

# Level 2 Award in Manual Handling – Principles and Practice

## How to deliver

This qualification will benefit anyone who has to carry out any manual handling activities at work by introducing them to the:

- hazards of manual handling
- risks involved
- controls that are available to help prevent injury
- principles of safer handling.

It also provides the opportunity to put the principles of manual handling into practice and learn appropriate manual handling techniques.

Successful completion of the training programme for the CIEH Level 2 Award in Manual Handling – Principles and Practice will enable candidates to understand:

- that manual handling operations can be hazardous to health
- how manual handling operations can cause injury and harm
- the scope of legal requirements with regard to manual handling operations in the workplace.
- the process for assessing risks from manual handling and the factors that need to be considered in a manual handling risk assessment
- the value of risk assessment and how it applies to safe manual handling practice
- the mechanics of movement
- how to assess, plan, prepare and conduct manual handling operations.

The training programme for the CIEH Level 2 Award in Manual Handling – Principles and Practice is divided into two parts:

Part 1 – Principles

Part 2 – Practice.

Trainers may deliver Part 1 on its own for candidates enrolled for CIEH Level 2 Award in Principles of Manual Handling (assessed by examination only).

Part 2 can only be delivered in conjunction with Part 1 by trainers registered to deliver the CIEH Level 2 Award in Manual Handling – Principles and Practice (assessed by examination and practical assessment).

At least five working days prior to commencing the training programme for the CIEH Level 2 Award in Manual Handling – Principles and Practice, candidates should read, complete and return a copy of the training agreement (provided as part of the training pack). The candidate must declare any condition that may affect his/her ability to learn or take part in the practical activities. Declaring any weakness, injury or disease may not exclude the candidate from participating in the programme, but the trainer may need to limit the candidate's involvement in some areas of the practical activities. The responsibility for decisions as to whether (or not) candidates may participate lies with the trainer. If there is doubt, the trainer must seek to resolve the position prior to the candidate commencing the training programme.

Please note: the training agreement may not protect the trainer/centre from claims of injury so it is important that both the trainer and centre are properly insured (that is have professional indemnity and public liability cover).

Candidates must participate in all seven of the practical activities. The key point is that the candidate can demonstrate an awareness of the correct principles of movement. Trainers should be prepared to modify the activities to accommodate candidates' capabilities. For each activity, the 'Principles required' can be demonstrated with:

- items of trivial weight (for instance, an empty box)
- restrictions of movement (for instance, a box can be lifted from a low table or chair, instead of from the floor).

## Part 1 – Principles

In Part 1, candidates will be able to look carefully at their own work activities and contribute to the development of safer working practice in co-operation with their supervisors and managers.

Part 1 is not intended to train candidates to carry out manual handling risk assessments, but it will help them to understand and contribute to the development of such assessments.

The training time to cover Part 1 of the programme (that is syllabus areas A–E) must be at least three hours and is typically covered in half a day. The time taken to deliver Part 1 does not include refreshment breaks, revision sessions or ‘mock’ examinations.

At the end of Part 1 candidates are assessed by an examination paper consisting of 30 multiple choice questions to be completed in one hour under examination conditions (see ‘Procedure for Examination and Assessment’ in the *Procedures Manual* for full details on examination administration). Sample examination questions are included in the registration approval pack. Candidates must participate in at least 80% of the course to be eligible to take the examination.

Part 1 of the programme must be completed before candidates commence Part 2.

## Part 2 – Practice

In Part 2, candidates will have the opportunity to practise and be assessed on their competence to carry out the following manual handling techniques:

- lifting loads from low levels
- working at low levels
- lowering from height
- pushing loads
- pulling loads
- carrying
- team handling.

The training time to cover Part 2 of the programme (that is syllabus area F), including the assessment, will be approximately three-and-a-half hours and is typically covered in half a day.

Part 2 of the programme includes practical activities, to demonstrate the principles of safer handling, prior to candidates undertaking the practical activities that form part of the assessment. For every practical activity, trainers must:

- tell the candidate what part of the body could be affected
- demonstrate the technique before asking candidates to perform the manual handling task
- remind the candidates that they must decide whether or not they are capable of carrying out the task.

To deliver Part 2 of the programme, trainers will need certain items to be used in the practical activities. Trainers should identify items for handling that match the jobs of the candidates. Many of the items described below can be found in workplaces or training venues. Some items (such as a loaded suitcase) will need to be brought by the trainer. In each case, the characteristics of the items required are described, rather than specifying the exact item. Trainers are free to exchange any item with something more appropriate to the candidates’ needs or something more readily available.

### 1 Lifting from low levels

- Phase 1 any small item such as a pen, set of keys, name badge.
- Phase 2 a more substantial item such as a box, but which an adult can comfortably straddle. A box of photocopier paper is about the correct size.

### 2 Working at low levels

- Phase 1 small items and a ‘target’ level such as an open-sided trolley
- Phase 2 small set of items that can be split and handled in one hand – this may be a set of about 10 books, a similar number of bricks or other blocks, or five or more reams of A4 paper – and a ‘target’ level such as a trolley or wheelbarrow.

### 3 Lowering from height

Shelving above chest height for candidates with a load positioned on top and a 'target' level such as a trolley, desk surface or pallet positioned near by.

### 4 Pushing

Any wheeled aid that the candidates use, this can be a post trolley, food trolley, supermarket trolley, airport trolley, etc. – must be holding a load.

### 5 Pulling

Phase 3 a wheeled suitcase with handle, holding a load, wheels must be in good condition.

### 6 Carrying

An evenly-distributed sack, such as a bag of dog food or something similar.

### 7 Team handling

Any items suitable for team handling, such as a table, desk or pallet.

Summary of items:

- box of A4 photocopier paper
- set of books or bricks (or the A4 reams from box)
- trolley
- wheeled suitcase with handle
- sack of some product (e.g. 10–12kg bag of pet food, preferably in plastic rather than paper sack)
- table/desk/pallet.

A practical assessment record for each candidate must be completed during the assessment session (see the centre pages of the answer information sheet supplied with the examination paper). There are seven activities associated with the assessment (reflecting the seven manual handling techniques outlined above). For each activity, trainers must:

- assess each candidate's performance against a set of key principles
- ensure, insofar as possible, that each candidate completes the manual handling task correctly before moving onto the next activity.

Trainers should facilitate the candidates in completing the assessment activities by reminding candidates of the key principles and correcting positions or movements whilst techniques are being performed. If interventions are required, trainers should note these in the comments section of the practical assessment record.

When all seven assessment activities have been completed, the trainer should:

- ask the candidate to sign and date the practical assessment record to confirm that he/she participated in the seven activities that comprise the practical assessment
- sign and date the statement the practical assessment record to confirm that he/she has delivered the practical manual handling training for, and conducted the assessment of the candidate's performance of, each of the seven activities that comprise the practical assessment.

The trainer should, then, indicate on the candidate's practical assessment record whether the candidate has passed or failed.

## Results

Candidates who achieve 20 or more correct answers in the examination and pass the practical assessment will be awarded a CIEH Level 2 Award in Manual Handling – Principles and Practice certificate.

Candidates who pass the examination, but fail the practical assessment will be awarded a CIEH Level 2 Award in Principles of Manual Handling certificate.

Candidates who pass the practical assessment, but fail the examination will be offered the opportunity to re-sit the examination within 12 months following the first attempt. If the candidate fails the second attempt, he/she will be deemed to have failed the CIEH Level 2 Award in Manual Handling – Principles and Practice. No certificate will be awarded for passing Part 2 of the programme.

The results for the CIEH Level 2 Award in Manual Handling – Principles and Practice take approximately two weeks to process. Certificates will be sent directly to the centre where the training was delivered.

## External verification

Every year, CIEH will send a request to centres registered to deliver the CIEH Level 2 Award in Manual Handling – Principles and Practice for information about courses to be delivered in the next six months. CIEH external verifiers will conduct spot checks on a sample of courses to ensure that the practical training is being delivered, and the assessment conducted, to an appropriate standard.

## Support materials

The CIEH has developed material to help trainers to deliver the programme in a structured way. The training pack comprises two parts:

- Part 1 includes a copy of the course booklet entitled *Principles of Manual Handling* and a *Trainers' Notes* manual, including a CD containing a PowerPoint presentation
- Part 2 includes a *Trainers' Notes* manual, including a CD containing a PowerPoint presentation and a copy of the training agreement.

As with all qualifications, the *Trainers' Notes* manuals set the minimum standard for training delivery. Given the specific requirements associated with delivering practical manual handling training it is strongly recommended that trainers for the CIEH Level 2 Award in Manual Handling – Principles and Practice review the content of the *Trainers' Notes Manual* for Part 2 prior to delivering training.

To purchase the course booklet, training pack and/or examination papers please complete an order form.

Order forms and other resources for trainers are available on our website [www.cieh.org/training](http://www.cieh.org/training)



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