

# Specialist Manual Handling Training and Advice



[www.hme-limited.com](http://www.hme-limited.com)

# Specialists in Assisting & Moving People

Established in 1997 and known throughout the UK for unrivalled expertise in people and load handling, HME offers realistic, value for money, accredited courses for professional and informal carers who work with adults or children.

Training is delivered by specialist trainers who have a wealth of expertise to help you deal with everything from basic to highly specialised training, including trainer training.

All courses are designed using evidence based skills published by the National Back Exchange, HSE and relevant professional bodies and customised to the specific needs of organisations.

We understand different learning styles and use a variety of methods, real case studies and scenarios to develop skills in a lively, interesting manner, ensuring you reach the specified standards.



***“Both of the trainers  
were absolutely  
fantastic and made  
the course very  
interesting”***

Course Participant Feedback



## IOSH approved trainer's course - assisting people to move



This is a highly practical, post basic course in manual handling designed for those who wish to achieve a nationally recognised trainer's qualification. Practical work is customised to the specific work situations of those attending.

To ensure the highest standards the course is licensed by IOSH (Institution for Occupational Safety and Health) and reflects the knowledge and skills required to present a manual handling foundation course that complies with legal and professional standards and the All Wales Manual Handling Training Passport and Information Scheme.

### SUITABLE FOR

- ▶ Care workers in health, social care and educational settings
- ▶ Managers and Supervisors
- ▶ Occupational Therapists
- ▶ Physiotherapists
- ▶ Nurses

Duration

5 Days

## IOSH approved trainer's recertification course - assisting people to move

For those who have completed the IOSH approved manual handling trainers course - assisting people to move (see above). Recertification is required every 3 years to maintain IOSH accreditation.

### SUITABLE FOR

- ▶ IOSH approved trainers looking to maintain their certificate
- ▶ Other trainers who cannot receive IOSH recertification but require certificates for evidence of CPD

Duration

2 Days

## Trainer's refresher course

A highly practical course designed to assist trainers maintain their skills and knowledge.

### SUITABLE FOR

- ▶ Any trainer who works in a health, social care or educational setting

Duration

1 Day

# Helping you achieve and maintain The Care Certificate standards

## QCF Level 3 award in assisting and moving individuals in social care

This course is designed to provide participants with the skills and knowledge needed to ensure the effective induction of assisting and moving skills in the work setting. It includes how to assess the competency of others and keep appropriate records.

Developing employees competence in this way will help organisations gain maximum return on training investment and be useful for inspection, regulation and registration purposes.

Duration

4 Days

### SUITABLE FOR

- ▶ Those with responsibilities for inducting new workers in health, social care and educational settings
- ▶ Managers and Supervisors
- ▶ Occupational Therapists
- ▶ Physiotherapists
- ▶ Nurses



*The Care Certificate has been designed to ensure that the same standards are being applied across health and social care.*

*Achievement of the Care Certificate should ensure that health and social care workers have the required values, behaviours, competences and skills to provide high quality, compassionate care.*

*Skills for Care recommends for CQC providers: "Assisting and moving training should be delivered by an occupationally competent person who has received training and/or an accredited qualification. All trainers should hold a teaching or training qualification and/or train the trainer course."*

*HME is a registered centre to deliver and assess for the Level 3 Award in inducting others in the Assisting and Moving of Individuals. This qualification equips those who achieve the award to deliver appropriate induction training in the work setting if desired and to measure staff competence in assisting and moving skills.*



# Ensuring safety and dignity when moving and handling people

## Foundation course in assisting and moving individuals - 3 days

This course provides the key knowledge and skills required to assist and move individuals with dignity whilst ensuring carer's own and others safety. It is suitable for all care workers who assist people to move.

For those who wish to gain a recognised qualification the course covers the knowledge and skills required for the Qualifications and Credit Framework (QCF) Level 2 Certificate in Assisting and Moving Individuals for Social Care Settings. The 4 units covered are mandatory units that when combined with appropriate self directed and workplace learning will achieve 10 credits. A minimum of 4 more credits are needed to gain the certificate and learners can select which of these they wish to take. It also complies with the requirements of the All Wales Manual Handling Training Passport and Information Scheme.

The course is highly practical and a variety of teaching methods will be used including groupwork, discussion, demonstration and practise of handling activities. Practical activities will be customised to individual work settings. Comprehensive workbooks and detailed training records will be provided.

Duration

3 Days

### SUITABLE FOR

- ▶ Care workers in health, social care and educational settings
- ▶ Managers and Supervisors
- ▶ Occupational Therapists
- ▶ Physiotherapists
- ▶ Nurses
- ▶ Informal carers

## Foundation course in assisting and moving individuals - 2 days

This course provides the key knowledge and skills required to assist and move individuals with dignity whilst ensuring carer's own and others safety. It has been designed in a modular format to allow flexibility and will be customised to meet the needs of different work settings.

Duration	2 Days
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### SUITABLE FOR

- ▶ Care workers in health, social care and educational settings
- ▶ Managers and Supervisors
- ▶ Occupational Therapists
- ▶ Physiotherapists
- ▶ Nurses
- ▶ Informal carers

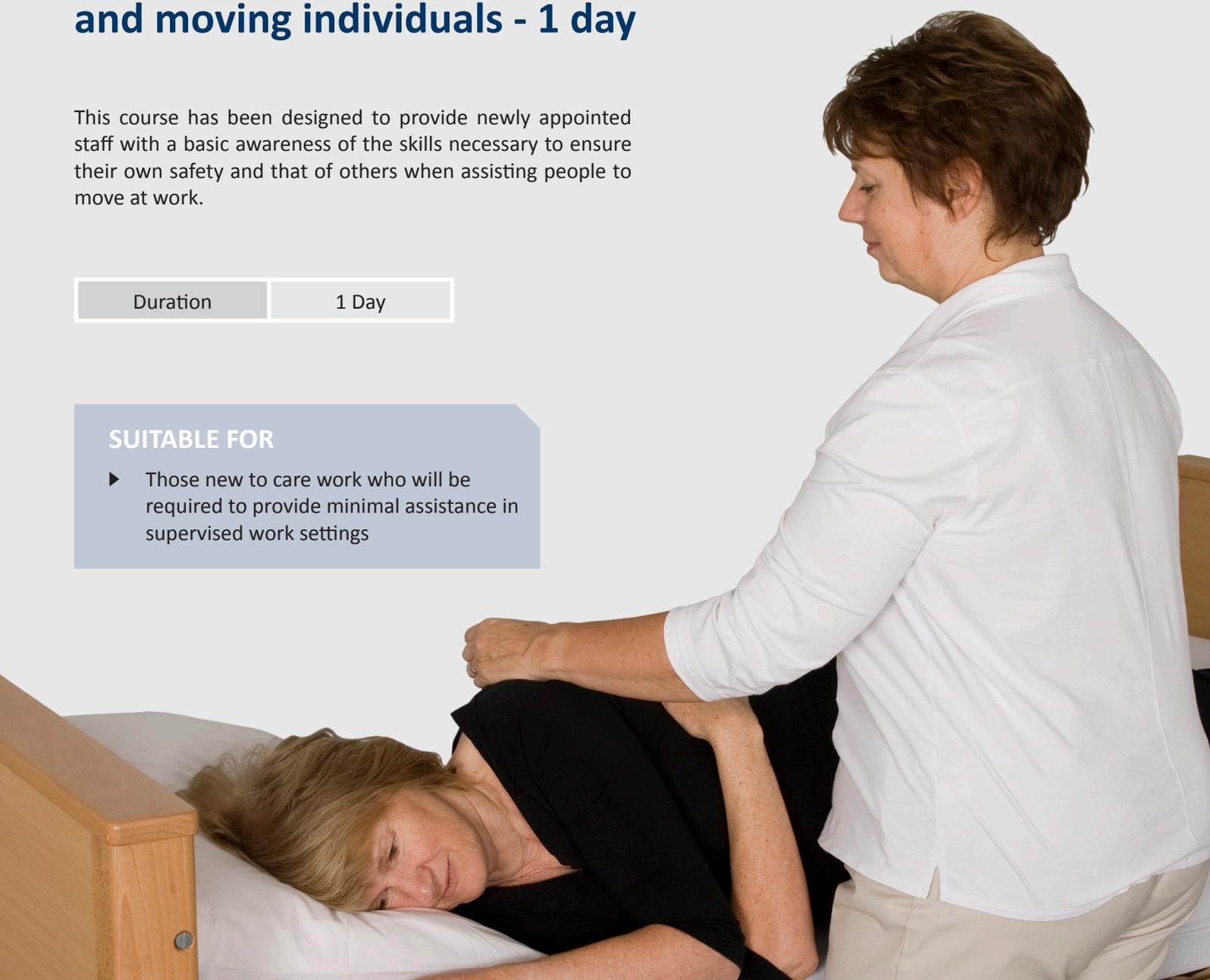
## Foundation course in assisting and moving individuals - 1 day

This course has been designed to provide newly appointed staff with a basic awareness of the skills necessary to ensure their own safety and that of others when assisting people to move at work.

Duration	1 Day
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### SUITABLE FOR

- ▶ Those new to care work who will be required to provide minimal assistance in supervised work settings



## Falls awareness and prevention

This course will explain steps to take to reduce the number of falls and how to deal appropriately with falls when they occur.

Duration

1 Day

### SUITABLE FOR

- ▶ Care workers in health, social care and educational settings
- ▶ Managers and Supervisors
- ▶ Occupational Therapists
- ▶ Physiotherapists
- ▶ Nurses

## Undergraduate Nurses, Midwives, Physiotherapists training

We deliver a range of moving and handling courses for undergraduate students. Course content is customised as required by different universities.

Duration

1 Day

### SUITABLE FOR

- ▶ Student Nurses
- ▶ Student Physiotherapists
- ▶ Student Midwives



## Load handling induction course

This course has been designed to give participants the basic skills necessary to ensure their own safety and that of others when moving and handling loads at work.

Duration

1/2 Day

### SUITABLE FOR

- ▶ Those who do some basic load handling as part of their job e.g. admin staff
- ▶ Managers and Supervisors of the above

## Load handling trainers course

This course has been designed for those who wish to develop their expertise to the level where they can train others to handle inanimate loads e.g. catering, domestic, caretaking, library, admin, I.T. staff. It is delivered in three modules which cover the knowledge and skills required to present a basic load handling course.

**Module 1:** Standards for manual handling training, legal responsibilities, the ergonomic approach to injury prevention.

**Module 2:** Causes of injury, effects of different postures and movements, principles of safe handling and moving.

**Module 3:** Load handling training skills. Each module involves individual assessment that requires preparation between the modules. It is therefore vital that those who wish to attend have the enthusiasm and commitment to undertake the self learning and individual preparation between the modules that is integral to the course.

Duration

3 Days

### SUITABLE FOR

- ▶ Those with responsibilities to train/supervise employees to handle inanimate loads

## Load handling trainers refresher course

This course will provide opportunities for manual handling trainers to: practise training and presentation skills, explore specific handling difficulties that participants identify and evaluate the training being delivered by participants.

Duration

1 Day

### SUITABLE FOR

- ▶ Load handling trainers who would like to refresh their knowledge and skills

# Bespoke training courses tailored to your specific needs

## Occupational Therapists refresher course

This course has been specifically designed for Occupational Therapists to update their skills and knowledge in assisting and moving people and loads. Course content includes:

- ▶ Update participants on legal and professional standards
- ▶ Provide opportunities to practise and critically evaluate the application of the key principles for safer manual handling in a range of situations
- ▶ Provide opportunities to review their own practice and that of others
- ▶ Explore advanced handling skills e.g. Single carer handling
- ▶ Develop knowledge and skills in specific areas of practice through optional workshops

Duration

1 Day

### SUITABLE FOR

- ▶ Occupational Therapists



## Assisting and moving plus size people

This is a highly practical course delivered in partnership with a plus size consultant for those who wish to build on basic assisting and moving skills. It will explore practical solutions for assisting and moving plus size people in both social care and health services.

Consideration will be given to the importance of respecting a person's dignity and the need to encourage independence. There will be opportunities to practise using a range of bariatric equipment.

### SUITABLE FOR

- ▶ All employees who may work with plus size people

Duration

1 Day

## Dementia awareness and encouraging mobility for people with dementia

This is a highly practical course based on the risk assessment process which will explore how the different types and stages of dementia may affect an individual's mobility.

It will enable participants to adopt a person centred approach to encourage and maintain an individual's mobility for as long as possible and develop appropriate moving and handling skills for those who need mobility assistance.

Consideration will be given to environmental factors that influence mobility and communication challenges. There will be opportunities to develop problem solving skills and share examples of good practice.

Duration

1 Day

## Single carer handling course

This course will introduce participants to bed management systems that allow easy, low friction movement on a bed for individuals who need frequent repositioning. Since the equipment requires minimal effort from carers it can often be used by a single carer with a hoist to assist turning and repositioning.

Duration

1/2 Day

### SUITABLE FOR

- ▶ Care workers in health, social care and educational settings
- ▶ Managers and Supervisors
- ▶ Occupational Therapists
- ▶ Physiotherapists
- ▶ Nurses

## Refresher course

This course will remind participants, who have previously attended foundation level training, of key legal and professional responsibilities and update them on any relevant changes. The main focus will be on reviewing and practising assisting and moving activities appropriate to their work settings. These will take into account different/specialist needs of the individuals they work with e.g. people with limited capacity due to specific mental and/or physical conditions.

Duration

1/2 Day

### SUITABLE FOR

- ▶ Care workers in health, social care and educational settings
- ▶ Managers and Supervisors
- ▶ Informal carers

## Refreshers/competency assessment course

This course will provide participants with opportunities to recap relevant legal and professional standards, and review key handling activities. There will be an opportunity to review a range of handling activities relevant to the group. Two activities will be selected for more detailed attention and competency assessment.

Duration

1 Day

### SUITABLE FOR

- ▶ Care workers in health, social care and educational settings
- ▶ Managers and Supervisors

## Wheelchair handling course

This course has been designed to give participants the basic skills necessary to ensure their own safety and that of others whilst using wheelchairs.

Duration

1/2 Day

### SUITABLE FOR

- ▶ Care workers in health, social care and educational settings
- ▶ Managers and Supervisors
- ▶ Occupational Therapists
- ▶ Physiotherapists
- ▶ Nurses

## Personal Assistants Course

This course has been specifically designed for Personal Assistants and the practical work will be customised as far as possible to cover the specific skills they require. Includes groupwork, demonstration and practise of handling activities. CPD evidence is provided upon completion.

Duration

1 Day

### SUITABLE FOR

- ▶ Personal Assistants
- ▶ Employers of Personal Assistants



## Hoisting course

This course has been designed to give participants the basic skills necessary to ensure their own safety and that of others when using a hoist.

Participants should have attended a foundation course in assisting and moving people before attending this training to ensure that they have the basic skills necessary to use a hoist safely e.g. able to roll a person safely and use slide sheets.

Duration

1/2 Day

### SUITABLE FOR

- ▶ Care workers in health, social care and educational settings
- ▶ Managers and Supervisors
- ▶ Occupational Therapists
- ▶ Physiotherapists
- ▶ Nurses

## Emergency evacuation

This is a practical course during which emergency evacuation procedures will be explained and opportunities provided to practise evacuation techniques using the AlbacMat or other evacuation equipment as available in work settings.

Duration

1/2 Day

### SUITABLE FOR

- ▶ All employees who may need to use an AlbacMat or similar equipment in an emergency evacuation

## Competency assessment refresher course for managers

This course will update managers that have previously attended our Management of Manual Handling in Care Services Course or competency assessment training.

It will ensure that they can continue to assess the competency of their employees in line with current best practice by updating them on relevant legislation and professional standards.

There will be opportunities to explore a range of handling activities and to select key activities for detailed analysis and competency assessment.

### SUITABLE FOR

- ▶ Managers and Supervisors in health, social care or educational settings

Duration

1 Day

## Manual handling in catering services course

This course gives catering staff the basic moving and handling skills necessary to ensure the safety of themselves and others in the workplace.

### SUITABLE FOR

- ▶ Catering staff
- ▶ Managers and Supervisors of the above

Duration

1/2 Day

## Manual handling risk assessors course

This course has been designed for those who need to carry out suitable and sufficient manual handling risk assessments and devise safe systems of work.

It will benefit newcomers to manual handling safety who are beginning the process of assessment and control within their work setting and also help those who are already involved in manual handling risk reduction who need more formal training and an introduction to specific assessment tools.

### SUITABLE FOR

- ▶ Manual handling risk assessors in health, social care settings and educational settings

Duration

1 Day

# Our team of expert moving and handling trainers can also provide...



- ▶ **Policies**
- ▶ **People handling risk assessments**
- ▶ **Load handling risk assessments**
- ▶ **Occupational Therapist assessments**
- ▶ **Ergonomic workplace assessments**
- ▶ **Manual handling audits**



*Research has proved training is only successful when combined with proper management systems, HME can provide all the resources and guidance you need to get the best results from training and ensure compliance with the law.*

*Our management systems have been designed and tested with a wide range of organisations and acknowledged as a benchmark by the Health & Safety Executive (HSE).*

***“Well presented, good resource material and time to discuss and practise relevant issues.”***

# Meet our team of expert moving and handling trainers

Our highly qualified team has many years of experience in the provision of services within local authorities, NHS trusts, ambulance services, social care services, residential homes, home care services, schools, universities, nurseries, independent and voluntary agencies and industry.

All HME trainers have attained the IOSH Approved Trainers Certificate in Manual Handling - Assisting People to Move. HME has a rigorous CPD and standardisation programme for all trainers and carries out annual appraisals of their training delivery to comply with our quality assurance processes.



## Rosemary Rodgers

Rosemary is recognised as a leading manual handling consultant with extensive experience in the field.

She shares the HME manager's role with Martin and takes the lead in the development and production of course programmes and materials to assist organisations meet their training needs.

She also assists with the development of policies, procedures, management systems, risk assessment, monitoring and auditing systems to support training.



## Martin Hutchinson

Martin is a qualified physiotherapist and an expert in strategic manual handling approaches and ergonomic assessment.

He has specialist knowledge of training needs analysis and conducting manual handling audits using our tested methodologies.

He shares the HME manager's role with Rosemary and takes the lead in supervising and developing the team's practical skills ensuring standardisation of training programmes and keeping all up to date with current best practice.



## Polly Whitworth

Polly worked for several years as a full time carer before becoming a qualified Occupational Therapist.

She has worked in hospitals running therapeutic group activity sessions and in Intermediate Care, carrying out assessments for individuals and devising treatment programmes in order to increase their independence.

Polly is a qualified manual handling consultant.



## Colleen Hopewell

Colleen has 20 years experience within the care profession, progressing from care assistant to CSCI registered locality home care manager. For five years she worked as a lead staff development officer specialising in the safer moving and handling of people and loads.

She holds qualifications in direct care management, back care management, health and safety, assessing and training practice. Colleen is a member of both the national and regional back exchange.



## Claire Miller

Claire works part time as an Advanced Practitioner in a team of Occupational Therapists within a multi-professional Social Care Service for adults supporting the physical, sensory and cognitive needs of adult service users and their carers.

During her career she has undertaken a range of roles from fieldworker to trainer and multidisciplinary team manager. Currently she combines her OT role with that of working for HME as a trainer with particular interest in OT and paediatric training.



## John Rogers

John's varied career led to an interest in health and safety and in 1993 he became a health and safety adviser within a large National Health Trust. He subsequently worked for Her Majesty's Prison Service and finally the Ministry of Justice.

During this time his role included providing manual handling training and advice across the UK. John then developed his own training and consultancy business and attended courses at HME to learn how to apply his training skills to assisting people.



## Ann Pepper

Ann has 40 years experience within Health Care settings working as a Registered Nurse/Clinical Teacher and Nurse Educator. Since she retired from this role she has sought new opportunities and challenges with HME and further developed her knowledge, skills and experience in the field of assisting and moving.

Ann is a flexible trainer bringing a wealth of knowledge and experience of working in the NHS to the team and is equally competent working in the social care sector.

## Chris Doyle

Chris has 15 years experience as an IOSH accredited trainer for moving and assisting people.

He is also qualified to teach CIEH Level 2 Award in Manual Handling – Principles and Practice and is a Chartered Safety Practitioner and a registered Consultant with the Occupational Safety and Health Consultants Register, OSHCR.

His experience covers a wide range of services in social care, health services and education.

## Gina Burgess

Gina began her career as a registered nurse in acute medicine and care of the elderly. After having her family she has worked in the community in both health and social care settings.

She then achieved a Diploma in Teaching in Lifelong Learning which enabled her to work in a college of further education.

Recently she has achieved a BA Hons in Education and Professional Development and now works as a part time lecturer and as a freelance trainer for HME.

## Julia Williams

Julia lectured in Nursing at University of Nottingham from March 1987 – August 2013.

After taking a break of a year she has focused on updating her skills in assisting and moving people and now works for HME on a part-time basis.

Julia has a NMC teaching qualification and a dual nursing qualification in adult and mental health nursing. She has developed a package of evidenced based computer learning materials (RLOs) to facilitate skills competency that are available on open access.

## Janet Walker

Janet was a partner in a retail pharmacy business for many years before becoming the owner manager of a residential care home for the elderly.

In addition to her manual handling training skills Janet is qualified as an NVQ and TOPSS assessor and also delivers first aid training.

She is a charismatic, highly practical trainer who has become a vastly experienced in the 10 years she has worked for HME and particularly enjoys mentoring new colleagues.

***“The trainers geared the training to the needs of those present which was extremely useful.”***

Course Participant Feedback

## Sue Brown

Sue is a chartered physiotherapist and a graduate member of the Ergonomics Society in which she coordinates the East Midlands Group.

She has wide experience in workplace assessment and advising equipment users, their carers and health and social care staff. Sue has been a research ergonomist advising NHS Supplies on the usability of equipment. She now works on a part-time basis giving guidance to disabled people at the Nottingham DLC as well as delivering training for HME.

## Marion Chessell

Marion worked as a Home Manager for Methodist Homes for the Aged before becoming a Training Officer at Lincolnshire County Council, Social Services and then a Principal Learning and Development Officer for Adult Social Care Services.

During the last 5 years she has established her own consultancy and developed and delivered a range of courses including Manual Handling – Assisting people to move, skills which she has further developed by working on a freelance basis for HME.



# Specialists in Assisting & Moving People

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