

Name:	John Smith	Date:	20/08/2024
Location:	Great Hotel Conference Room	Time & Duration:	2 hours
Group:	Administrative Staff	Number of Learners:	10
Topic:	Manual Handling Compliance		
Aim(s):	This training aims to equip learners with the knowledge and skills required for safe manual handling practices and to ensure compliance with legal requirements.		
Outcomes:	<ul style="list-style-type: none"> • Learners will be able to articulate key manual handling regulations and guidelines, demonstrating an understanding of their importance and legal implications. • Learners will be able to correctly demonstrate safe lifting, carrying, and lowering techniques, applying principles of body mechanics to prevent injury. • Learners will be able to identify common manual handling risks and develop appropriate control measures, effectively applying this knowledge in practical scenarios. • Learners will apply their understanding of regulations, techniques, and risk assessment in practical exercises, showing their ability to integrate theoretical knowledge with hands-on practice. 		
Objectives:	<ol style="list-style-type: none"> 1. To explain key manual handling regulations and guidelines to learners. 2. To demonstrate safe lifting, carrying and lowering techniques. 3. To explain common manual handling risks and develop appropriate control measures. 4. To integrate theoretical knowledge into practical exercises. 		

Session Name: Manual Handling Compliance

Time	Topic	Tutor Activity	Learner Activity	Learner Assessment	Resources
09:00 – 09:10	Introduction	Introduce session aims and objectives.	Listen and ask any preliminary questions.	Informal questioning to gauge understanding	Slides, handouts.
09:10 – 09:30	Manual Handling Regulations	Present key regulations and legal requirements.	Take notes and participate in discussions.	Verbal quiz on regulations and key points.	Slides, handouts.
09:30 – 09:50	Safe Handling Techniques	Demonstrate proper lifting, carrying and lowering techniques.	Observe demonstration s and practice techniques.	Practical demonstration of techniques.	Lifting aids, weights.
09:50 – 10:00	Practical Practice	Facilitate practice, and provide feedback on technique.	Practice lifting techniques using the provided equipment.	Peer and instructor feedback on performance.	Lifting aids, weights.
10:00 – 10:15	Break	Break	Break	Break	Break
10:15 – 10:35	Practical Exercise	Oversee and support learners in applying risk assessment skills.	Conduct a practical risk assessment and control plan.	Assessment of practical exercise and feedback.	Case study materials, and assessment templates.
10:50 –11:00	Review and Q&A	Recap key points, address questions, and provide a summary.	Participate in the review and ask any remaining questions.	Informal assessment through Q&A.	N/A.