



11 December 2025

Email:

Dear

FREEDOM OF INFORMATION REQUEST

Request No: 44777-25

Subject: Manual Handling Training Materials (2007)

Date Received: 24/11/2025

Thank you for your request for information received on 24<sup>th</sup> November 2025 which was dealt with under the terms of the Freedom of Information Act 2000. Northern Ireland Ambulance Service (NIAS) Health and Social Care Trust has now completed its search for the information you requested and that is detailed below.

FOI QUESTION(S)	ANSWER(S)
<p>Under the Freedom of Information Act (Northern Ireland) 1998, I am writing to request copies of any training materials, manuals, syllabi, guidance documents, or related records provided to NIAS staff as part of manual-handling training during the calendar year 2007.</p> <p>Specifically, I am requesting information on:</p> <ol style="list-style-type: none"> <li>1. The content and techniques taught (e.g., patient-handling procedures, safe lifting methods, including any reference to "Top &amp; Tail" or equivalent techniques).</li> <li>2. Training manuals, handouts, or slides used during that period.</li> <li>3. Any formal NIAS policies, guidelines, or instructions related to manual handling for staff in 2007.</li> <li>4. Records of training sessions delivered (dates, trainers, and staff attendance, if available).</li> </ol>	<ol style="list-style-type: none"> <li>1. Attached are all available materials relating to the FOI questions. Including, the course programme, course handouts and workbooks from Manual Handling training delivered in NIAS in 2007. It contains information pertaining to several recommended techniques, specifically those using approved lifting aids and equipment. There is no record of 'top &amp; tail' or equivalent techniques being taught – the omission of such advice makes it reasonable to assume the teaching would focus on the use of approved lifting equipment, not manual techniques as a 'top and tail'. No further detail on what was, or was not, included in the training in 2007 is available.</li> <li>2. All available learning materials from 2007 attached.</li> <li>3. No formal policy or official guidance is available to cover the period including 2007.</li> <li>4. There are no records of attendance at individual training sessions or faculty lists available for 2007.</li> </ol>

I hope the above fully assists you.



Please note that, under the Re-use of Public Sector Information Regulations, if you wish to publish or otherwise use this information besides for your own means, you will need to seek our permission to do so.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter.

If you require an internal review to be undertaken, please request this via the email address: [information.governance@nias.hscni.net](mailto:information.governance@nias.hscni.net)

Or submit via

Director of Planning, Performance and Corporate Services, Northern Ireland Ambulance Service (NIAS) HSC Trust, Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG.

If following an internal review, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the Trust has complied with the terms of the Freedom of Information Act.

You can write to the Information Commissioner at:

Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)  
Website: [ICO Website](#)  
Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, CHESHIRE SK9 5AF  
Telephone: 028 9027 8757 or 0303 123 1114 (Belfast based Office)

Please be advised that NIAS replies under Freedom of Information may be released into the public domain via our website @ <https://nias.hscni.net> Personal details in respect of your request will have, where applicable, been removed to protect confidentiality.

Yours sincerely

*(not signed – issued by email)*

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Information Governance Team

Encs

*This response has been prepared for disclosure log publication. Only minor editorial or redaction amendments have been made for clarity and compliance with data protection legislation. The substantive content is identical to that provided to the requestor and the original issued version remains the authoritative record.*