



<b>Title</b>	NOCN International Level 3 Award in Moving and Handling Skills		
<b>Topic Summary</b>	<p>NOCN International Level 3 Award in Moving and Handling Skills is to equip learners with the essential knowledge and skills to safely perform manual handling tasks in various work environments. The course covers risk assessment procedures, proper manual handling techniques, the use of equipment, and the application of ergonomic principles. It emphasizes the importance of planning, training, and supervision to prevent injuries, comply with legal requirements, and promote a culture of safety in the workplace. The course aims to enhance the overall safety and efficiency of manual handling operations by ensuring best practices are consistently applied.</p>		
<b>Target Audience</b>	<ul style="list-style-type: none"> <li>• Managers and supervisors</li> <li>• Health and safety officers</li> <li>• Employees responsible for safety within their roles.</li> <li>• Individuals seeking to enhance their knowledge and skills in health and safety.</li> </ul>	<b>Length of Study</b>	14 hours

<b>Unit(s) Learning Outcomes</b>	<b>1. Introduction to Manual Handling</b>	
	<p><b>Learning Outcome - 1:</b></p> <ul style="list-style-type: none"> <li>✚ To know the definition and significance of manual handling.</li> <li>✚ To recognize the potential risks associated with improper manual handling.</li> <li>✚ To learn with relevant UK legal frameworks and regulations.</li> <li>✚ To appreciate the importance of manual handling in various industries.</li> <li>✚ To recognize the roles and responsibilities of employers and employees in ensuring safe manual handling.</li> </ul>	<p><b>Assessment Criteria:</b></p> <ul style="list-style-type: none"> <li>• Understand the definition and significance of manual handling.</li> <li>• Recognize the potential risks associated with improper manual handling.</li> <li>• Familiarize with relevant UK legal frameworks and regulations.</li> <li>• Appreciate the importance of manual handling in various industries</li> <li>• Identify the roles and responsibilities of employers and employees in ensuring safe manual handling.</li> </ul>

<b>2.Risk Assessment in Manual Handling</b>	
<p><b>Learning Outcome - 1:</b></p> <ul style="list-style-type: none"> <li>✚ To recognize potential hazards in manual handling tasks.</li> <li>✚ To know how to perform effective risk assessments for manual handling activities.</li> <li>✚ To know how to implement control measures to minimize risks.</li> <li>✚ To know how to analyze the impact of manual handling injuries on businesses and individuals.</li> <li>✚ To know how to develop risk assessment documentation that meets regulatory requirements.</li> </ul>	<p><b>Assessment Criteria:</b></p> <ul style="list-style-type: none"> <li>● Identify potential hazards in manual handling tasks.</li> <li>● Perform effective risk assessments for manual handling activities.</li> <li>● Implement control measures to minimize risks.</li> <li>● Analyze the impact of manual handling injuries on businesses and individuals.</li> <li>● Develop risk assessment documentation that meets regulatory requirements.</li> </ul>
<b>3.Anatomy and Physiology Related to Manual Handling</b>	
<p><b>Learning Outcome - 1:</b></p> <ul style="list-style-type: none"> <li>✚ To know the structure and function of the musculoskeletal system.</li> <li>✚ To recognize common injuries related to manual handling.</li> <li>✚ To apply ergonomic principles to reduce injury risk.</li> <li>✚ To identify the signs and symptoms of musculoskeletal disorders.</li> <li>✚ To know how to explain how manual handling can lead to chronic health issues if not performed correctly.</li> </ul>	<p><b>Assessment Criteria:</b></p> <ul style="list-style-type: none"> <li>● Understand the structure and function of the musculoskeletal system.</li> <li>● Identify common injuries related to manual handling.</li> <li>● Apply ergonomic principles to reduce injury risk.</li> <li>● Recognize the signs and symptoms of musculoskeletal disorders.</li> <li>● Explain how manual handling can lead to chronic health issues if not performed correctly.</li> </ul>
<b>4. Manual Handling Techniques</b>	
<p><b>Learning Outcome - 1:</b></p> <ul style="list-style-type: none"> <li>✚ To familiarize safe lifting, carrying, pushing, and pulling techniques.</li> <li>✚ To know to demonstrate correct manual handling practices through hands-on practice.</li> <li>✚ To know how to utilize mechanical aids effectively to assist in manual handling.</li> <li>✚ To know how to modify manual handling techniques to different types of loads and environments.</li> <li>✚ To identify situations where team lifting or assistance is necessary.</li> </ul>	<p><b>Assessment Criteria:</b></p> <ul style="list-style-type: none"> <li>● Master safe lifting, carrying, pushing, and pulling techniques.</li> <li>● Demonstrate correct manual handling practices through hands-on practice.</li> <li>● Utilize mechanical aids effectively to assist in manual handling.</li> <li>● Adapt manual handling techniques to different types of loads and environments.</li> <li>● Identify situations where team lifting or assistance is necessary.</li> </ul>

**5. Be able to provide first aid to a casualty with external bleeding.**

**Learning Outcome - 1:**

- ✚ To know how to conduct task analysis to identify risks.
- ✚ Know how to assess load characteristics and environmental factors.
- ✚ To know how to develop effective plans for safe manual handling tasks.
- ✚ To know how to anticipate potential challenges and prepare contingency plans.
- ✚ To know how to communicate plans effectively to all involved in the manual handling task.

**Assessment Criteria:**

- Conduct task analysis to identify risks.
- Assess load characteristics and environmental factors.
- Develop effective plans for safe manual handling tasks.
- Anticipate potential challenges and prepare contingency plans.
- Communicate plans effectively to all involved in the manual handling task.

**6. Manual Handling Equipment**

**Learning Outcome - 1:**

- ✚ To recognize different types of manual handling equipment.
- ✚ To know how to select and use the appropriate equipment for various tasks.
- ✚ To know how to provide proper maintenance and inspection of manual handling tools.
- ✚ To know how to train others in the correct use of manual handling equipment.
- ✚ To know how to evaluate the effectiveness of equipment in reducing manual handling risks.

**Assessment Criteria:**

- Identify different types of manual handling equipment.
- Select and use the appropriate equipment for various tasks.
- Ensure proper maintenance and inspection of manual handling tools.
- Train others in the correct use of manual handling equipment.
- Evaluate the effectiveness of equipment in reducing manual handling risks.

**7. Manual Handling in Specific Work Environments**

**Learning Outcome - 1:**

- ✚ To know how to apply manual handling principles to specific workplace environments.
- ✚ To know how to specify unique risks and challenges in different settings.
- ✚ To know how to adapt safe handling practices to suit the work environment.
- ✚ To understand the specific manual handling requirements in healthcare, construction, and office environments.
- ✚ To know how to implement workplace-specific solutions to improve manual handling safety.

**Assessment Criteria:**

- Apply manual handling principles to specific workplace environments.
- Recognize unique risks and challenges in different settings.
- Adapt safe handling practices to suit the work environment.
- Understand the specific manual handling requirements in healthcare, construction, and office environments.
- Implement workplace-specific solutions to improve manual handling safety.

	<b>9. Emergency Procedures and Incident Reporting</b>			
<b>Delivery Style</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="577 228 1575 621" style="width: 50%; vertical-align: top;"> <p><b>Learning Outcome - 1:</b></p> <ul style="list-style-type: none"> <li>✦ To know how to react appropriately to manual handling incidents and injuries.</li> <li>✦ To know how to report and document manual handling incidents accurately.</li> <li>✦ Able to review and revise manual handling procedures based on incident reports.</li> <li>✦ How to conduct root cause analysis of manual handling incidents to prevent recurrence.</li> <li>✦ Know how to ensure compliance with legal requirements for incident reporting and follow-up.</li> </ul> </td> <td data-bbox="1575 228 2454 621" style="width: 50%; vertical-align: top;"> <p><b>Assessment Criteria:</b></p> <ul style="list-style-type: none"> <li>• Respond appropriately to manual handling incidents and injuries.</li> <li>• Report and document manual handling incidents accurately.</li> <li>• Review and revise manual handling procedures based on incident reports.</li> <li>• Conduct root cause analysis of manual handling incidents to prevent recurrence.</li> <li>• Ensure compliance with legal requirements for incident reporting and follow-up.</li> </ul> </td> </tr> </table>	<p><b>Learning Outcome - 1:</b></p> <ul style="list-style-type: none"> <li>✦ To know how to react appropriately to manual handling incidents and injuries.</li> <li>✦ To know how to report and document manual handling incidents accurately.</li> <li>✦ Able to review and revise manual handling procedures based on incident reports.</li> <li>✦ How to conduct root cause analysis of manual handling incidents to prevent recurrence.</li> <li>✦ Know how to ensure compliance with legal requirements for incident reporting and follow-up.</li> </ul>	<p><b>Assessment Criteria:</b></p> <ul style="list-style-type: none"> <li>• Respond appropriately to manual handling incidents and injuries.</li> <li>• Report and document manual handling incidents accurately.</li> <li>• Review and revise manual handling procedures based on incident reports.</li> <li>• Conduct root cause analysis of manual handling incidents to prevent recurrence.</li> <li>• Ensure compliance with legal requirements for incident reporting and follow-up.</li> </ul>	
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