



NPTC

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Level 1 CERTIFICATE OF COMPETENCE IN SAFE MANUAL HANDLING – OPERATOR

ASSESSMENT SCHEDULE

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NPTC Level 1 Certificate of Competence in Safe Manual Handling – Operator

Candidate Information

Introduction

The scheme will be administered by NPTC.

NPTC will:

- Publish
 - scheme regulations
 - assessment schedule
 - assessment material
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Manage verification
- Issue certificates to successful Candidates

The Certificate of Competence

Certificates of Competence will be awarded to Candidates who achieve the required level of competence in the Units to which their Certificate relates.

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

NPTC does **not** hold a register of instructors; however instruction will normally be available from recognised training providers and/or centres of further or higher education active in the areas covered by this certificate. Further information on training may be obtained from the local Assessment Centre.

Access to Assessment

Assessment Centres will be responsible for arranging assessment on behalf of a Candidate. Assessment may only be carried out by an Assessor approved by NPTC for that scheme. Under no circumstances can either instructors involved in the preparation of candidates, or the candidates work place supervisors, or anyone else who might have a vested interest in the outcome, carry out the assessment.

The minimum age limit for Candidates taking certificates of competence is 16 years. There is no upper age limit.

Assessment

Assessment is a process by which it is confirmed that the Candidate is competent in the Units within the award to which the assessment relates. It is a process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The candidate must be registered through an NPTC approved Assessment Centre for this qualification prior to assessment.

The result of the assessment will be recorded on the assessment report form.

The schedule of assessment contains the criteria relating to:

- Observation of practical performance
- Assessment of knowledge and understanding

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- 4 = Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge, with no 'minor' or 'critical' faults. (Competent).
- 3 = Meets the requirements of the assessment criteria for both the practical performance and the underpinning knowledge, with some 'minor' faults but no 'critical' faults. (Competent).
- 2 = Does not fully satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or being deficient in underpinning knowledge leading to the recording of minor faults. (Not yet competent).
- 1 = Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge leading to the recording of a critical fault. (Not yet competent).

A list of registered Assessment Centres is available from NPTC. (www.nptc.org.uk)

Verification

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way that NPTC has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a visit by the Verifier at a time when assessments are being undertaken.

A selection of assessment records completed by the Assessor will be evaluated by an NPTC approved Verifier.

Compliance with the verification requirements will be a pre-requisite of Assessors remaining on NPTC's list of approved assessors.

Complaints and Appeals

NPTC and its Assessment Centres have a formal Complaints and Appeals procedure. In the event of any dissatisfaction with the arrangements and conditions of assessment, the candidate should first contact the Assessment Centre through whom the assessment was arranged and submit the complaint in writing.

For further information on NPTC's Equal Opportunities Policy and Complaints and Appeals Procedures, please refer to www.nptc.org.uk

Learning Outcomes

The candidate will be able to:

1. Reach the required standard in safe manual handling;
2. Operate within and comply with the legislative requirements;

Guidance Notes for Candidates and Assessors

The assessment is divided into 2 compulsory units:

1. Awareness of Safe Lifting Techniques
2. Lift and move a Load Safely

Candidates must successfully achieve all Assessment Activities unless otherwise specified in both units.

Safe Practice

Appropriate Personal Protective Equipment (PPE) must be worn at all times.

The load used must be lifted in such a way that the Candidate, Assessor, other persons or the equipment itself are not endangered.

All ancillary equipment used must be safely stored.

If these conditions are not observed this will result in the Candidate not meeting the required standard.

Validation of Equipment

All ancillary equipment being used for this assessment must comply with relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 where applicable.

Additional Information

May be sought from the relevant operator manuals or any other appropriate training or safety publication.

ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
6. Identify potential hazards in the working environment that affect safe manual handling	Walk site and remove or mark hazards identified: <ul style="list-style-type: none"> - space constraints - floor condition: <ul style="list-style-type: none"> ▪ uneven ▪ slippery - variations in work surface level - levels of illumination: <ul style="list-style-type: none"> ▪ natural light ▪ artificial light - untidy work/floor area creating obstruction/tripping hazards - weather conditions: <ul style="list-style-type: none"> ▪ hot/cold/humid ▪ strong air movements - Confirm that condition of site is acceptable for operation to take place - Report to appropriate person if site condition is unsuitable - Make alternative arrangements as appropriate
7. Demonstrate knowledge of the action to take in the event of an accident/dangerous occurrence	<ul style="list-style-type: none"> - Employee must report to supervisor/manager - First Aid/medical assistance as necessary

Unit 2 Lift and move a load safely	
ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
<p>1. Lift a simple load (e.g. box/breeze block) using safe lifting techniques from:</p> <ul style="list-style-type: none"> - Floor to bench - Bench to bench - Bench to high shelf - In restricted space - Transfer a load from a higher to a lower position 	<p>Assess the task:</p> <ul style="list-style-type: none"> - Check and clear away hazards from the working area - Assess load visually - Consider direction load is to be carried to or from <p>Approach load:</p> <ul style="list-style-type: none"> - Maintain upright position - Position own centre of gravity over centre of gravity of load - Position feet correctly <ul style="list-style-type: none"> ▪ Feet, hip width apart or wider ▪ One foot forward to side of load - Don't over flex knees - Establish well balanced position <p>Make contact with load:</p> <ul style="list-style-type: none"> - Grip load with root of fingers - Final assessment of ability to lift - Look forward when lifting to straighten spine - Lift load using thigh muscles, heels firmly on ground - Hold load close to body - Maintain good grip - Lift and lower load with smooth actions
<p>2. Lift and handle:</p> <p>a) Bagged material</p> <p>b) Long items</p> <p>c) Drums of material</p> <p>d) Sheet material</p> <p>e) Buckets</p> <p>f) Shovel/axe/sledgehammer</p> <p>g) Other item relevant to work situation</p>	<p>Identify particular lifting/handling requirements of the load and adopt safe carrying techniques:</p> <p>Bagged material:</p> <ul style="list-style-type: none"> - Changes in weight distribution due to movement of contents - Outside surface of bag slippery and smooth - Lack of handholds <p>Long items:</p> <ul style="list-style-type: none"> - Identify point of balance - Site hazards/physical hazards: <ul style="list-style-type: none"> ▪ Blind corners ▪ Overhead power lines ▪ Wind/weather conditions <p>Drums of materials:</p> <ul style="list-style-type: none"> - Movement of contents during carrying and lifting <p>Sheet material:</p> <ul style="list-style-type: none"> - Identify point of balance - Ensure adequate visibility - Impact of wind/weather conditions on stability <p>Buckets:</p> <ul style="list-style-type: none"> - Possible movement of contents during lifting and carrying <p>Shovel/axe/sledgehammer:</p> <ul style="list-style-type: none"> - Heavily weighted at one end - Use of two hands to maintain stability - Use of body to stabilise and push <p>Other items:</p> <ul style="list-style-type: none"> - Possible movement of contents during lifting and carrying - Lack of carrying handles may make grip difficult
<p>3. Demonstrate knowledge of lifting and handling an awkward load</p>	<p>Identify particular lifting/handling requirements of an awkward load:</p> <ul style="list-style-type: none"> - Changes in weight distribution - Components with potential to move - Sharp components - Hot/cold components - Containers with hazardous contents

ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
4. Push/pull a load safely	Identify particular requirements for pushing/pulling a load: <ul style="list-style-type: none"> - Security of footing - Positioning of hands/handholds - Use of leg muscles - Starting/stopping load - Control of moving load - Manoeuvring of the load - Visibility
5. Demonstrate knowledge of factors to be considered in lifting and moving a load with another person	<ul style="list-style-type: none"> - Establish the physical capabilities/compatibility of the persons involved - Ensure that lifting and moving is coordinated between each person - Ensure sufficient handholds available - Stronger person to take the heavier end where weight not evenly distributed or when tackling slopes/steps - Ensure adequate space for each person to manoeuvre - Visibility issues
6. Prepare to move a load safely with another person	<ul style="list-style-type: none"> - Establish that load to be lifted and moved is within the physical lifting capacity of: <ul style="list-style-type: none"> ▪ Yourself ▪ Your colleague ▪ The team - Plan the lift to ensure that the load can be lifted and moved safely from the identified location and within the space available
7. Identify means of communication	<ul style="list-style-type: none"> - Establish means of communicating with colleague - Ensure that lifting plan is understood by colleague - Identify and agree procedure to be implemented in case of emergency - Establish resting points if required - Establish who will take charge of the operation
8. Move a load safely with another person	<ul style="list-style-type: none"> - Safe system of work at all times - Clear communication - Effective team work