

*A candidate's guide to the*  
**QNUK Level 3 Award in**  
**Manual Handling Risk Assessment**  
**(RQF)**

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## Introduction

This qualification specification outlines the key information related to the QNUK Level 3 Award in Manual Handling Risk Assessment (RQF)

## Qualification purpose

This qualification provides knowledge and skills for those undertaking manual handling risk assessments in the workplace.

## Qualification objective

This is a qualification that indicates an individual can undertake a specific role in the workplace and that may be relied upon by employers.

## Qualification structure

This qualification comprises a single unit. The learning outcomes and assessment criteria can be found in section 8

## Qualification title

QNUK Level 3 Award in Manual Handling Risk Assessment (RQF)

## Qualification accreditation number

TBC

## Qualification level

Level 3

## Credit value

2

## Guided learning hours (GLH)

12

## Total Qualification Time (TQT)

20

## Unit one title

Undertaking manual handling risk assessments of inanimate loads

## Unit one reference number

TBC

## Pre-requisites

It is recommended that candidates have a minimum of Level 2 literacy and numeracy or equivalent as a risk assessment and a record of the findings will need to be completed.

Candidates should be at least 18 years of age before commencing this qualification.

There are no other pre-requisites for this qualification.

## Geographical coverage

This qualification is available to candidates in England and Northern Ireland. The Qualification can be delivered in other countries however candidates should be aware that the content was developed in accordance with current English/NI legislation.

## Acceptable forms of I.D.

The list below outlines acceptable forms of identification for candidates undertaking a regulated qualification with Qualifications Network.

Ideally candidates should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Student photo identification card for a recognised educational establishment
- Firearms license (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Current driving license – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

## Units of assessment

### Unit one title

Undertaking manual handling risk assessments of inanimate loads

*Learning outcomes:*

*Assessment criterion:*

*The learner will:*

*The learner can:*

1	Understand how manual handling risk assessments can contribute to a safer work environment	1.1	State the main causes of workplace injuries and ill health in relation to manual handling.
		1.2	List the main costs of manual handling related injuries and ill-health to employers, employees and the wider society.
		1.3	Outline the duties and responsibilities of employers, employees and others with respect to manual handling
		1.4	Outline how workplace health and safety legislation is enforced and the penalties for non-compliance.
		1.5	Describe the legal provisions for undertaking and implementing a manual handling risk assessment
2	Understand the principles of a manual handling risk assessment	2.1	Describe what is meant by the term 'risk assessment'.
		2.2	Outline the necessary competencies of a manual handling risk assessor.
		2.3	State sources of advice and information that can support the undertaking of a manual handling risk assessment.
		2.4	Describe the stages involved in a typical manual handling risk assessment.
		2.5	Outline the requirements for recording, monitoring, reviewing and revising manual handling risk assessments.
3	Complete a risk assessment of manual handling operations	3.1	Identify hazards in relation to manual handling operations
		3.2	Identify those that may be harmed by manual handling operations and how this harm may occur
		3.3	Evaluate the level of risk created by manual handling hazards
		3.4	Suggest appropriate controls to reduce the risk of manual handling hazards in a workplace to an acceptable level
		3.5	Record the findings of the manual handling risk assessment
4	Complete a manual handling risk assessment report	4.1	Produce a report outlining hazards and controls identified within a manual handling risk assessment
		4.2	Justify the reasons for implementing recommended control measures.

## Assessment methods

Candidates are assessed for this qualification using the following methods:

- Multiple-choice question paper
- Portfolio of evidence

### Multiple choice questions

There is a single multiple-choice question paper. Candidates must achieve a minimum of 67% to pass.

### Example question

An example of a **direct financial cost** associated with an accident at work would be:

- A** Bad publicity
- B** Payment of fines
- C** Low staff moral

### Portfolio of evidence

Candidates need to complete a risk assessment of a manual handling operation. The risk assessment should be supported with a report outlining the recommended controls.

The risk assessment is ideally undertaken in a real work environment. The assessment should consider the potential hazards within the manual handling operations.

Candidates will need to complete a manual handling risk assessment. A template form is provided.

A report should also be developed. This report should outline the manual handling operation(s) assessed, the controls recommended and a justification for these.

## Reasonable adjustments

All candidates are required to complete the assessment criteria in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage candidates, who would otherwise be able to demonstrate competence in the assessment criteria and in line with the purpose of the qualification.

If you feel the assessment methods above would disadvantage you please contact your centre to discuss reasonable adjustment.