

# **THOMAS WOLSEY OUTREACH SERVICES** **MANUAL HANDLING TRAINING**

## **Referrals**

Referral forms to access the manual handling training are available through the advisory services. Alternatively you can contact Thomas Wolsey or e-mail direct. Our training services primarily deal with pupils who have physical disabilities, which effects their ability to be independent in their care; they may have associated sensory impairments and/or learning difficulties.

Thomas Wolsey will give manual handling advice to schools that have pupils with:

1. Severe physical disabilities.
2. Emergency issues relating to medical needs, such as operations, resulting in the need to use equipment such as hoists and handling procedures in conjunction with therapy staff.

We aim to respond to referrals within 2 weeks term time only of receipt, by means of a letter or telephone call. Referrals then will be dealt with in order of receipt unless we feel a particular case is of high risk, in which case it will take priority. If a referral is felt to be inappropriate for our training package we will reply with alternative sources of advice.

## **TRAINING AND ADVICE AVAILABLE**

### **Manual handling training courses.**

The 4½ hours full course is held at Thomas Wolsey School in term time only for a maximum of 6 people per course. The contents of the course include:

- Theories behind manual handling
- Principles of safe manual handling
- Legal requirements on employers and employees.
- Spinal awareness
- A practical training session.

**4½ hour Manual Handling course is £30 per person.**

**2 hour refresher Manual Handling courses are £15 per person**

These courses are open to schools/colleges that the outreach service has accepted referrals from and is by invitation only.

\*There is no charge for staff working with Thomas Wolsey pupils on dual placement.

### **Practical advice in schools**

Our Trainer can advise, in conjunction with therapy staff, on individual pupils within their educational environment, putting risk assessment and any remedial action into place. This may involve training in the use of hoists and slings, alternative methods of handling, use of manual handling aids and environmental issues.

### **INHOUSE TRAINING**

Our Trainer can visit your school and present a manual-handling course with a minimum number of 3 people and not exceeding 12 people. Practical hoist technique will not be taught unless there is use of a hoist within your school. Course length and contents will be the same. We can offer a written risk assessment at an additional cost.

### **Cost**

**£150 for 3 - 6 people** with 1 Trainer + petrol allowance

**£300 for 7 - 12 people** with 2 Trainers + petrol allowance

**Travel/petrol charged at Suffolk County Council level**

**40p per mile**

**£45 risk assessment and written report**

If additional visits are required they will be charged at £15 per visit plus petrol if outside Ipswich

**Refresher manual handling courses 2 hours.**

**£15 per person**

**£75 for 3-6 people** + petrol allowance

**£140 for 7 -12 people** + petrol allowance

Please contact Thomas Wolsey School on (01473) 467600 or  
E-mail [chris.ugolini@thomaswolsey.com](mailto:chris.ugolini@thomaswolsey.com)