

Once for Scotland - Manual handling

Welcome to Once for Scotland - Manual handling module

This module is part of the nationally agreed 'Once for Scotland' statutory training programme; one of nine essential modules designed to support and protect our workforce, patients, service users and services.

By completing this module, you're helping to safeguard resources for health and social care in Scotland and ensure public trust in our services. Thank you for your commitment to learning and to upholding our values.

These modules were selected by the Protected Learning Time Implementation Group, following a mandate from the Scottish Government as part of the 2023/2024 Agenda for Change pay agreement.

The purpose of this module is to give you information on how Manual Handling (Moving and Handling) should be managed at work. Whether your work involves manual handling or not this module should increase your awareness of how you can take care of your own musculoskeletal health both at work and at home.

 Approximate learning time: 30 minutes, however learners will take varying amounts of time to complete the learning.

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Select the Start Module button at the top of this page to begin.

Last updated September 2025.

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ASSESSMENT



Assessment



Module completion

QUESTION BANKS



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Aim and learning outcomes

Aim

The aim of this module is to provide underpinning knowledge necessary to reduce the risk of musculoskeletal disorders caused by poor manual handling practice in the workplace.

Learning outcomes

By the end of this module you should be able to:

- Define the term "manual handling".
- Outline how legislation applies to manual handling activities at work.
- Outline the management of manual handling within the organisation.
- Describe the principles of ergonomics and risk assessment (formal and dynamic) in reducing the

risk of manual handling injury.

- Identify the key areas and other related factors such as guideline weights to be considered when undertaking a manual handling risk assessment.
- Identify high risk activities and manoeuvres.
- Describe the potential impact on others of poor manual handling practice.
- Identify the risks involved in team handling.
- Describe the importance of good communication in relation to manual handling.
- Describe the causes and effects of musculoskeletal disorders (MSDs).
- Describe the principles of safer manual handling.
- State basic methods of promoting and managing your own musculoskeletal health both in and outside the workplace.

Manual handling legislation

NHS Scotland, through its policies and procedures is committed to complying with the relevant legislation. These are available on the Intranet or from your line manager.

“Manual handling includes both **transporting a load** and **supporting a load in a static posture**. The load may be moved or supported by the hands or any other part of the body.”

(Manual Handling Operations Regulations)

Manual handling includes activities that involve:

- lifting or lowering
- twisting or turning

- pushing
- pulling
- reaching
- carrying or supporting

CONTINUE

Key legislation

A definition of key health and safety legislation that applies to manual handling can be found by selecting the plus (+) symbol or the heading to reveal more information.

The Health and Safety at Work, etc Act 1974

Requires employers to provide information instruction, training and supervision to employees.

The Management of Health and Safety at Work Regulations 1999

Includes management arrangements and training upon recruitment, when risks change and repeated as appropriate.

The Manual Handling Operations Regulations 1992 (as amended) (MHOR) —

Require risk assessments to be undertaken for unavoidable hazardous manual handling and identified risks be reduced.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) —

Require lifts to be planned and executed safely, supervised by competent people, and systems for thorough examination and inspection of lifting equipment to be in place.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) —

Requires employees to be trained in the use, risks and precautions of work equipment.

CONTINUE

Manual Handling Operations Regulations

This module will focus on the **Manual Handling Operations Regulations** (MHOR) which require **employers** to: Select the four flip card to learn more.

Avoid

Avoid hazardous manual handling as far as reasonably practicable.

Assess

Assess any manual handling activity if it can't be avoided.

Reduce

Reduce the risk of the activity as a result of the assessment.

Review

Review the risk assessment and monitor safe systems.

Employers' responsibilities

“Manual handling includes both **transporting a load** and **supporting a load in a static posture**. The load may be moved or supported by the hands or any other part of the body.”
(MHOR)

Select both tabs below to find out more about risk assessments.

HOW DO EMPLOYERS COMPLY WITH THE MHOR?

WHERE IS THE RISK ASSESSMENT HELD?

They must ensure that appropriate risk assessments of moving and handling, or postural tasks, are carried out in each department area.

Ensure **safe systems of work** are provided to reduce the risk of injury from these tasks to the lowest level reasonably practicable.

These risk assessments should be reviewed on a regular basis.

HOW DO EMPLOYERS COMPLY WITH THE MHOR?

WHERE IS THE RISK ASSESSMENT HELD?

Risk Assessments must be readily accessible to all staff in the department or service area and reviewed as required.

Check with your line manager to find out where they are kept in your work area.

Employees' responsibilities



The Manual Handling Operations Regulations require that **employees** make full and proper use of any **system of work** provided for their use by their employer.

Safe systems of work

The NHS will provide:

- Onsite guidance and advice
- Manual handling equipment
- Manual handling training

... to reduce the risk of injury to staff.

We will now cover the various stages of a **safe system of work**:

Select the start button and arrows to learn more about the four stages of the process.

Safe systems of work

1. Identifying the Hazards
2. Assessing the Risks
3. Organisation
4. Monitoring

Identifying the manual handling hazards

Examples:

- Patient handling
- Equipment handling
- Stores handling
- Design of environment
- Individual capability
- Work organisation

Assessing the risks

This includes:

- Carrying out a moving and handling risk assessment where required
- Making recommendations as a result of the risk assessment
- Updating that risk assessment at any time to accommodate changes
e.g. new equipment, or new department layout

Organisation

This includes:

- Organising work to maximise efficiency and decrease risk of injury
- Identifying responsibility and lines of communication
- Actively promoting safe manual handling practice
- Ensuring appropriate rest breaks are taken

Monitoring

This includes:

- Senior staff to ensure effective implementation of the moving and handling policies and procedures
- Monitoring by all staff that appropriate moving and handling practices are used

Who establishes a safe system of work?

Line management, but **all** staff must follow safe systems on a day-to-day basis.

Responsibilities quiz

Please answer the following question to check if you have understood the learning from the content so far.



Your colleague chooses not to follow the safe system of work and instead lifts and carries these boxes down a flight of stairs from the storeroom to the department. They complain that their arms and neck are sore after doing the task.

Who is responsible for complying with a **Safe System of Work**? Select your answer and then select the submit button.

- ☐ The line manager
- ☐ The company who delivered the boxes to the storeroom
- ☐ The head of Health and Safety
- ☐ Each member of staff

SUBMIT

Ergonomic approach

The organisation is committed to applying a safe system of work to any manual handling situations that carries a risk.

Risk factors can include activities or positions that are:

- Awkward
- Unbalanced
- Prolonged
- Static

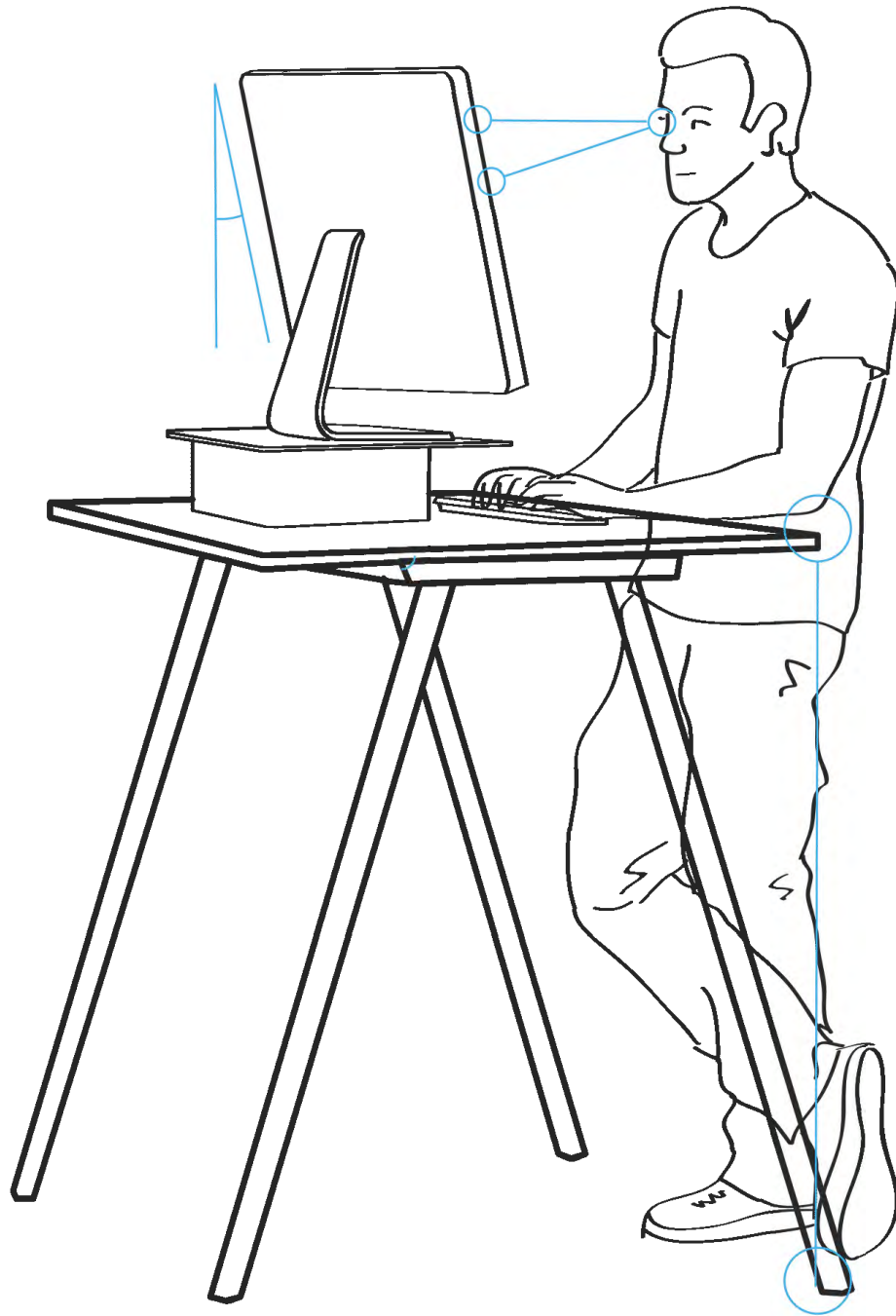
or can cause:

- Overloading
- Fatigue

These risk factors can be reduced by using an ergonomic approach to risk assessment.

Ergonomic approach to risk assessment

Ergonomics is an approach which aims to fit the **job** to the **person**, designing or arranging workplaces, products or systems so that they fit the people that use them.



The ergonomic process

Ergonomics can be applied to all situations at work and at home:

- **Equipment and the work environment** can be designed to improve working processes.
- **Tasks and jobs** should be designed so that they are effective and take account of human needs, e.g. rest breaks, shift patterns.



The ergonomic process includes **risk assessment** and the **identification** and **implementation** of measures to **reduce risk**.

Assessing the risk

In making an ergonomic assessment, the first step should be to identify if the manual handling task can be **avoided**. If it cannot be avoided, the task may need to be **assessed**.

A moving and handling assessment concentrates on 4 main factors, all working towards making the activity **LITE**.

Select the four tabs below to learn more about the 4 main factors of LITE:

LOAD

**INDIVIDUAL
CAPABILITY**

TASK

ENVIRONMENT

The size, shape, surface-type and weight of the load being moved.



LOAD

**INDIVIDUAL
CAPABILITY**

TASK

ENVIRONMENT

The capabilities of the person carrying out the manual handling activity.



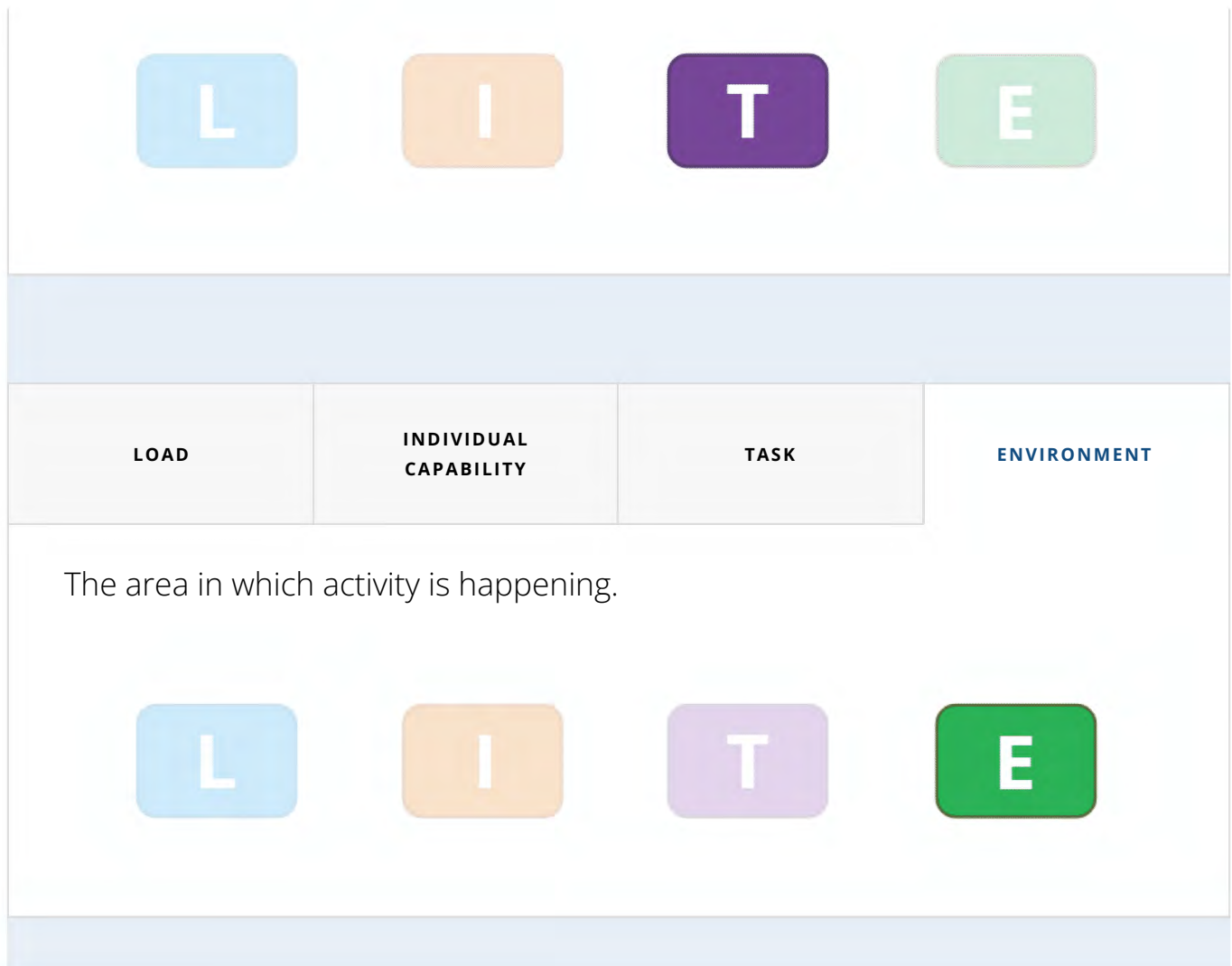
LOAD

**INDIVIDUAL
CAPABILITY**

TASK

ENVIRONMENT

The type of manual handling activity such as pushing, pulling, lifting, carrying etc.



Assessing and reducing the risk: LITE



The water canister needs to be changed.

In undertaking an **ergonomic assessment**,



how would you use **LITE** to reduce the risk?

Select the plus (+) symbol or the heading to find examples of assessing and reducing the risks, using LITE.

Load

Is the water canister heavy?

This canister weighs 18kg and should be replaced with a lighter one (12.5kg canisters are available). A plumbed in version would avoid this task altogether and is a recommended alternative.

Is the water canister bulky and difficult to grasp?

Yes

Does the canister have handles?

If there aren't any the canister will be more difficult to handle.

Is the canister unstable?

Yes, the water moves as the canister is turned upside down onto the cooler.



Individual capability

How many staff are needed to do the task safely?

This depends on the experience and capability of the handler. Two staff would be advisable.

Are the staff fit enough to carry out the activity?

If no, this task may need to be delegated to another member of staff.

Have staff sufficient knowledge and skills?

If no, training or coaching must be provided.

Is the handler pregnant?

If yes, an additional assessment needs to be carried out.



Task

Does the task involve:

Bending or stretching?

Stay as close to the water canister as possible.

Twisting the trunk?

Move your feet to avoid awkward movements.

Lifting?

The canister should be stored at waist height to avoid lifting from the floor. Guidelines state that lifting weights, from the floor, above 10kg for men and 7kg for women need to be risk assessed.

Pushing or pulling?

Generally pushing is preferable to pulling, but this will depend on the type of flooring, e.g. a carpet will increase the friction.



Environment

Are there space constraints?

If yes, try to clear as much space as possible before starting the manoeuvre.

Is the floor clear of clutter?

If no, make sure there are no objects lying on the floor that might cause the handler to slip or trip.

Is the lighting sufficient?

Make sure that you can see what you are doing, especially if working at night.

Is the floor uneven or slippery?

If yes, make sure the floor is dry.



Assessing and reducing the risk: other factors

As well as making the activity LITE, the following factors need to be considered:

- Work Organisation
- Equipment provision and upkeep
- Protective Clothing

Work organisation factors

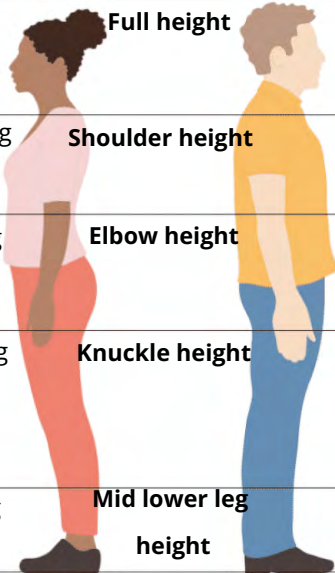
- Length of shift
- Shift patterns
- Working relationships
- Level of communication required
- Routine practices
- Number of staff available for the task
- Rest breaks
- Job rotation
- Skill mix in the department



Numerical guidelines

The Health and Safety Executive (HSE) provide risk filters for identifying activities that will require a more detailed risk assessment.

Woman		Man	
Lifting with outstretched arms	Keeping the weight close to the body	Keeping the weight close to the body	Lifting with outstretched arms
3kg	7kg	10kg	5kg
7kg	13kg	20kg	10kg
10kg	16kg	25kg	15kg
7kg	13kg	20kg	10kg
3kg	7kg	10kg	5kg



This diagram is the filter for lifting and lowering loads.

The weight guidelines assume the load is:

- easy to grasp with both hands
- the operation takes place in reasonable working conditions
- the handler is in a stable body position

Woman		Man	
Lifting with outstretched arms	Keeping the weight close to the body	Keeping the weight close to the body	Lifting with outstretched arms
3kg	7kg	10kg	5kg
7kg	13kg	20kg	10kg
10kg	16kg	25kg	15kg
7kg	13kg	20kg	10kg
3kg	7kg	10kg	5kg

The weight guidelines for female and male, lifting at elbow height, keeping the weight close to body (compared to lifting with outstretched arms).

Woman		Man	
Lifting with outstretched arms	Keeping the weight close to the body	Keeping the weight close to the body	Lifting with outstretched arms
3kg	7kg	10kg	5kg
7kg	13kg	20kg	10kg
10kg	16kg	25kg	15kg
7kg	13kg	20kg	10kg
3kg	7kg	10kg	5kg

The weight guidelines for female and male, lifting with outstretched arms at shoulder height (compared to keeping the weight close to the body).

3kg	7kg	mid lower leg height	10kg	5kg



These guideline figures should not be regarded as safe weight limits, but indicate when a risk assessment should be undertaken to reduce the risk.

Assessing the risk for manual handling activities

Lifting, lowering and carrying

A more detailed assessment will also be required if any of the following apply:

- Lifting or lowering objects that exceed the weight guidelines in the previous slide.
- The handling is more frequent than one lift every two minutes.
- The handling involves awkward movements.
- Team handling is involved.
- The load is difficult to grasp or handle.



Pushing and pulling

If the load is slid, rolled or moved on wheels, a more detailed assessment may not be required if:

- the force is applied with the hands between hip and shoulder level
- the torso is largely upright and not twisted
- the distance involved is no more than about 20m
- the load can be moved and controlled easily with only one hand

If the activity falls outwith the above or there are additional factors such as slopes, uneven floors and confined spaces, than a more detailed assessment may be required.



Team handling

Although **team handling** can reduce the risk for a single handler, by sharing the load, it may introduce additional problems which need to be considered.

Select the four tabs below to find out more about using LITE during team handling activities.

LOAD	INDIVIDUAL CAPABILITY	TASK	ENVIRONMENT
Sufficient hand holds - you may need a handling aid for loads that are small or difficult to grasp. 			

LOAD	INDIVIDUAL CAPABILITY	TASK	ENVIRONMENT
Ensure the activity is within all of the team's capability and there is good communication between team members. L I T E			
LOAD	INDIVIDUAL CAPABILITY	TASK	ENVIRONMENT
Getting in the way of each other's sight or movement. Timing for the lift should be agreed between the team, with one person giving clear commands. L I T E			
LOAD	INDIVIDUAL CAPABILITY	TASK	ENVIRONMENT

More space may be required, consider background noise level to allow easy communication.



All team handling requires good communication, for example using the 'Ready, Steady, Lift' command when lifting a table or a 'Ready, Steady, Slide' command when moving a patient from one bed to another.

All team handling requires good communication



For example, using the 'Ready, Steady, Lift' command when lifting a table.



Or a 'Ready, Steady, Slide' command when moving a patient from one bed to another.

Risk assessment

If you feel there are manual handling risks within your area that have not been addressed in the risk assessment, please bring them to the attention of your line manager.

Guidance and advice is available from:

- The moving and handling team
- The health and safety department
- Staff representatives
- Trade union representatives

Emergency and high risk situations

Potential emergency or high-risk situations should be risk assessed and planned for, for example the falling or fallen person.

Select the three tabs below to find out more:

FALLING PERSON

FALLEN PERSON

SAFE SYSTEM

Supporting most or all of the weight of a person poses a high risk to both the person and the handler. Avoid holding a person up.

FALLING PERSON

FALLEN PERSON

SAFE SYSTEM

No attempt should be made to manually lift a person off the floor.

If the person is unable to raise themselves independently or with minimal guidance please seek the appropriate assistance.

FALLING PERSON

FALLEN PERSON

SAFE SYSTEM

How to deal with a falling person and use of equipment to raise the fallen person will be covered, for people handling staff, in the practical sessions.

Incident and adverse event reporting

What if you or a colleague gets hurt, or had the potential to be hurt (a near miss)?

If an adverse event or near miss occurs, details of the incident must be reported in line with the organisation's reporting and investigating procedure.

Select the two tabs below which explain more about incidents and near misses:

INCIDENT

NEAR MISS

Examples of an **incident** include:

- Injury or discomfort causing you to go off sick
- Injury or discomfort, although you are able to stay at work
- Injury to a patient or client

- Failure of lifting equipment

INCIDENT

NEAR MISS

Examples of a **near miss** include an activity that does not result in injury but is undertaken without the appropriate:

- Assessment of risk
- Number of staff
- Equipment

Near miss quiz

Please answer the following question to check if you have understood the learning from the content so far.

These boxes, each weighing approximately 25 kg fell but no one was hurt and none of the contents were damaged. What should you do? Select your answer and then select the submit button.

- ☐ Report the incident as a near miss?
- ☐ Not report the incident because no one was hurt?

SUBMIT

Causes and effects of musculoskeletal disorders

Conditions or injuries that affect the human body's movement or musculoskeletal system i.e. muscles, ligaments, tendons, nerves, discs, blood vessels are called musculoskeletal disorders (MSD's). The back, neck and upper limbs are particularly at risk.

The severity of musculoskeletal disorders can vary, there is also potential that the pain and discomfort can begin to interfere with a person's daily activities at work or at home. Manual handling activities, if approached incorrectly, can potentially contribute to an MSD.

Risk factors can include:

- using too much force
- awkward repetitive movements
- prolonged, static positions
- sedentary behaviour, lack of fitness, smoking, being overweight or obesity.



"Human movement requires a subtle blending of stability and mobility.

If this is achieved any movement becomes Efficient."

Walsh, 1988

Human movement

Select the six flip cards about the movements the body performs involve one or a mix of the following:

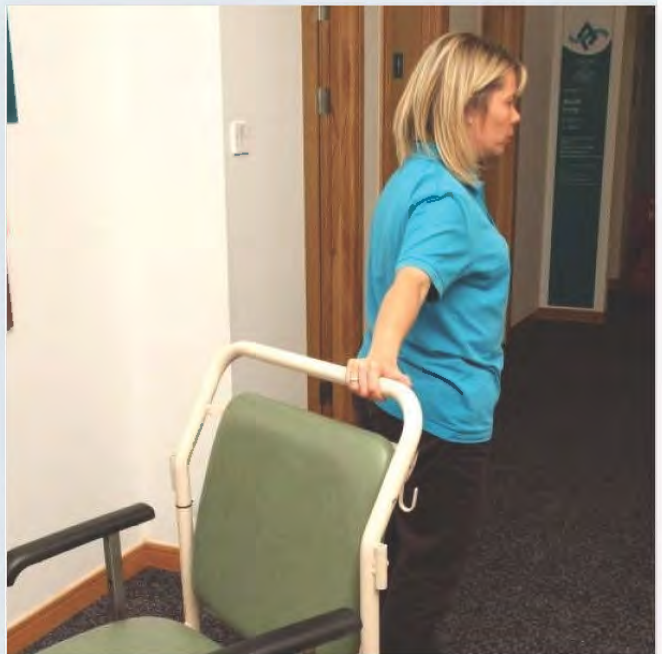
Lifting or lowering



Turning or twisting



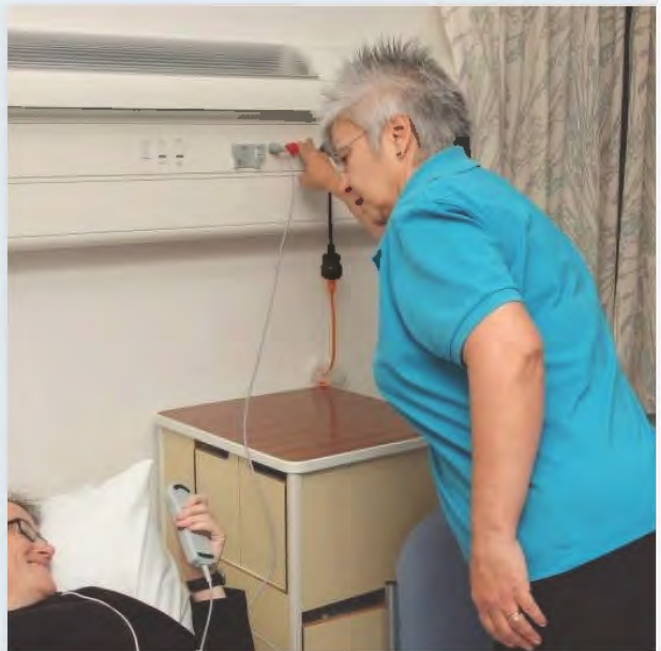
Pulling



Pushing



Reaching



Carrying or supporting



Ask yourself:

"How much effort do I have to put in, to carry out a task?"

If these movements:

- require too much force
- are awkward, repetitive movements
- or are in prolonged, static positions

They can:

- be less efficient
- require more muscle effort
- increase fatigue

Principles of safer handling

Select the three tabs about how to reduce these risk factors when moving and handling a load.

GET IN CLOSE

LOWER YOUR HEIGHT

LEAD UP WITH YOUR HEAD

Get in close at an angle.

Get close to the load to reduce the muscle effort.

Consider **angle** of approach to avoid an awkward position.



GET IN CLOSE

LOWER YOUR HEIGHT

LEAD UP WITH YOUR HEAD

Lowering your height to take a hold: the spine is designed for movement, allow the spine to move with gravity along with ankle, hip and knee joints to lower you to the load.

Hold is indirect with open palms reducing the need to grip.



GET IN CLOSE

LOWER YOUR HEIGHT

LEAD UP WITH YOUR HEAD

Head leads the movement back to the upright position.



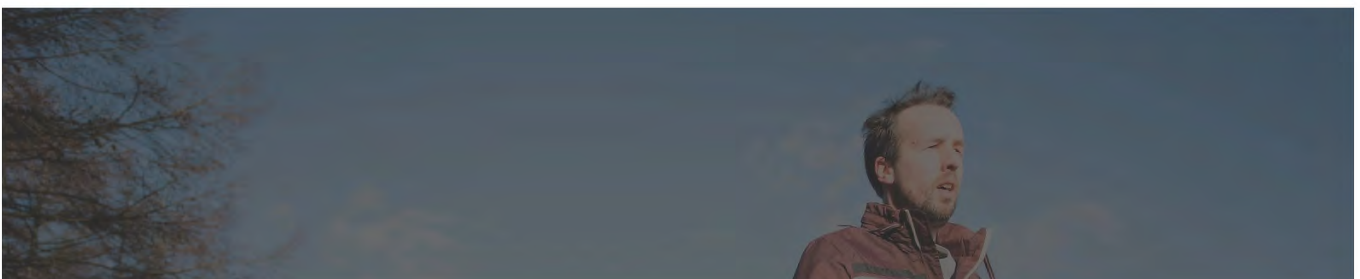
Physical activity

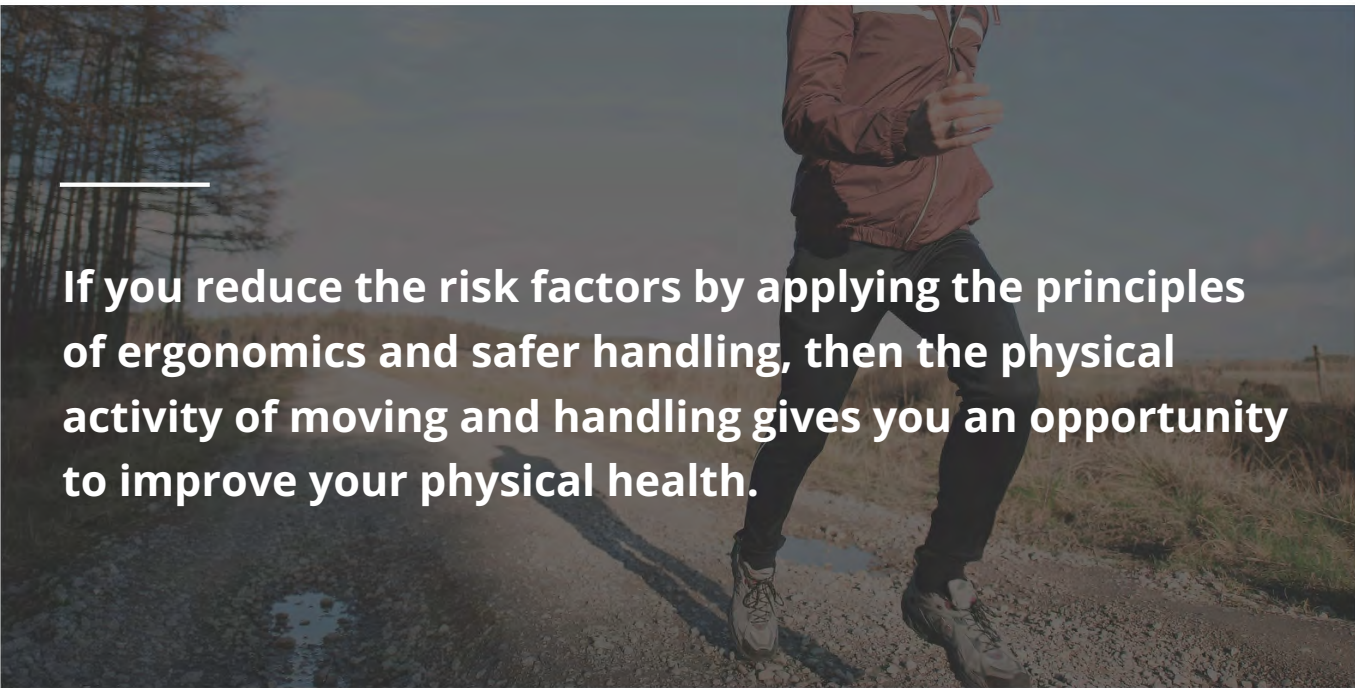
Take care of your musculoskeletal health by:

- Taking regular breaks if sitting or in one position for a while.
- Varying tasks so that you are trying to avoid performing the same movements for prolonged periods of time.

“Frequent physical activity improves your overall health and fitness and will help you get the most from work and your life in general.”

CSP, 2013





If you reduce the risk factors by applying the principles of ergonomics and safer handling, then the physical activity of moving and handling gives you an opportunity to improve your physical health.

For more information and advice on looking after your physical and musculoskeletal health you can access information from the Chartered Society of Physiotherapy (CSP) and NHS Inform.

Details can be found on the references and resources section at the end of this module.

The Scottish Manual Handling Passport Scheme

The Scottish Manual Handling Passport Scheme (SMHPS) is an initiative designed to improve the standard and consistency of manual handling education and training and the systems (processes or procedures) that underpin it within Health Boards and Local Authorities in Scotland.

It consists of three elements:

- 1 Manual handling organisation
- 2 Education, training and assessment
- 3 An audit tool and guidance with criteria for manual handling documentation

The 'Passport' element of the scheme is the record used to confirm an employee's manual handling training or assessments.

Employees can use it to provide evidence of manual handling

training or competency assessment when transferring to other departments and organisations, thereby avoiding any unnecessary repeat training.

For additional information on the scheme, please go to [The Scottish Manual Handling Passport Scheme](#) website. Staff who are required to complete manual handling training in addition to this Once For Scotland module will receive a certificate once all relevant training is completed (image below). The content of this Once For Scotland Manual Handling module has been aligned to the content of the Module A module.

Scottish Manual Handling Passport Scheme

Certificate of Training

This is to certify that

On the date(s) _____

has completed the following Manual Handling
Education, Foundation Modules:

Module A – Theory	Module B – Inanimate Loads	
Module C – Chair	Module D – Bed	
Module E – Hoisting	Module F – Lateral Transfer	

All of the learning outcomes associated with the
modules identified above were achieved.

Details of specific manoeuvres can be obtained from the manual
handling department.

Signed: _____

(MH Trainer(s))

Date: _____

Organisation: _____

(Training Provider)



References and resources

Select the plus (+) button to reveal more information.

Health and Safety Executive

Further information and other resources on Manual Handling:

[HSE Manual Handling](#)



Health and Safety Executive -Health and Social Care

Information about other legislation relating to manual handling and working in health and social care:

[HSE Health Services](#)



Manual Handling Operations Regulations 1992

Guidance on the regulations:

[HSE MHOR](#)



Chartered Society of Physiotherapy

Keeping active and healthy, including staying healthy at work and exercise advice:

[CSP](#)



NHS Inform

For general information, advice and support for musculoskeletal problems:

[NHS Inform](#)



Assessment

You can now access some multiple choice questions which will help you to assess your learning. Some questions may have more than one correct answer.

For each question, select the choice or choices that you consider are the correct answer, and then press the Submit Answer button.

To pass, you must achieve a score of 80% or higher. Select the Continue button at the end of the assessment to access the final content and find out how to register completion of the module.

Question

01/12

Manual handling includes activities that involve lifting, lowering, turning or twisting, pushing, pulling, reaching, supporting and? Select the missing action.

- ☐ dragging
- ☐ gripping
- ☐ carrying

Question

02/12

1 questions drawn randomly from Manual handling QB1 legislation

Question

03/12

1 questions drawn randomly from manual handling QB2 management

Question

04/12

1 questions drawn randomly from manual handling QB3 principles

Question

05/12

1 questions drawn randomly from manual handling QB4 key areas

Question

06/12

1 questions drawn randomly from manual handling QB5 identify

What is the impact of poor manual handling practice? (Select all that apply)

- ☐ Potential injury to self
- ☐ Potential injury to colleagues and patients
- ☐ Increased sickness absence
- ☐ Financial loss

Question

08/12

1 questions drawn randomly from manual handling QB6 risks

Question

09/12

1 questions drawn randomly from manual handling QB7 communication

Question

10/12

Which of these risk factors can potentially contribute to a musculoskeletal disorder? (Select all that apply)

- ☐ Awkward, repetitive movements
- ☐ Prolonged, static positions
- ☐ Low activity levels
- ☐ Being overweight

Question

11/12

1 questions drawn randomly from manual handling QB8 principles

Question

12/12

What are the most effective things you can do for your musculoskeletal health? (Select all that apply)

- ☐ Exercise
- ☐ Read books
- ☐ Move regularly
- ☐ Drink coffee

Module completion

We would really appreciate your feedback on this Once for Scotland module. You will find the feedback form below.

Once for Scotland - Manual handling

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

Introduction

Thank you for completing the Once for Scotland - Manual handling module. The information from this feedback form will be used to help us review and improve our future modules.

It will take approximately 2 minutes to complete our questions.

Your identity will be hidden. When hidden identity is used in surveys, no identifiable information, such as browser type and version, internet IP address, operating system, or e-mail address, will be stored with the answer. This is to protect your identity.

1. What Board do you work for, this will allow us to share feedback with local L&D teams *

Select your answer



Never give out your password. [Report abuse](#)



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Congratulations, you have completed **Once for Scotland - Manual handling** module.

Please select the exit course button in the top right hand corner to register completion.

Manual handling QB1 legislation

Question

01/02

Which of the following choices completes the statement best describing MHOR?

"The Manual Handling Operations Regulations 1992 require employers to (blank)"

- ☐ avoid hazardous manual handling tasks as far as reasonably practicable
- ☐ reduce the risk of adverse incidents
- ☐ review and monitor practice

Whose responsibility is it to comply with the safe system of work for a manual handling activity that is part of your role?

- ☐ The moving and handling team
- ☐ The Health and Safety department
- ☐ The Chief Executive
- ☐ Yours

manual handling QB2 management

Question

01/02

Where can the organisation's manual handling policy or procedures be found?

- ☐ Intranet and held locally
- ☐ Local library
- ☐ With your local Union representative
- ☐ With the manual handling service

A heavy box has been delivered to your department and left on the floor.

There is no one around to help you move it to the store room so you decide to move it yourself. As you lift the box you feel a strain in your back. The pain gets worse through the day but you're able to carry on working.

What should you do?

- ☐ Tell the person who delivered the box about your sore back and take pain killers.
- ☐ Report the incident to your line manager, fill in a DATIX, or Incident form, and follow your line manager's advice.
- ☐ Say nothing to anyone as you know you should have waited for another member of staff.

manual handling QB3 principles

Question

01/02

Which of the following answers correctly completes the statement?
"An ergonomic risk assessment aims to reduce the risk of injury by fitting the (blank)"

- ☐ risk to the job
- ☐ job to the person
- ☐ risk to the person

What is a fundamental aim when assessing a manual handling activity? Is it to make the activity:

- ☐ easier and safer
- ☐ more cost effective
- ☐ more difficult
- ☐ quicker

manual handling QB4 key areas

Question

01/02

A man in good health and with no musculoskeletal injury regularly moves boxes weighing approximately 20kg as part of his job. He notices that one of the boxes which arrived on the trolley weighs 26kg.

What should he do?

- ☐ Refuse to move the box as he knows the HSE weight guideline is 25kg
- ☐ Move the box anyway as it's only 1kg over the weight limit
- ☐ Carry out a risk assessment using LITE before deciding if it is safe for him to move the box

What are the key components of an ergonomic risk assessment to make the activity LITE?

- ☐ Load, Individual capability, Task, Equipment
- ☐ Load, Identify risk, Task, Equipment
- ☐ Load, Individual capability, Task, Environment

manual handling QB5 identify

Question

01/02

What should you do if you are near someone who starts to fall?

- ☐ Do not try to hold them up.
- ☐ Try to hold them up so they don't fall again.
- ☐ Support them to stand until a colleague arrives to help.

What should you do if you see a person who has fallen?

- ☐ Lift them back up off the floor.
- ☐ Encourage them to stay where they are while you get someone, who has had training on dealing with someone who has fallen, to help.
- ☐ Ignore them, as if they got down they can probably get themselves back up.

manual handling QB6 risks

Question

01/02

When working with a colleague to lift an object, why is it important to lift at the same time?

- ☐ To get the job done quicker
- ☐ To share the load
- ☐ To move the object out of the way

When more than one person is involved in moving a load or a person, prior to moving ensure that: (select all that apply)

- ☐ it is within everyone's capability
- ☐ everyone has hold of the load, or person, at the same place
- ☐ there is enough space for everyone to move
- ☐ one person is able to see where you are all going
- ☐ one person gives clear commands

manual handling QB7 communication

Question

01/02

Which of the following choices correctly completes the following statement?

"All team handling activities need to be co-ordinated with one individual responsible for giving a clear and concise (blank)"

- ☐ nod of the head
- ☐ hand signal
- ☐ verbal command

Question

02/02

You and your colleague have been asked to clear out the store cupboard. You have hurt your back in the past but today you don't have any pain.

What do you do?

- ☐ Say that you can't help with this task as you have hurt your back in the past and are worried it could happen again.
- ☐ Discuss each element of the task with your colleague and plan what you can both do safely.
- ☐ Don't say anything to your colleague as your back isn't sore today.

manual handling QB8 principles

Question

01/02

Which of the following choices correctly completes this statement?
"To apply safer handling principles to moving a load, you need to get in close at an angle, lower your height to take hold and (blank)"

- ☐ use equipment
- ☐ get help from another person
- ☐ bend your knees and keep your back straight
- ☐ lead up with your head

One of the key points of safer handling principles is to get close to the object you want to move. This is because:

- ☐ it makes it easier to move very heavy items which are out-with your capability
- ☐ less muscle effort is required
- ☐ it allows you to take a tight grip
- ☐ it is quicker