



NATIONAL HEALTH AND SAFETY FUNCTION

Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service

HSE Manual Handling & People Moving and Handling Training

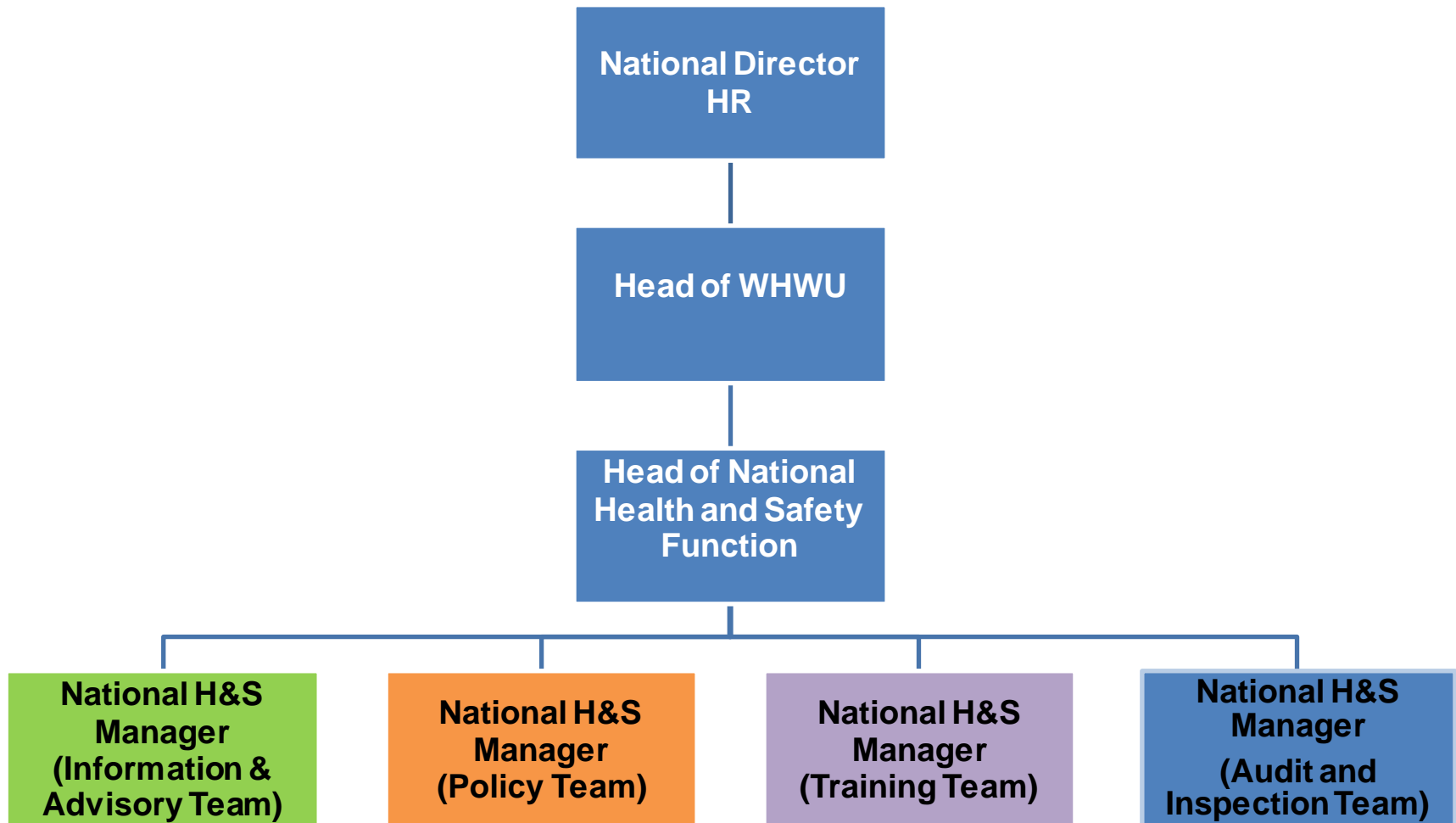
A National Standardised Approach

HOSPEEM Network Meeting

Nick Parkinson

**Head of National Health & Safety Function
HSE**

A Brief Overview of the National Health and Safety Function



Our aim is to provide an integrated National OSH Support Function



Team Functions

- **Information and Advisory**
 - Advice, information and guidance
 - Health and Safety web-content
 - Developing, managing and operating a single-point request system (online, e-mail and telephone)
- **Policy**
 - Develop and review all OSH PPPGs
- **Training**
 - Standardise training from a national perspective
 - Support the organisation in training design, development and delivery
- **Audit and Inspection**
 - Conduct inspections and audits

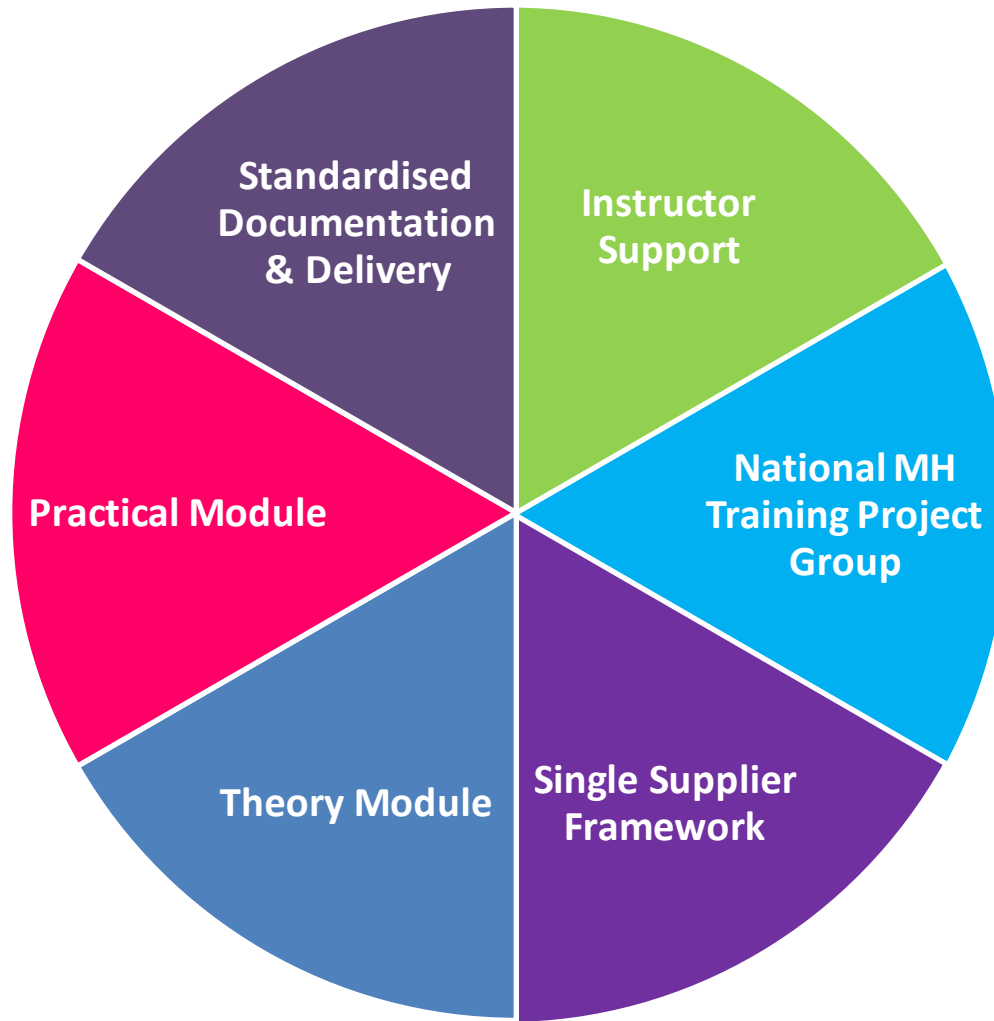
Background – MH/PMH Training

- Lack of standardisation
 - Delivery models
 - Training providers
 - Theory/practical techniques
 - Documentation
 - Cost
- Disparity in terms of access to support e.g. local MH/PMH Coordinator/Advisors
- Lack of national support for Co-ordinators and Instructors
- Instructor requests for guidance with regard to specific elements of training e.g. fitness to participate, pregnant employees
- Lack of information on Instructors nationally
- Inadequate assurance data

Background

- Policy
- Reviewed potential options to support delivery, taking into account local needs
- Adopted blended learning strategy
 - E-learning Theory
 - Supported by face-to-face practical
 - Internal & external instructors
 - Documentation and resources
- Phased implementation strategy
 - 3 years' development
 - Distinct projects with key stakeholders
 - Launch

Components of Strategy



Instructor Support



Instructor Register

- All active, qualified (FETAC/QQI Level 6) internal HSE instructors (>250)
- Mechanism to contact, update and provide information to instructors
- Enables Function to provide and fund refresher training
- Allows function to connect instructors with services in their area and other instructors for training and co-delivery

Instructor Forum

- Share knowledge and develop best practice
- Communicate on national developments, emerging issues, best practice
- Support Instructors in the delivery of MH/PMH training
- Provide CPD opportunities to Instructors
- Allow us to work strategically to identify and respond to issues affecting HSE Instructors

National MH Training Project Group



National Coordinators

- Assist in the development of course /training material
- Standardise practical techniques (evidenced based practice and tailored)
- Identify the formal CPD requirements for HSE internal Instructors
- Identify and develop standardised documentation
- Identify and develop relevant supporting protocols/guidance for use by Instructors, e.g. workplace issues identified by participants
- Advise on other manual and people handling strategic matters as appropriate to the Role and Function of the Group

Single Supplier Framework Contract

Single Supplier
Framework

- Provision of MH & PMH Training in the Health Sector
- Office of Government Procurement
- Delivery of quality training in a standardised manner
- Value for money, reduced time and costs associated with local procurement
- Includes MH/PMH/Instructor/refresher Instructor
- Reflects blended learning options
- User Guide and documentation



USER GUIDE

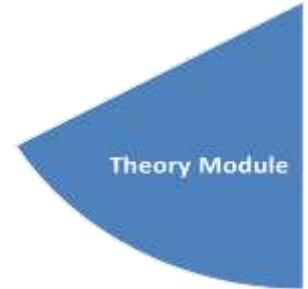
Single Supplier Framework Contract
for the provision of Manual Handling
and People Moving and Handling
Training Services in the Health Sector

THR028F

This is a Tier 2 Framework	
Contract type	Services to be provided
Framework	Training services
Framework	Training services
Framework	Training services
Framework	Training services
Framework	Training services
Framework	Training services
Framework	Training services
Framework	Training services
Framework	Training services
Framework	Training services

MH and MPH Theory Module

- Hosted on HSElanD
- Standardised content
- National MH Training Project Group
- Launched - Oct 2018
- Statutory requirement and mandatory for all HSE employees
- Innovative and interactive
- Includes assessment
- Offline classroom-based version
- Professional E-book issued with certificate (2021)



Practical Module

- Standardised core content/techniques
- Tailoring to the work activities, work environment and work equipment
- Classroom based
- Overview of Theory and Techniques - based on Evidence Based Practice - National MH Training Project Group
- Document the practical techniques explained, demonstrated and practiced (or omitted) on the Practical Technique Record form
- Actively assess learning by observing and ensuring each employee fully participates and correctly practices each technique
- Discovery Zone/Share Centre



Locally Coordinated Training Request Form

	Checklist/Form	
Ref:CF:032:02	RE: Locally Co-ordinated Training Request Form	
Issue date:	March 2019	Revised July 2019
Author(s):	National Health and Safety Function (Training Team)	
Note:	<i>This Form is to be completed for all statutory Occupational Safety and Health Training. By completing and submitting this form, you are agreeing to any relevant Terms & Conditions and committing to releasing participant numbers documented below.</i>	

1. General details	
Helpdesk Request Number/ NASF Ref No. ¹ (as applicable)	
Training Course Title, Brochure Ref. and Lot #:	
Training Provider/Instructor:	

2. Service details	
Division:	
CHO Area/Hospital Group:	
Service/Discipline/Department:	
Responsible Person/Line Manager name and contact details (Mobile No. and email):	
Training Date:	
Venue & address:	
No. of Participants:	
Employee/attendee Names:	

Completed by Line Manager requesting training. Includes:

- Service details
- Participant numbers
- TNA Findings / site-specific information
- Attendee fitness to participate issues
- Venue suitability

Instructors should not deliver any training if they have not received a copy of fully completed LCTRF

Attendance Sheet





- Additional fields/ columns may be added to capture further information required as per local procedures and recording methods e.g. employee job title, work location

	Checklist/Form				
Ref: CF:036:02	RE: Manual Handling and People Moving and Handling Attendance Sheet				
Issue date:	18/01/2019	Revised:	13/06/2019	Review:	01/02/2021
Author(s):	National Health and Safety Function (I&A and TT)				

Training Course Title (& Lot #):					
Venue:					
Date:			Unique Reference Number:		
Instructor name (Print)	1.		2.		
Signature	1.		2.		

	Name	Signature	Certificate (Insert date of Cert)
1			
2			
3			

Practical Technique Record Form

	Checklist/Form		
Ref:CF-043-01	RE: People Moving & Handling Training Practical Technique Record		
Issue date:	April 2019	Revised:	June 2019
Author[s]:	National Health and Safety Function (Training Team) Acknowledgements: assistance and support from the HSE National Manual Handling Training Project Group		
Note:	Instructor to ✓ relevant section in below table to record the practical techniques explained (E) and demonstrated (D) by the instructor and practiced (P) by the participants during the training programme. Additional information should be included to document any further details of these tasks/ techniques e.g. specific equipment used (e.g. hoist and sling type and make), specific loads, weights of load, etc. Additional practical techniques E/D/P during training must be included in Section 2.12 'Other'. Maintain form in compliance with GDPR		

Training Course Title (& Lot #)			
Date			
Time			
Venue			
Unique Reference Number			
Instructor Name (Print)	1.	2.	
Instructor Signature	1.	2.	
Hand-out Provided	Yes		No

PRACTICAL TECHNIQUES		E	D	P	ADDITIONAL INFORMATION
1	INANIMATE MANUAL HANDLING TASKS				
1.1	Practice of Principles without load				
1.2	Lifting load to and from floor				
1.3	Lifting load to and from table				
1.4	Lifting load to and from height (not above shoulder)				
1.5	Pushing and Pulling				
1.6	Team Handling				
2	PEOPLE MOVING & HANDLING TASKS				
2.1	Sit to Stand				
2.1.1	Repositioning in the chair (back/forward) – Instructing using minimal supervision				
2.1.2	Assisted forwards with 1 carer				
2.1.3	Sit to Stand - Instructing using minimal supervision				
2.1.4	Sit to Stand from chair/bed with 1/2 carers				
2.1.5	Sit to Stand with equipment				
2.2	Assisted Walking				

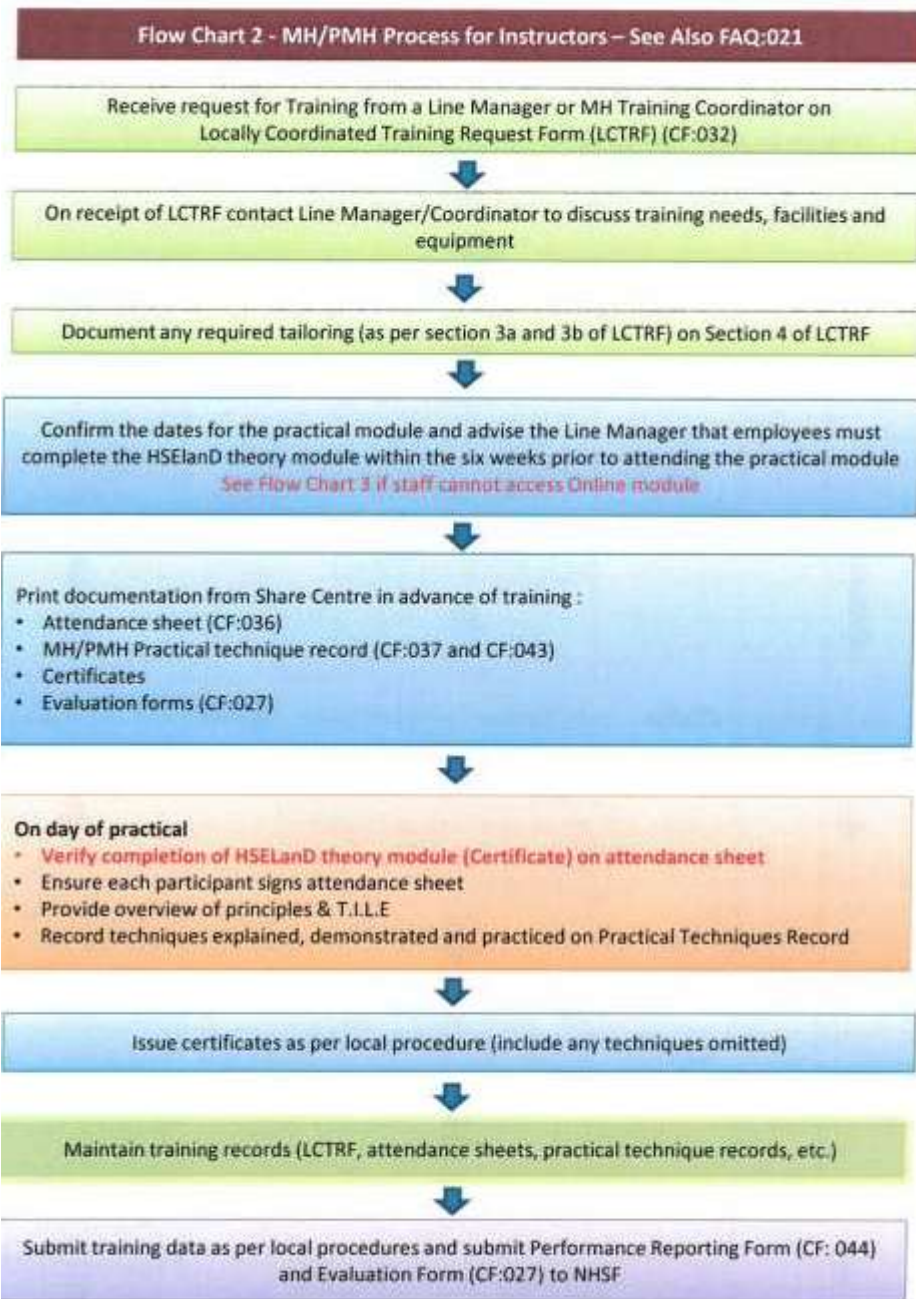
- MH Form and PMH Form
- Document Techniques E/D/P
- Standard list of Techniques
- Add specific details e.g. equipment used (e.g. hoist and sling type and make), specific loads
- Include additional techniques E/D/P in 'Other' Section
- Record any tailoring of training
- Record fitness to participate

Certificate

- The instructor is confirming that the employee has attended and successfully completed the module, i.e. fully participated and demonstrated correctly all relevant practical techniques
- Expiry date to be documented
- Record any techniques omitted/not practiced

 		
<p><i>This is to certify that</i></p> <hr style="width: 20%; margin: auto;"/> <p><i>has successfully completed</i></p> <p>People Moving and Handling Training Practical Component (Lot 11)</p>		
Instructor name (Print):	1. <input type="text"/>	2. <input type="text"/>
Signature:	1. <input type="text"/>	2. <input type="text"/>
Organisation (HSE/Healthcare Direct):	<input type="text"/>	
Date:	<input type="text"/>	Expiry Date: <input type="text"/>
Unique Reference Number:	<input type="text"/>	
Any Techniques Excluded (ref no(s) per CF.037):	<input type="text"/>	

MH/ PMH Training Process for Instructors



Benefits of Approach

- Enhanced and standardised quality of theory and practical elements, following the principles of FÁS Training specification QA 58/01
- Ease of use, accessibility and flexibility
 - Over 48,000 staff completed the theory training in 2020
- Safety, especially during the COVID-19 pandemic
- Increased assurance through access to national attendance data
- Networking and CPD opportunities for coordinators and instructors
- Significant cost benefits (including financial and time)
- Opportunity to identify and address issues at national level with expert assistance through the national MH training coordinator's group

Additional Supports

- NHSF



For support with helpdesk, call
1850 420 420
between
10:30-12:00 and 14:00-15:30

<https://www.hse.ie/eng/staff/safetywellbeing>

<https://healthservice.hse.ie/staff/training-development/manual-handling-people-handling/>

- Discovery Zone (HSElandD – For Certified Instructors and Coordinators)
- Internal MH Training Coordinators and Instructors
- Local Health and Safety Officers