

Lesson	Time (mins)	Theory (T) Practical (P) Discussion (D)	Subject
	20	T / D	<ul style="list-style-type: none"> • Introductions
1	100	T / D	<p>Understand how to lift and move loads</p> <ol style="list-style-type: none"> 1. Legislation 2. Duties of employers and employees 3. Outline manual handling regulations 4. Helpful documents (HSE & other) 5. Hazards and risks with manual handling; Control measures 6. TILE 7. Spinal / shoulder anatomy; causes, consequences poor lifting and handling; signs and symptom of injuries 8. Benefit and value of early detection and treatment of injuries associated with manual handling activities 9. Warm up / stretching exercises; positioning 10. Reporting incidents / injuries
2	90	T / P / D	<p>Lift and move loads</p> <ol style="list-style-type: none"> 1. Take suitable safety measures before lifting to protect yourself and other people (what you can lift; weight of loads) 2. Use approved lifting and handling techniques 3. Check that any equipment you need to use is fit for use (pre and post) 4. Use lifting and handling equipment in line with company guidelines and manufacturers' instructions 5. Plan a safe and efficient route for moving goods 6. Know own responsibilities when asking others to help in lifting and handling operations (team lifting)
	30	T / D	Written assessment; End of course evaluation
End of Course			