



# Acute Training Solutions Manual Handling Assessment Example

## Practical Competency Assessment - Guidance

### Aim

The aim of the competency assessment is to establish the knowledge, understanding and skill level of the individual to meet the performance required for their role.

### The Competency / Performance Assessment Form:

The forms are designed to document the assessment of inanimate load handling activities and are to be completed by the staff member or the Assessor, as relevant.

The forms are:

- Inanimate - Form A: Self Assessment – inanimate load
- Inanimate - Form B: Theoretical manual handling competencies
- Inanimate - Form C: Practical manual handling competency assessment

The theoretical assessment should be completed as part of supervision prior to the practical observation assessments.

The practical assessments should be completed for object handling and be relevant to usual working practices.

If it is not practical to complete workplace assessments the forms can be used in a training room setting to record assessment of staff knowledge and skills.

Staff should be advised of the competency assessment process in advance. An agreed number of assessments should be completed appropriate to the role and tasks the individual is expected to perform.

The number and frequency of competency assessments to be carried out will be established by the individual authority.

### Completion of the form:

- 1) Complete personal information section.
- 2) Date of last update training or last assessment recorded.
- 3) Update training will be required if
  - the individual staff member has identified training needs
  - the individual staff member is not working competently
- 4) Advise the staff member of the conclusion following the assessment
- 5) Line Manager to countersign documentation and file as appropriate to organisational requirements.

## Practical Competencies Assessment

<b>Name</b>		<b>Date of assessment</b>	
<b>Job title</b>		<b>Date of previous training / assessment</b>	
<b>Name of assessor</b>		<b>Assessment location</b>	



Competencies	Discussed	Written evidence	Needs prompting (comments)
1. Consulted risk assessment / safe system of work			
2. Communicated with colleagues involved in task (if applicable)			
3. Preparation of handling area			
4. Appropriate technique selected			
5. Appropriate selection and use of equipment (if applicable)			
6. All equipment checked prior to use (if applicable) and used correctly			
7. Maintained good posture and stability, suitable stance. Momentum used			
8. Safe and effective manoeuvre			
9. Checked area for safety at end of the manoeuvre			

Conclusion: More than one box may be ticked			Tick
Sound knowledge of manual handling principles & competent with regards to theoretical principles			
In need of coaching in specific area			
Requires a training intervention (E learning, coaching, mini teach, update course, other)			
Needs to attend Foundation Training			
Should only perform hazardous manual handling tasks with supervision			
Actions			
Staff signature		Date	
Manager / assessor signature		Date	