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A close-up photograph of a worker's feet wearing grey safety boots with black accents, standing on large, rusted metal blocks. The worker is wearing yellow safety trousers. The image is partially obscured by a semi-transparent green overlay.

NEBOSH HSE Certificate in Manual Handling Risk Assessment

Qualification guide for Learning Partners

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Qualification overview

Qualification overview

Qualification key features

Unit prefix and title:	Unit MHR1: Assessing Manual Handling Risk	
Assessment Unit MHR1:	Assessment Type Practical assessment	Assessment Time Approximately 1 hour
Modes of study:	Taught (face-to-face) Open, distance or eLearning	
Notional learning hours:	Taught hours: 6 hours Assessment: 1 hour Total hours: 7 hours	
Qualification level:	Notional SCQF Level 6 / RQF Level 3	
Entry requirements:	None	
Recommended minimum standards of English:	Learners: International English Language Testing System score of 5.0 or higher Tutors: International English Language Testing System score of 7.0 or higher	
Languages available:	English	
Assessment dates/ registration:	On-demand only. Registrations can be made at any time pre-course and up to 10 working days from the assessment date.	
Pass standards:	The minimum standard required for a Unit MHR1 'pass' can be found in <i>Unit MHR1: Assessing Manual Handling Risk - Guidance and information for learners and Learning Partners</i> .	
Qualification grades:	Pass Refer	

Qualification summary

Qualification summary

Introduction

The NEBOSH HSE Certificate in Manual Handling Risk Assessment qualification will equip learners with the knowledge to help recognise, assess and reduce manual handling risks in their organisation. It is suited to employers and employee representatives who intend to begin the process of manual handling risk assessment and control within their companies. It will also benefit those already involved in manual handling risk reduction who require more formal or in-depth training in this subject, including training in the use of specific HSE manual handling assessment tools.

The syllabus and accompanying workbook have been developed by NEBOSH, in conjunction with Great Britain's Health and Safety Regulator, the Health and Safety Executive (HSE), and is based on published HSE guidance.

On completion of the course, learners will:

- Explain the importance of reducing risk associated with manual handling activities;
- Explain what manual handling risks are and how they may result in injury;
- Understand legal obligations under the Manual Handling Regulations (UK only);
- Demonstrate and practice appropriate manual handling risk assessment technique; and
- Apply wider elements of risk management for manual handling.

Qualification summary

Teaching of the syllabus content

We have produced a face-to-face training pack (which includes a lesson plan) for you to use to deliver this qualification (see 'additional resources' section). If you are not using the materials published by NEBOSH and HSE you will need to reflect this in your lesson plans which are submitted as part of the approval process.

Minimum standard of English required for learners

The standard of English required by your learners studying for the Certificate in Manual Handling Risk Assessment must be such that they can both understand and articulate the concepts contained in the syllabus. It is important to stress that the onus is on you to determine your learners' standards of proficiency in English.

Achieving the qualification

The Certificate in Manual Handling Risk Assessment has one assessment (see 'Qualification overview' for details of the assessment and the pass standard); your learners must achieve a 'Pass' in the unit to be awarded the qualification.

What to do if your staff, family or friends are sitting the course?

If any of your staff, family or friends want to sit the qualification you must tell NEBOSH first. Further information can be found in the 'Instructions for Conducting Examinations' document.

Individual learner feedback

For more information on the assessment feedback provided for this qualification, please visit the NEBOSH website: <https://www.nebosh.org.uk/faqs/how-can-i-gain-feedback-on-my-performance-to-assist-with-future>

Available resources

- Unit MHR1: Assessing Manual Handling Risk - Guidance and information for learners and Learning Partners
- Course Leaflet
- Workbook

A face-to-face training pack is also available as part of your accreditation. The pack includes:

- lesson plan
- slides

Note: one ebook will be supplied as part of your accreditation. Additional copies (ebook or printed) are purchased separately.

Syllabus

Syllabus

Syllabus summary, learning outcomes and assessment criteria

Element summary		Learning outcome	Assessment criteria
		On completion of this course the learner will be able to understand:	
1	Principles of manual handling	Why manual handling should be avoided, the moral, business and legal reasons for assessing and managing it and common types of injuries that arise.	Complete a manual handling assessment case study which identifies a range of hazards and meets best practice standards ('suitable and sufficient').
2	Managing manual handling risk: Identification of manual handling risk	Understand risk factors associated with manual handling, the application of HSE's manual handling assessment tools (MAC and RAPP) and what makes a risk assessment suitable and sufficient.	
3	Managing manual handling risk: Control of risk	How to avoid manual handling risks with the use of mechanical assistance and recognition of good handling techniques.	

Syllabus content

Element 1: Principles of manual handling

- | | |
|-----|--|
| 1.1 | <ul style="list-style-type: none">• Basic definitions:<ul style="list-style-type: none">- manual handling, health, safety, welfare, hazards, risk, risk assessment, risk control musculoskeletal disorders (MSDs), ergonomics and competency• Prevalence and common types of musculoskeletal disorders in the workplace• Reasons for managing manual handling risks:<ul style="list-style-type: none">- moral, business and legal reasons• An organisational approach to managing manual handling operations:<ul style="list-style-type: none">- understanding the issues & a commitment to action- creating the right organisation environment- assessing the risk of manual handling in the workplace- reduction of manual handling wherever possible- education and training of workers in technique and moving and handling equipment- manage any episodes of MSDs- regular checks on effectiveness |
| 1.2 | <ul style="list-style-type: none">• Spinal anatomy:<ul style="list-style-type: none">- its purpose- characteristics- limitation - stability vs mobility• Types of workplace tasks and how they may result in injury including:<ul style="list-style-type: none">- single excessive force- repetitive wear and tear- static loading- common types of back injury<ul style="list-style-type: none">» acute strains» postural strains and sprains» joint stiffness» disc strain, bulge or prolapse |

Element 2: Managing manual handling risk: Identification of risk factors

- 2.1
- The hierarchy of measures to be adopted to reduce the risks from manual handling:
 - avoidance of manual handling operations (so far as is reasonably practicable)
 - make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided
 - reduce the risk of injury from those operations eg: provide mechanical assistance or where this is not reasonably practicable, explore changes to the task, load and working environment
 - The steps to be considered when assessing manual handling risk:
 - task
 - individual
 - load
 - environment
 - Other factors to consider e.g. large vertical movements or requirements for personal protective equipment (PPE), condition of lifting aids
 - Interaction of risk factors and how this can contribute towards musculoskeletal disorders
 - When to assess manual risk - normal operation, change of process or technology, maintenance and cleaning
 - Who should carry out the manual handling assessment / definition of health and safety competency
 - The value of worker consultation and who should be involved in managing and assessing manual handling risk
 - When to consult
 - identifying key risks
 - assessment of the risks by the workers about to embark on a task
 - in developing control measures
 - The notion of the task 'as imagined' vs the task 'as done'
 - When a manual handling risk assessment is required (with reference to HSE's L23)

Syllabus content

2.1	<ul style="list-style-type: none">• How the simple filters (from L23) can be used to decide if a manual handling risk assessment is required:<ul style="list-style-type: none">- lifting and lowering- carrying (up to 10m)- pushing and pulling (up to 20m)- handling while seated• The circumstances for use, and application of, the following assessment tools:<ul style="list-style-type: none">- HSE Manual Handling Assessment Charts (MAC)- HSE Risk Assessment of Pushing and Pulling (RAPP)• How to decide if a more detailed assessment should be used (with reference to the Appendix of L23, paragraph 7)
2.2	<ul style="list-style-type: none">• What ensures a risk assessment is suitable and sufficient:<ul style="list-style-type: none">- a proper check was made- identification of those who might be affected- all the obvious significant risks are dealt with, taking into account the number of people who could be involved- the precautions are reasonable, and the remaining risk is low- workers or their representatives were involved in the process• Risk assessment for specific types of risk e.g. handling people and livestock

Element 3: Managing manual handling risk: Control of risk

- 3.1
- Reduction or removal of manual handling risk with the adoption of mechanical lifting aids:
 - powered and non-powered trucks
 - tracks and conveyors
 - adjustable height devices, rotary and lift tables
 - mechanical hoists and vacuum lifting devices
 - Workplace and job design factors to aid manual handling operations
 - Necessity and purpose of manual handling training
 - tailored manual handling training for specialised handling
 - Basic physical and behavioural elements of good handling - 11 key principles
 1. think before lifting eg testing that a load is safe to lift and where the load is to be placed
 2. keep loads close to the waist
 3. adoption of a stable posture
 4. ensure a good hold on loads
 5. at the start of a lift, moderate flexion (slight bending) of the back, hips and knees as opposed to stooping or squatting
 6. no further flexing of the spine
 7. avoidance of twisting the trunk or leaning sideways, especially while the back is bent
 8. head kept up whilst handling
 9. smooth movement throughout
 10. lifting within easily manageable limits
 11. putting loads down before adjustment
 - Benefits and limitations of team handling
 - Sources of information that can be used to identify manual handling hazards and help assess them.