-type: none"> ✓ Training room or suitable classroom area. ✓ Flipchart or whiteboard. ✓ Seating for all delegates facing the Instructor. ✓ Facilities for viewing the Audio Visual Production, eg, projector and screen, USB/DVD player, 240V supply, etc. <p>Practical: The Practical element is key to this course so it is imperative that sufficient resource is provided for the course.</p> <ul style="list-style-type: none"> ✓ Practical coaching to be undertaken in an area where the delegates have access to the tasks, equipment, materials and vehicles which they or their staff encounter on a daily basis. <p>PPE Requirements: All delegates attending this course must have the appropriate PPE for the practical sessions, in line with your Company Policy requirements. NB; Delegates without the appropriate PPE will not be able to complete this course.</p>



SESSION PLAN

NB; this is a competence-based course and all timings are approximate. Our Instructor may adjust the sequence and content of delivery to reflect circumstances, and to accommodate individual learning needs on the day.

REGISTRATION	Please provide hot/cold refreshments for delegates' arrival
INTRODUCTION 5 minutes	Domestics: Emergency Procedures, Welfare arrangements, Registration and Agenda Delegates must be capable of participating in the practical tasks All delegates must have the correct PPE for the practical working areas
MANUAL HANDLING THEORY Approx 30 - 40 mins	Including: Dispelling the long standing myths and fallacies associated with manual handling technique, and replacing these with the anatomically correct Pristine Condition Essential 4 Principles. <ul style="list-style-type: none"> ✓ Main causes of injury ✓ The body's failings ✓ The mechanics of lifting ✓ Correct principles and concepts ✓ Slips, Trips and Falls in the working environment ✓ Essential 4 of manual handling ✓ Posture ✓ TILE ✓ BALANCE
BREAK 5 mins	Put on PPE NB; Delegates without the appropriate PPE will not be able to complete this course and will not be Certificated as competent.
BESPOKE PRACTICAL Approx. 2½ hours	Practical coaching on how to apply the Pristine Principles to all areas of work including:- <ul style="list-style-type: none"> ✓ Routine handling tasks ✓ Awkward loads ✓ Restricted workspace or access ✓ High/low level work ✓ Pushing/pulling and team-lifting ✓ Specific tasks/concern highlighted by delegates ✓ Practically identifying Slips, Trips and Fall hazards in the working environment ✓ Complete the practical assessment on individual delegates
HOME ISSUES* 10 mins *NB, time-permitting	Showing delegates how correct manual handling technique can be adopted outside of the working environment, using the Pristine Condition "Home Issues" pack.
SUMMARY 5 mins	Q&A, Summary Course Close

GETTING THE BEST FROM YOUR ELITE COURSE

Under “Elite”, our expert instructors deliver the training directly to your personnel, taking around 3½ hours for up to a maximum of 15 delegates, so we can train up to 30 delegates over 2 courses in 1 day.

The course is heavily orientated towards practical coaching rather than theoretical principles and the majority of the time will be spent practising the Pristine Principles in the delegates’ daily working environment.

Each course begins with a short introductory session, usually less than 45 minutes, and then it’s onto the “shopfloor” to begin the practical session.

Only when the individual delegate has practically demonstrated proficiency to the satisfaction of our Instructor, will they be considered competent (“Practical Validation”).

To get the best from your course;

- ✓ Maximise course attendance.
- ✓ Ensure delegates are released to attend the full Elite course (approx. 3 to 3½ hours).
- ✓ The facilities we need on the day are:
 - A classroom or training area that can comfortably accommodate the delegates and our Instructor.
 - Sufficient space to seat the delegates facing our Instructor and for practically demonstrating the Pristine Principles.
 - Flip chart, whiteboard or similar.
 - The facilities for showing the Home Issues Audio Visual Production; ideally a projector and suitable screen. Please ensure this is organised and 240v is available.
 - **The practical scenarios must be relevant to what your staff actually do.**
 - **The more props and realistic tasks you provide, the more realistic we’ll make the training.**
- ✓ On the day:
 - We’ll arrive at least 30 minutes early; ensure your facilitator is there to meet us and is contactable throughout the day for any unforeseen problems that may arise.
 - Provide our Instructor with an attendee list so we know who’s coming from which department
 - Arrange for your delegates to arrive 15 minutes before the course officially starts
 - Ensure delegates have the right PPE.
NB, Part of this practical course takes place in the delegates’ normal working environment. Delegates without the correct PPE cannot participate in the practical sessions and will not be certificated as competent.
- ✓ After the Course
 - Ensure an effective TRACA® system is implemented to achieve the required behavioural change
 - Call our helpline with any queries or practical challenges
 - Full Elite Refresher training is required at a maximum of 3 yearly intervals provided that a robust TRACA® system is in place.