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Qualification Specification

HABC Level 2 Award in Safe Moving and Handling (QCF)

Qualification Number: 501/1772/5

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HABC Level 2 Award in Safe Moving and Handling (QCF)

Introduction

This Qualification Specification document is designed to outline all you need to know in order to offer this qualification in your centre. If you have any further questions, please contact your account manager.

Qualification Details

The HABC Level 2 Award in Safe Moving and Handling (QCF) has been accredited by the regulators of England and Wales (Ofqual and Welsh Government) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Proskills, the Sector Skills Council for the process and manufacturing sector.

Key facts

QAN	501/1772/5
Learning Aim Reference	50117725
Guided learning hours (GLH)	10
Credit Value	2
Assessment Method	Multiple-choice examination and practical examination

Qualification Overview

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

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

Entry Requirements

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

This qualification is approved for delivery to the age ranges Pre-16, 16-18 and 19+.

Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit to achieve the qualification.

This qualification can be taken as a free standing qualification or as part of a wider programme of training. It particularly complements the HABC Level 2 Award in Health and Safety in the Workplace.

Delivery/Assessment Ratios

In order to effectively deliver and assess this qualification, it is recommended that centres do not exceed the ratio of 1 qualified tutor/assessor to 12 learners, in any one instance. If centres wish to increase this ratio, they must first request approval from HABC.

Guidance on Delivery

It is recommended that this qualification is delivered over a single day. This delivery programme may be adjusted in accordance with learners' needs and/or local circumstances.

Guidance on Assessment

Unit 1: Manual Handling Safety at Work

Part one: Multiple choice question paper

Testing learners' knowledge on the subject assessed by a 30-minute 15-question multiple-choice examination. Successful learners must achieve at least 10 out of 15 to pass this element of the qualification.

Part two: Competency-based assessment

A competency-based assessment is carried out by the nominated tutor. Learners must practically demonstrate the application of the correct techniques as indicated within the learning outcomes of the unit. Learners can either achieve a pass or fail.

Centre guidance on the practical assessments for this unit is included in Appendix 1.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

Guidance on Quality Assurance

HABC requires centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

HABC may monitor a centre's quality assurance procedures by conducting announced and/or unannounced engagement visits to ensure and verify the effective and efficient delivery and assessment of qualifications.

Centre Requirements

In order to effectively deliver this qualification, centres must have the following resources in place:

- suitable classroom environment with appropriate furniture.

Please see Appendix 1 for specific equipment required for delivery and assessment of Unit 1: Manual Handling Safety at Work.

Age Ranges

This qualification is approved for delivery to learners aged 14+.

Geographical Coverage

The qualification is suitable for learners in England, Wales or Northern Ireland.

Tutor/Assessor Requirements

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area. Assessment will be undertaken by the Tutor.

It is recommended that Nominated Tutors should have a minimum of a Level 3 Health and Safety qualification or equivalent in addition to a training/teaching qualification.

Suitable subject area qualifications/experience may include:

- Degree or Dip HE in a related subject such as Nursing, Environmental Health, Occupational Health and Safety or one that contains elements of these subjects
- Level 3 qualification in Health and Safety or equivalent
- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH National General Certificate in Occupational Safety and Health
- Suitable Manual Handling Instructor courses.

Suitable teaching qualifications include:

- Level 3 or 4 PTLLS or above
- HABC Level 3 Award in Delivering Training (or equivalent)
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- Level 3 or 4 NVQ in Training and/or Development.

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and Continuing Professional Development (CPD).

Reasonable Adjustments and Special Considerations

HABC has measures in place for learners who require additional support. Please see the HABC Reasonable Adjustments Policy.

ID Requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. See section 8 of the HABC Examination and Invigilation Regulations of the HABC Core Manual for further details.

Progression

Progression and further learning routes include:

- HABC Level 2 Award in Health and Safety in the Workplace (QCF)
 - HABC Level 2 Award in Moving People Safely (QCF).
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Useful Websites

www.hse.gov.uk

www.proskills.co.uk

Recommended Training Materials

The Manual Handling Handbook (Level 2) Martin Wordsworth. Highfield.co.uk Ltd

The Health and Safety Handbook (Level 2) Christian M.R. Sprenger. Highfield.co.uk Ltd.

Manual Handling Level 2 Training PowerPoint Wordsworth, M. Highfield.co.uk Ltd

Unit 1: Manual handling safety at work

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

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: <ul style="list-style-type: none"> 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.

Appendix 1: Practical Assessment for Unit 1

The following activities will be assessed by the Nominated Trainer in accordance with current best practice for safe movement and be recorded on the assessment matrix.

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.

1. Feet alongside the load
2. One foot slightly in front of the other to provide a stable base
3. Keep the back straight
4. Loads low on the floor need care - a slight bending of the back is more preferable than a full squat or stooping
5. Test the load for balance and weight, never lift beyond your capability seek help if required
6. Ensure a good hold is made - grasping the load in a 'hug' close to the body may be preferable to using hands alone
7. Keep the shoulders in line and avoid leaning
8. Look ahead when lifting
9. Be aware not to bend the back, which happens when the legs are straightened before the load is lifted
10. The heaviest side of the the load should be closest to the body
11. 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
- 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, for instance:

- 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
- 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.