

# Qualsafe Level 2 Award in Principles and Practice of Moving People Safely (RQF)

Qualification Specification

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### Key qualification information

Qualification number: Operational start date: Total Qualification Time (TQT): Guided Learning Hours (GLH): Number of Units: Assessment Methods:

### 603/3313/3 26 June 2018

- 7
- 1 mandatory unit
- Theory assessment/multiple choice question paper: 1 x 20 question paper (minimum score 14)
- Practical assessment 3 completed throughout the course





## **Qualsafe Awards**

Not only is Qualsafe Awards (QA) one of the largest Awarding Organisations (AO) in the UK, we are also the biggest AO for First Aid qualifications, making us an extremely trusted and recognisable name that employers look for when selecting a training provider.

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer Centres an extensive range of qualification suites including First Aid; Prehospital Care; Health and Safety; Mental Health First Aid; Food Safety; Fire Safety; Education and Training; Manual Handling; and Health and Social Care.

With a specialist team of subject matter experts on hand to support our Centres, including A&E Consultants, doctors, paramedics, nurses, physiotherapists and specialists in other sectors such as mental health, you can be confident that you are truly working with the industry experts.

# **Qualification overview**

This qualification forms part of the QA Manual Handling suite of qualifications. The qualification and learning outcomes are based on:

- · National Occupational Standards (NOS) related to the safe moving of people
- · Recommendations of good practice outlined by the Health and Safety Executive (HSE)

This qualification explains the principles and practice of safer handling of people. It outlines the importance of safer manual handling, the legal requirements, the process of completing risk assessments and personal handling plans to reduce the risk of harm and the importance of retaining health and dignity when moving a person. Learners will have the opportunity to practise the principles of safer handling of people when using equipment, on their own and as part of a team.

This qualification specification provides information for Centres about the delivery of the Qualsafe Level 2 Award in Principles and Practice of Moving People Safely (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

### Objective

The objective of the qualification is to benefit Learners through developing their knowledge, skills and understanding of the principles of moving people safely, providing them with the opportunity to practise and apply these principles so they can operate in a safer working environment when moving people.

#### **Intended audience**

This qualification is for ideal for people who work, or intend to work, in a role that involves assisting and moving people. It is suitable:

- · As an introduction to those starting work which involves moving people
- · For those returning to work where moving people is required
- · As safety refresher training





#### Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 8 hours. Full details of this unit are in *Appendix 1*.

Learners must complete all assessments successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 4 weeks.

TQT is the total number of hours required for a Learner to achieve this qualification. It has 2 elements:

- Guided Learning Hours (GLH) is the time a Learner is being taught and assessed under the immediate guidance of a Trainer/Assessor, which for this qualification is 7 GLH (minimum), and
- The number of hours a Learner will reasonably be likely to spend in preparation and study, including assessment, as directed by, but not under the immediate guidance or supervision of a Trainer, e.g. pre-course reading, which for this qualification is 1 hour

#### **Other units**

No other units can be combined to count towards the Qualsafe Level 2 Award in Principles and Practice of Moving People Safely (RQF) qualification.

#### Relationship with other related qualifications

Units in this qualification may appear in other health and safety or manual handling qualifications.

#### Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process for recognising any learning undertaken and/or attained by a Learner. The Learner must prove they have met some or all the learning outcomes and/or assessment criteria for this qualification before RPL can be considered.

Any evidence submitted as RPL must be valid, authentic, reliable, current, sufficient and specific.

In some cases Centres may need to produce mappings against QA learning outcomes and assessment criteria to confirm comparability of qualification certificates and/or evidence being submitted. Mapping templates created by QA must be used for this process. Please see the QA *Recognition of Prior Learning (RPL) Policy* for further details.

RPL is considered for this qualification with the following potential outcomes:

- Reduction or exemption of learning outcomes or Guided Learning Hours for the unit
- · Exemption of all assessments for the unit

RPL for this qualification must be approved by QA prior to implementation. Note: Charges may apply.

#### Entry requirements

Learners must be at least 14 years old on the first day of the training.

There are no other formal entry requirements but to benefit from the learning we advise that Learners have a minimum of Level 1 in literacy.

#### Other course requirements

Due to the practical nature of this course, Learners should wear appropriate clothing and footwear, e.g. trousers and flat footwear.



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#### Progression

The Qualsafe Level 2 Award in Principles and Practice of Moving People Safely (RQF) may be used towards other qualifications at the same and higher level, plus aid career progression in a relevant profession.

Some possible routes of progression are:

- · Qualsafe Level 2 Award in Health and Safety in the Workplace (RQF)
- · Qualsafe Level 2 Award in Health and Safety in Health and Social Care (RQF)
- · Qualsafe Level 2 Award in Principles of Risk Assessment (RQF)
- · Qualsafe Level 3 Award in Health and Safety in the Workplace (RQF)
- · Qualsafe Level 3 Award in Risk Assessment (RQF)

#### **Requalification requirements**

We recommend you refresh your training every 3 years.

# **Qualification approval requirements**

Qualsafe Awards requires the Centre:

- · To have appropriate policies, systems and procedures in place
- To appoint suitable individuals from their personnel team to train, assess and quality assure their QA qualifications
- · To have suitable and adequate venues, equipment and learning resources

In order to secure and maintain approval from QA, Centres need a minimum staffing requirement for each qualification suite they deliver, which for this qualification is:

One Trainer/Assessor	r/Assessor Responsible for the delivery and assessment of qualifications	
One Internal Quality Assurer	Responsible for quality assuring the delivery, assessment and awarding of this qualification	

Qualsafe Awards requires the Centre staff to read and understand QA's key policies and procedures, and to abide by their contents.

#### Trainers

All Trainers should have the skills, knowledge and experience to be able to teach and demonstrate the subject. Each Trainer must be approved by Qualsafe Awards and provide evidence of:

- 1. A relevant vocational qualification (see Vocational qualifications table )
- 2. A formal teaching/training qualification (see Teaching qualifications table)

Vocational qualifications		
Degree or Dip HE in a relevant subject such as physiotherapy, nursing and occupational therapy	Advanced qualifications in Moving People Safely	
Ofqual Regulated Level 3 or above Moving People qualification	Suitable Moving People Safely Instructor Course	





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Teaching qualifications		
B.Ed, M.Ed	City and Guilds Teacher's Certificate or equivalent	
PGCE, PCET, Cert Ed	Ofqual Regulated Level 3 Award and Level 4 Certificate in Education and Training	
NVQ Level 3 in Learning and Development	PTTLS, CTTLS, DTTLS	
NVQ Level 4 in Learning and Development	Further Education Teacher's Certificate	

(If relevant qualifications or experience do not appear on this list, please provide us with details as these alternatives could be acceptable.)

Trainers are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD).

#### Assessors

There is no requirement for a separate Assessor when delivering this gualification. Once Trainers have been approved to deliver the qualification, they can assess Learners.

It is best practice for Trainers to hold a formal (regulated) assessing qualification or attend relevant Assessor CPD training with an Awarding Organisation (AO). However, as a minimum, Trainers must follow the principles outlined in the current National Occupational Standards for Learning and Development: Standard 9 - Assess learner achievement. Centres must be able to prove this.

#### **Internal Quality Assurers**

Internal Quality Assurers (IQAs) must be vocationally competent and have a relevant vocational qualification (see Vocational qualifications table) and:

- Hold (or be working towards) a quality assurance qualification or
- · Have attended QA approved IQA training relevant to this qualification or
- · Hold an assessing qualification and follow the principles outlined in the current National Occupational Standards for Learning and Development: Standard 11 – Internally monitor and maintain the quality of assessment (Centres must be able to prove this)

It is best practice for IQAs to hold a formal (regulated) IQA qualification and to hold, or be working towards, a formal (regulated) teaching qualification.

Full details of the Centre's requirements for internal quality assurance are in the QA Centre Assessment Standards Scrutiny (CASS) Guidance.

Note: IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

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#### Venue and equipment

Quality training involves using premises conducive to learning and it is a Centre's responsibility to make sure all venues used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation.

In addition, it is important to use a wide range of equipment and learning resources to support delivery.

As a minimum, Centres must make sure their venues, equipment and other resources include:

Area	Requirements:
Training venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise. The theory assessment space should allow Learners to sit at least 1 metre apart to prevent collusion.
Audio visual (AV) equipment and training aids	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
Learning materials	Provide Learners with clear and accurate reference books/handouts covering the topics included in the qualification.
Moving people equipment applicable to the Learner's working environment	Provide equipment to complete the selected moving people assessments. This could include: chair with arms, handling belt, hoists, profiling bed, slide sheet, slings, straps, transfer board or a wheelchair.

Note: Learners should sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment.

# **Course/Centre administration**

### **Registering Learners**

Register Learners with Qualsafe Awards in accordance with the guidance in the QA Centre Handbook.

#### Certification

After a Learner has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the QA Customer Portal at: www.qualsafeawards.org

Centres will be given login details and guidance on using the QA Customer Portal when they are approved to deliver a QA qualification.

The Learner receives a certificate on achieving this qualification.

The certificate date is the date the Learner achieves the unit.

QA have developed a verification tool that means the validity of every certificate can be verified online. This verification tool can be found on the QA website.

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## **Delivery and support**

#### Learner to Trainer ratio

To maintain the quality of training and assessment, make sure the class ratio is no more than 12 Learners to 1 Trainer. The assessment space should allow Learners to sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment.

Note: You should never allow more Learners on the course than you can cater for during the assessment.

#### **Delivery plan**

Qualsafe Awards provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.

Centres not using QA lesson plans, which are created and provided free, must submit their own delivery plan and have it approved by us **before** delivering this qualification. Note: Charges may apply. The delivery plan should:

- Include a course timetable and detailed lesson plans, clearly showing the required subjects and criteria/ learning outcomes are covered and the minimum 7 guided learning hours are met
- Be carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments
- · Be emailed to: info@qualsafeawards.org

#### **Qualsafe at Home**

The theory element of this qualification can be delivered online using a virtual classroom. Further details about the requirements for delivering a Qualsafe at Home course are available to approved Centres in the 'Centre downloads' section of their QA Customer Portal. All Centres must seek approval for remote training by completing the *Qualsafe at Home Centre Application*. All Centre staff involved in the remote delivery for this qualification must read and understand all guidance and requirements in advance of delivery.

The practical elements of this qualification and all the assessments must take place in a face-to-face classroom and cannot be completed remotely. The 'minimum' amount of face-to-face classroom hours are detailed below:



Note: theory sessions must be completed before the practical face-to-face classroom sessions and all the assessments must take place during the face-to-face sessions.

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#### Learning materials

Centres must provide each Learner with suitable reference materials that cover the lesson plans and learning outcomes for this qualification. We recommend:

· Safe Moving of Objects and People Made Easy by Shona Eyre

Centres can choose alternative books or other learning materials but these **<u>must be approved</u>** by Qualsafe Awards prior to use. Note: Charges may apply.

#### **Ongoing support**

Qualsafe Awards Centres should provide appropriate levels of support to Learners throughout the qualification. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification, see Appendix 1
- · Give Learners feedback on their progress and how they might be able to improve

### Assessment

#### Methods

Qualsafe Awards has devised externally set, internally marked assessment tools to make sure Learners are assessed against the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in *Appendix 1*. Centres should download all assessment papers from the QA Customer Portal in advance of the course. There are:

- Practical assessments observed by the Trainer throughout the course, with the results of each learning outcome recorded on the practical assessment paperwork, see QA Guide to Assessing Manual Handling Qualifications. There are 3 practical assessments for this qualification:
  - Solo supporting or moving a person
  - Moving a person using equipment
  - Moving a person as part of a team
- Theory assessment/multiple choice question papers there is 1 paper for each Learner and Learners should answer all the questions under 'examination' conditions, see QA *Multiple Choice Question Paper Guidelines*:
  - Maximum time allowed is 30 minutes
  - · Minimum mark is 14 out of 20 to be considered for an overall 'Pass'

There are 2 possible grades available of Pass or Fail. All mandatory areas of assessment must individually meet or exceed the required pass criteria/mark for the Learner to achieve this qualification.

Note: Centres should download all assessment papers from the QA Customer Portal in advance of the course.

#### Access to assessment

Qualsafe Awards is committed to equality when designing the assessments for this qualification. Centres can make sure they do not unfairly exclude the assessment needs of a particular Learner by following the QA *Access to Assessment Policy* to determine whether it is appropriate to make a:

- · Reasonable adjustment or
- · Special consideration



When a reasonable adjustment is made or requested, e.g. written or theory assessment delivered verbally, Centres must complete a Reasonable Adjustment Form and send it to QA with any relevant supporting evidence. Centres should retain a copy of this form for their own records.

Learners may be eligible for special consideration if they have been affected by adverse circumstances beyond their control. A Special Consideration Request Form should be completed and sent to QA for consideration with along supporting evidence prior to implementation. Centres should retain a copy of this form for their own records.

Note: If you have any suggestions for improvements, please let us know.

Learners should be informed about the Centre's and QA's appeals and complaints procedures and how they can access these. Information about these procedures can be found in the *QA Training Commitment* which should be presented to Learners during their course.

#### Specific equality issues relevant to this qualification

It is important no Learner is turned away from a training course due to disabilities or physical impairments. However, to assess competence and gain certification, the Learner will need to demonstrate certain practical skills. For instance, the Learner must be assessed performing practical tasks such as supporting and moving a person, as per QA *Guide to Assessing Manual Handling Qualifications*. To pass the assessment, the Learner must demonstrate the required practical skills without assistance from a third party (unless authorised by QA following a reasonable adjustment request).

#### Informal record of achievement

If a Learner with disabilities cannot perform 1 or more of the practical tasks required, it may be possible for the Centre to provide a letter recording the learning outcomes that the Learner achieved. The letter should clearly state that "this record of achievement does not constitute a Qualsafe Level 2 Award in Principles and Practice of Moving People Safely (RQF)".

#### Assessment language

Assessment in British Sign Language (BSL) may be permitted for this qualification for the purpose of a Reasonable Adjustment. See QA Access to Assessment Policy.

Assessment in languages other than English may be permitted. However, the certificate issued could only be used to support a role in the workplace as long as proficiency in English is not required for the role supported by this qualification. See QA *Language Policy*.

Prior approval from QA is required before any assessment is delivered through BSL or a language other than English. Any request received will be considered in terms of viability and there may be charges depending on the work required to meet the request, e.g. translating assessment papers.

If a Learner passes the assessment process in another language or through BSL, their certificate will show extra information, including the language of assessment and if required, confirmation of the context in which the certificate can be used.



# **Quality assurance**

#### Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. Centres are required to adhere to QA's internal quality assurance requirements. Further details can be found in the QA *Centre Assessment Standards Scrutiny (CASS) Guidance*.

Centres must retain all Learner documents and records for a period of 3 years and make sure these are available for review by Qualsafe Awards or our representatives, e.g. External Quality Assurers (EQAs), on request.

#### Qualsafe Awards external quality assurance

Qualsafe Awards operates a system of ongoing monitoring, support and feedback for approved Centres.

QA employs a risk-based model to decide the frequency of external quality assurance activity.

Further details of the QA external quality assurance programme are available in the QA Centre Assessment Standards Scrutiny (CASS) Guidance.

# **Further information**

### **Contact us**

If you have any queries or comments we would be happy to help you, contact us:

Email: info@qualsafeawards.org

Tel: 0330 660 0899

#### Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED: <u>www.qualsafeawards.org/home</u>
- Office of Qualifications and Examinations Regulation (Ofqual): www.gov.uk/government/organisations/ofqual
- Council for the Curriculum Examinations and Assessment (CCEA): <a href="https://ccea.org.uk/regulation">https://ccea.org.uk/regulation</a>
- Scottish Qualifications Authority (SQA): <u>http://accreditation.sqa.org.uk</u>
- · Qualifications Wales: www.qualificationswales.org
- Health & Safety Executive (HSE): <u>www.hse.gov.uk</u>



# Appendix 1 – Qualification Unit

The Qualsafe Level 2 Award in Principles and Practice of Moving People Safely (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

Title:	Principles and Practice of Moving People Safely         7         2	
GLH:		
Level:		
Learning outcomes The Learner will:	Assessment criteria The Learner can:	Indicative content
1. Understand the importance of safe manual handling	<ul> <li>1.1 Recognise the potential injuries and ill health associated with incorrect manual handling</li> <li>1.2 Distinguish employer's and employee's duties relating to manual handling at work</li> </ul>	<ul> <li>Definition of manual handling</li> <li>Potential manual handling injuries, e.g. hernia, muscle sprain</li> <li>Most common injuries, e.g. back injury</li> <li>Common causes of manual handling injury, e.g. poor posture, heavy lifting</li> <li>Task related factors that increase the risk of harm, e.g. twisting, bending</li> <li>Personal related factors that increase the risk of harm, e.g. unfit, age, existing injuries</li> </ul> Employer's legal responsibilities under: <ul> <li>Health and Safety at Work etc. Act (1974), e.g. provide safe systems of work</li> <li>Manual Handling Operations Regulations (1992), e.g. where possible avoid the need for employees to perform manual handing tasks</li> <li>Management of Health and Safety at Work Regulations (1999), e.g. use equipment in the way they were trained</li> </ul> Employee's legal responsibilities under: <ul> <li>Health and Safety at Work etc. Act (1974), e.g. co-operate with employers on health and safety matters</li> <li>Health and Safety at Work etc. Act (1974), e.g. co-operate with employers on health and safety matters</li> <li>Manual Handling Operations Regulations (1992), e.g. follow safe systems provided</li> <li>Manual Handling Operations Regulations (1992), e.g. use equipment in the way they were trained</li> </ul>
	<ol> <li>Identify the consequences for non- compliance with health and safety requirements at work</li> </ol>	<ul> <li>Liability if laws are broken</li> <li>Penalties for non-compliance</li> </ul>
2. Understand how a risk assessment and personal handling plan reduce the risk of injury to everyone involved when moving a person	<ul> <li>2.1 Recognise key terms used in manual handling risk assessment including:</li> <li>risk</li> <li>hazard</li> <li>control measures</li> <li>reasonably practicable</li> <li>competent person</li> <li>hierarchy of control</li> </ul>	<ul> <li>Definition of terms:</li> <li>Risk</li> <li>Hazard</li> <li>Control measures</li> <li>Reasonably practicable</li> <li>Competent person</li> <li>Hierarchy of control (emphasise most effective risk control measure is to avoid/eliminate the task)</li> </ul>





	2.2 Identify the process of carrying out a risk assessment in relation to moving a person	<ul> <li>Four steps of a manual handling risk assessment – avoid, assess, reduce, review</li> <li>Assess risk factors using T.I.L.E. (Task, Individual, Load, Environment)</li> <li>Control measures and reducing the risk of harm using T.I.L.E.</li> <li>Legal responsibilities regarding manual handling risk assessments</li> <li>Additional requirements for moving people risk assessments, e.g. carer and client need to be considered, client's level of independence, client's wishes</li> <li>On-the-spot risk assessments</li> <li>Categories of people who need separate risk assessments, e.g. pregnant women</li> </ul>
	2.3 Identify the content of a personal handling plan and how it should be used	<ul> <li>What a personal handling plan is</li> <li>What a personal handling plan should include, e.g. client's height, handling constraints, equipment needed</li> <li>When consent should form part of the personal handling plan</li> <li>When personal handling plans should be reviewed</li> <li>Importance of on-the-spot risk assessments and documenting any occurrences of variations to the personal handling plan</li> <li>Importance of following personal handling plans and monitoring their use</li> </ul>
3. Understand the personal safety, health and dignity issues relating to the	3.1 Recognise the potential impact to a person who is moved incorrectly	Potential impact to a person moved incorrectly, e.g. indignity, worsening existing injuries
movement of a person by others	3.2 Identify the ways in which the dignity, health and safety of the person being moved can be preserved	<ul> <li>Need for competency of carers</li> <li>Ways dignity, health and safety of the person being moved can be preserved, e.g. using screens, infection control</li> </ul>
	3.3 Recognise unsafe manoeuvres	Unsafe manoeuvres, e.g. bear hug, drag lift
4. Understand the principles of moving people safely and the testing requirements for equipment	4.1 Recognise the anatomy of the spine, its function and the mechanics of movement	<ul> <li>Basic functions of the spine</li> <li>Structure of the spine, e.g. ligaments, discs</li> <li>Natural curves of the spine</li> <li>The lever system and the body</li> <li>Centre of gravity</li> </ul>
	4.2 Identify safe movement principles associated with moving people	<ul> <li>Importance of encouraging client independence</li> <li>Verbal prompts</li> <li>Power position, e.g. relaxed knees, bend with the knees not the back</li> </ul>
	4.3 Recognise procedures for emergency handling	<ul> <li>Using equipment when assisting a fallen client</li> <li>Other emergency handling situations and how to approach them</li> </ul>





		4.4 Identify the requirements for the testing, servicing and examination of people handling or lifting equipment	<ul> <li>Provision and Use of Work Equipment Regulations (PUWER 1998), e.g. employer must make sure equipment is maintained, frequency of inspection of equipment for moving people</li> <li>Lifting Operations and Lifting Equipment Regulations (LOLER 1998), e.g. equipment must be marked with safe working loads</li> <li>Plus-sized clients and the use of equipment to reduce risks for carers and clients – suitability of equipment for plus-sized clients</li> </ul>
р	5. Be able to apply safe principles when moving a person	<ul><li>5.1 Demonstrate efficient and safe movement principles when:</li><li>a. applying effort to support or move a person manually on their own</li></ul>	<ul> <li>Checks before moving a client, e.g. adequate space</li> <li>Importance of gaining consent</li> <li>Practise safe movement principles for solo supporting or moving a person for selected moves</li> </ul>
		b. using movement aids and equipment	Practise safe movement principles for moving a person using equipment for selected moves
		c. moving a person as part of a team	Practise safe movement principles for moving a person as part of a team for selected moves

Full and detailed qualification content is available to approved Centres in the form of lesson plans and a training presentation which are provided free of charge.



### www.qualsafeawards.org

Tel: 0330 660 0899 Email: info@qualsafeawards.org

