

Site Requirements: Manual Handling

This form is for reference only.

A full Site Requirements Sheet will be emailed, and must be completed, prior to any onsite training being booked.

Prior to Course	Delegate's full name, home address, date of birth and national insurance number Delegate's previous certification (<i>for refresher courses only</i>)
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Welfare Facilities	Toilets An area for refreshments Information on fire procedures First aid provisions for all areas where training will take place
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Training Room	Seating for up to 10 delegates, plus instructor Table/s for up to 10 delegates to complete paperwork Table/s for instructor to set up a laptop and projector, and to complete paperwork 240v power supply with available sockets for laptop and projector Screen or blank wall for projection Adequate heating / ventilation
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Practical Training Area	Sufficient area cordoned off for exclusive use during training Area must be available for duration of training and allow the instructor to be heard clearly
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Equipment	Various items for delegates to lift / move
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PPE	Safety footwear Gloves*
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** If company policy states that these items of PPE are required.*