



Qualification Specification
Level 2 Award in Safe Moving and Handling
Qualification Number: 501/1772/5

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QUALIFICATION SPECIFICATION LEVEL 2 AWARD IN SAFE MOVING AND HANDLING

1. Title - HABC Level 2 Award in Safe Moving and Handling

1.1 Target Group

1.1.1 The Level 2 Award in Safe Moving and Handling is intended as an introduction to moving and handling activities for those starting work, returning to work or needing specific training in manual handling as well as being a suitable qualification for refresher training.

1.1.2 Persons gaining this qualification will understand that moving and handling must be carried out correctly and recognise its importance in ensuring a safer working environment.

1.2 The qualification can be taken as a free standing qualification or as part of a wider programme of training and would particularly compliment the HABC Level 2 Award in Health and Safety in the Workplace.

1.3 Health and safety is the responsibility of everyone within a business, including contractors, visitors and suppliers. Safe moving and handling contributes significantly to reducing injury in the workplace. The syllabus areas covered during the course of tuition are regarded by the Health and Safety Executive as being important to maintaining safe working procedures in the workplace.

2. Key Skills

2.1 Learners wishing to undertake this qualification should be working at Entry Level 3 Communications/Literacy or above.

3. Recommendation of Prior Learning

3.1 There are no prerequisites for this qualification.

4. Guided Learning Hours

4.1 Guided learning hours for this qualification are 7 hours depending upon the mode of study and training needs of candidates.

5. Restrictions on Candidate Entry

5.1 Prior to taking the examination, candidates must have undertaken a course of instruction approved by HABC which covers the syllabus.

6. Special Needs

- 6.1 HABC have measures in place to support delegates with special needs. Please see the Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual.

7. Qualification Structure

- 7.1 This qualification is assessed in 2 parts:

7.1.1 Part 1 tests candidates' knowledge on the subject and is assessed by a 30 minute, 15-question multiple-choice examination. Successful candidates must score at least 10 out of 15 to pass this element of the qualification. The examination is set and marked by HABC.

7.1.2 Part 2 is a competency-based assessment carried out by the Nominated Tutor. Candidates must practically demonstrate the application of the correct techniques in all the identified common workplace activities indicated within the qualification. Centre guidance on the practical assessment, including required documentation, is detailed in Appendix 1.

- 7.2 Centres/Nominated Tutors undertaking the practical assessment must ensure that candidates are able to fully undertake the assessment; it is recommended that this is documented and records retained by the Centre. Part 1 and Part 2 of the assessment must be successfully completed in order for a certificate to be issued.

- 7.3 Candidates who successfully complete Part 2 but fail Part 1 will be given opportunity to retake the written assessment.

- 7.4 **Advisory Note:** Although the Centre/Nominated Tutor must ensure candidates are able to participate in the practical activities, there may be situations where injuries occur and claims may be pursued under civil law. Centres **must** ensure that they are properly insured.

8. Examination Results and Certificates

- 8.1 Following the examination, HABC will issue results to the centre stating whether candidates have passed or failed. Certificates for successful candidates will be dispatched by HABC for distribution by the Centre.

9. Sample Questions

- 9.1 Sample questions are provided in the Members Area of the HABC website.

10. **Suggested Reading**

- 10.1 Martin Wordsworth (2010) *The Manual Handling Handbook (Level 2)*
Highfield.co.uk Ltd
- 10.2 Christian M.R. Sprenger (2009) *The Health and Safety Handbook (Level 2)*
Highfield.co.uk Ltd.

11. **Potential for Progression**

- 11.1 HABC Level 2 Award in Health and Safety in the Workplace.

12. **Required Qualifications and Experience of Nominated Tutors**

- 12.1 Nominated Tutors must have sufficient expertise to speak with authority on the subject to be taught at the levels they wish to train.
- 12.2 It is recommended that tutors should have a minimum of a Level 3 Health and Safety qualification from a recognised awarding body. Nominated Tutors should also have relevant work experience together with a training qualification or a minimum of 30 hours classroom-based training.

12.3 **Suitable Subject Area Qualifications include:**

- 12.3.1 Degree of Dip.HE in a related subject such as: Environmental Health, Occupational Health and Safety or one that contains elements of these
- 12.3.2 HNC/D in a related subject (as outlined above)
- 12.3.3 Level 3 or 4 qualification in Health and Safety or equivalent
- 12.3.4 NEBOSH Diploma in Occupational Safety and Health
- 12.3.5 NEBOSH Certificate in Occupational Safety and Health
- 12.3.6 Higher level manual handling qualifications
- 12.3.7 Suitable experience and/or expertise upon agreement from HABC

12.4 **Suitable Teaching Qualifications include:**

- 12.4.1 Diploma or Certificate in Education
- 12.4.2 Bachelors or Masters Degree in Education
- 12.4.3 City and Guilds Teachers Certificate or equivalent

- 12.4.4 Level 3 NVQ in Training and/or Development
 - 12.4.5 Award in Delivering Training, Professional Trainers Certificate, or equivalent
 - 12.4.6 Any other qualification or suitable experience approved by HABC
- 12.5 Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context, provide evidence of engagement with the subject field and evidence of their continuing professional development.

13. Unit 1: Manual Handling Safety at Work

Unit no: D/602/4593
 Level: 2
 Credit: 2
 GLH: 10

About this unit:

This unit provides fundamental knowledge and understanding of workplace manual handling safety and the procedures required to reduce the risk of injury caused by poor manual handling practices.

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the reasons for safe manual handling.	1.1. Outline the potential injuries and ill health associated with incorrect manual handling. 1.2. Outline employers and employees duties relating to manual handling at work. 1.3. Outline the consequences for non-compliance with health and safety requirements at work.
2. Understand how manual handling risk assessments contribute to improving health and safety.	2.1. Explain the terms 'hazard' and 'risk' in the context of manual handling work. 2.2. Outline the process for carrying out a manual handling risk assessment. 2.3. Describe the principle of the risk control hierarchy when applied to manual handling
3. Understand the principles, types of equipment and testing requirements associated with manual handling safety.	3.1. Describe safe movement principles associated with manual handling. 3.2. Outline the types of equipment designed to be used for manual handling tasks. 3.3. Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment.
4. Be able to apply safe manual handling principles.	4.1. Demonstrate efficient and safe manual handling principles when: a) applying effort to, or moving a load or object manually on their own; b) when using manual handling aids and equipment; c) when undertaking a manual handling task as part of a team.

14. Appendix 1: Practical Assessment

The following activities will be assessed by the Nominated Tutor.

- Lifting an object from the floor onto a platform/table at waist height (lift from floor).
- Moving an object from a platform/table at waist height to a platform/table at waist height 1.5m apart (short distance move).
- Moving an object from a platform/table at waist height to the floor (lower to floor).
- Carrying a load over a distance of 5m negotiating a 90° turn (carry a load with turn).
- Moving a load on equipment designed to be pushed over a distance of 5m, negotiating a 90° turn (push a load with turn).
- Lifting an object from the floor which requires more than one person to lift it (team lift).
- Carrying an object which requires more than one person to lift it, over a distance of 5m and negotiating a 90° turn (team carry).
- Lowering an object which requires more than one person to lift it from a 'carry' position to the floor (team lowering).

Centre Guidance for Assessment Activities

Centres are advised to use equipment and props for the assessment activities relevant to the environment where the training has been delivered. Remember, the assessment is about carrying out safe moving and handling, not a strength test. Centres must ensure the efforts required from a candidate to complete the assessment do not present an unnecessary risk.

Lift from floor

Any suitable object will suffice; a small box in an office, an item of equipment in an industrial premise or a product in retail. The assessment is about maintaining the correct principles of lifting. Remember the manual handling guidance on lifting loads from floor level.

- Feet alongside the load
- One foot slightly in front of the other to provide a stable base
- Keep the back straight

- Loads low on the floor need care - a slight bending of the back is more preferable than a full squat or stooping
- Test the load for balance and weight, never lift beyond your capability seek help if required
- Ensure a good hold is made - grasping the load in a 'hug' close to the body may be preferable to using hands alone
- Keep the shoulders in line and avoid leaning
- Look ahead when lifting
- Be aware not to bend the back, which happens when the legs are straightened before the load is lifted
- The heaviest side of the the load should be closest to the body
- Keep the load as close to the waist as you can when lifting - this is an important step in safe lifting

Short distance move

Place 2 desks 1.5m apart and ask delegates to move a suitable object between the desks. The assessment of the activity is to ensure that candidates do not twist but use whole body movements to ensure safe moving and handling.

Lower to floor

This assessment is about ensuring that the reverse of the lift from floor assessment is undertaken.

Carry a load with turn

This activity can be easily set up in the classroom or the workplace.

The main areas of this assessment are that candidates:

- check the route before carrying out the activity;
- correctly lift the load;
- keep the load close to the body, elbows as close to right angles as possible;
- keep the heaviest side of the the load closest to the body if relevant;
- use the feet to change direction and not twist the body; and
- ensure correct lowering of the load.

Push a load with turn

Centres must take suitable equipment to the venue (or ensure equipment is at the venue already) to ensure this activity can be properly assessed. A pushchair, sack truck or small wheelbarrow are examples of equipment which may be used.

Candidates should be assessed to ensure they:

- check the equipment before carrying out the activity
- check the route before carrying out the activity
- load the equipment using safe moving and handling principles
- ensure that equipment handles are positioned between waist and shoulder height

- check that hands are not on the outside of equipment, where they may be trapped against doors or walls
- use their feet to change direction
- travel at walking speed, without rushing
- keep feet well away from the load

Team lift

Use a suitable object, a piece of large furniture or a long pipe or tube are examples of equipment that can be used for this assessment. It is important that the principles of safe moving and handling are followed at all times, even when team lifting. Centres/tutors may find that all the team assessments may be carried out in one activity, i.e.:

- lift the load
- follow the route including the turn
- lower the load

Remember the following:

- a member of the team must be nominated to be in charge of the lift and to call out all instructions;
- all team members must be able to communicate with each other at all times;
- sufficient space should be available for the whole team to move the load safely at all times;
- the load should have suitable hand-holds or grips and all team members should have clear access;
- if possible, team members should be of similar individual capability including build and stature; and;
- uneven load distribution must be managed by the stronger team members taking the 'heavy end'.

Team carry

It is important that the route is checked before carrying out the lift. The load must be able to fit along the designated route.

Team lower

Lowering must continue to use safe moving and handling principles. The assessment must confirm clear communications between the team.