

# Our services

For Suffolk and the surrounding counties



Please always check the Terms and conditions on the website BEFORE booking a course.

## MH Special Needs Manual Handling Courses

### Description

This one-day course is an introduction to Special Needs Manual Handling aimed towards staff working with children and young people in educational settings aged 2-19, and Link and Foster Carers. The course includes

- Introduction to Manual Handling
- Legislation and Policies
- Risk Assessment
- Disability Awareness
- Spinal Awareness
- Injury Complex,
- Key Principles of Safer Manual Handling Posture
- Controversial and Permitted Holds and Supports
- Practical session.

The practical session can be generic or bespoke to the specific needs required by you. For example, hoist and sling techniques, methods of holding/supporting in the techniques of handling small or larger children, adolescents and young adults with physical Special Needs and the uses and understanding of basic manual handling equipment i.e handling belts, sliding sheets, transfer boards, turntables etc.

### Aim

To equip staff with an understanding of why we approach manual handling of people in the way

we do both legally and as a Carer. To give staff the knowledge and confidence to deal with each manual handling situation and meet the individual needs of the youngster as they present safely, comfortably, empathetically and modestly. For some youngsters manual handling assistance during their educational day is crucial to their comfort, learning, nutritional input, socializing and having fun, their overall well-being.

### Equipment

Equipment can be incorporated in the training that you have within your setting, for example hoist and sling use, Manga cushions, Plinths, Pool equipment etc.

A **Certificate of Attendance** is issued to each course delegate on successful completion of both the theory and practical sessions of the course.

### 1 Day Special Needs Manual Handling Courses

**In-house:** 3 – 8 people\*

**Provided venue:** 4 – 8 people\*

Courses for less than 3 people may be available.\*

\*See website for prices and terms and conditions.

## BC Basic Back Care Awareness Course

### Description

This two hour course is aimed at staff that work in Early Year Settings (EYS) where there can be many aspects of every day manual handling involved in their work.

EYS often involve staff working at a low level, whether this is assisting with play and learning, eating and drinking, intimate care, doing general housekeeping duties or moving equipment about and much more during their every work day. The course will equip staff with an understanding how musculoskeletal injuries occur and their cumulative effects and how they can help themselves to prevent them. The course will also focus on the function of the

spine, weight guidelines and how legislation supports load management. There will be a short practical exercise at the end of the course.

A **Certificate of Attendance** will be issued to each delegate on completion of the course.

### Basic Back Care Awareness Course

**In-house:** 4 – 10 people\*

**Provided venue:** 4 – 10 people\*

Courses for less than 4 people may be available.\*

\*See website for prices and terms and conditions.

## RC Manual Handling Refresher Courses

### Description

This 2.5 hour Refresher Course is aimed towards people who have attended a full course previously within the last 18 months and are required to maintain their certification. This will update all attendees with current best practice on load management. The course will include an overview on the theory supporting Load Management of people and a practical session.

A **Certificate of Attendance** will be issued to each delegate on successful completion of the course.

### Special Needs Manual Handling Refresher Courses

**In-house:** 3 – 8 people\*

**Provided venue:** 4 – 8 people\*

Courses for less than 3 people may be available.\*

\*See website for prices and terms and conditions.

## RA Risk Assessments

### Description

This includes advice, assistance and/or completion of a necessary Risk Assessment for moving and handling. This will be in line with legislation and policies on Load Management and best practice.

Note: If a new Risk Assessment is required from us, an in-house visit (see in-house visits for prices) is also required to assess the youngster/s requirements with the key members of staff involved in their daily routine.

Parents and guardians are welcome to attend the Risk Assessment.

### Aim

For the setting to have a completed appropriate individual Risk Assessment, and Personal Emergency Evacuation Plan (PEEP), the importance of a continuing communication and liaising between parents, guardians, young person, key workers, therapists and management.

### Risk Assessment

**In-house\***

\*See website for prices and terms and conditions.

## Vi In-house Visits

### Description

This is a personal visit to staff who have already received Manual Handling Training. If this training has not previously been delivered by me, I will require evidence of training (for example an appropriately signed certificate). Staff involved with the visit will need to have a basic knowledge and understanding of legislation and policies supporting load management, spinal awareness, key

principles of safer manual handling posture and a knowledge of holds and supports. On a visit I can go through specific manoeuvres with staff and the child/young person, and assess and advise on particular tasks. I may need to liaise with the child's/young person's Physiotherapist, Occupational Therapist or both.

A **Written Summary** will be sent to the school within two weeks of a visit. A copy may also have to be sent to the child's Physiotherapist, Occupational Therapist, or both.

### Aim

To give key staff further confidence and reassurance that they are approaching and carrying out any manual handling tasks in the most suitable, correct manner for the child's/young person's needs. Giving staff the opportunity of enabling the child/young person to reach their full potential physically, and reducing the risk to the lowest level that is reasonably practicable.

### In-house Visits

**In-house\***

\*See website for prices and terms and conditions.