



# British Manual Handling

## QUICK GUIDE FOR EMPLOYERS

[www.british-manualhandling.co.uk](http://www.british-manualhandling.co.uk)

## Creating Your Employer Account

Please complete the employee registration by following the steps shown on the platform. If you need to register several employees, **the best option is to create one business account** using your official company email, which allows you to pay quickly with your **company card, Apple Pay, or Google Pay** and ensures that **all invoices are delivered directly to your company email** with correct billing details. When creating your account, enter your full company information, including your company address, and during payment you will be asked for your **company name, company address**, and any required billing details, which will be added automatically to the invoice. After the payment is completed, the **invoice will appear instantly in your account** and you will also receive a **payment confirmation email**.

British Manual Handling

HOME MANUAL HANDLING FAQS TRAINING TEAMS CONTACT US

Login Register

★ 349,500 Certificates Issued 24/7 Manual Handling Online Money Back Guarantee Fully Accredited Course

### Manual Handling Course Online UK Training & Instant Certificate

Complete your **Manual Handling Course Online** in just 45 minutes with video lessons, **practical** assessment and clear theory modules. Our Manual Handling Training Course is CPD & RoSPA accredited, fully HSE compliant and trusted by 50,000+ professionals. Get your Manual Handling Certificate instantly - works on all devices, anytime, anywhere across London and the UK.

START YOUR MANUAL HANDLING COURSE NOW →

349,500+ CERTIFIED LEARNERS 4.9★ AVERAGE RATING 98% PASS RATE 24/7 COURSE ACCESS

# Employees emails

Employees can be registered using either their personal email addresses or company email addresses created by you. Both options work perfectly on our platform, so you can choose whichever is more convenient for your organisation.

# Purchasing Courses

We recommend purchasing the courses first, so you can assign them instantly to your employees whenever needed. The courses never expire, so you can use them at any time.

## Bulk Purchase Discount

Save more when you buy more 🎉 **get 10% off** when you add **10 or more courses** to your cart, **and 20% off** when you **add 50 or more**, with the system **automatically** applying the correct discount in your cart based on the number of courses added.

**Review Your Order**  
Check your courses and proceed to secure payment

1 Cart — 2 Review — 3 Payment

Your Courses 10 Courses

	<b>Manual Handling</b> Online Certificate	<del>£39</del> <b>£19.97</b> PER PERSON	- 10 +	
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**Order Summary**

- 10% Volume Discount Applied!  
✓ Add 50+ courses to unlock 20% off automatically.

Subtotal **£199.70**

- ✓ Bulk Discount (10% off) Applied! **-£19.97**

**Total £179.73**

[Continue to Payment →](#)

Protected checkout with advanced encryption

# Registering Employees

To register an employee, navigate to the **'For Employers'** section on bar menu on our website, then click on **'Register your employee'**

Fill in the form with your employee's details and make sure the email is correct. They will receive an email with their **login details** and a password they can change at any time.

To avoid any issues, please make sure you enter your employee's **correct full name** and **email address** and that you assign the right course to the right person. Once a course is sent, it cannot be changed or reassigned.

The screenshot displays the 'British Manual Handling' website interface. On the left is a dark blue navigation menu with the following items: Home, Profile, My Courses, For Employers (highlighted with a red arrow and the number 1), Employer Dashboard, Register employee (highlighted with a red arrow and the number 2), Instructions, Invoices, Certificates, and Help us improve. At the top right, the user 'John Cooney' is logged in. The main content area features a 'Register your employees' form. The form includes a title, a brief instruction, and two input fields: 'EMPLOYEE'S FULL NAME' (with a red arrow and the number 3 pointing to the 'First Name Last Name' field) and 'EMPLOYEE'S EMAIL ADDRESS' (with a red arrow and the number 4 pointing to the 'name@example.com' field). Below the fields is a blue 'Add Employee' button. Underneath the form is an 'Information' section with three numbered steps: 1. After registering all employees, you can access the Employer Dashboard from the menu bar at any time to review all your submitted registrations. 2. To send courses to employees for study, open the My Courses page from the menu bar and click Send Course. A list of all registered employees will appear. 3. If your employee cannot find the login email, even after checking inbox and spam, there is no need to worry, the account is already active. They just need to visit the Login page, select Reset Password, and enter the registered email address to receive a reset link instantly. We kindly ask you, as the employer, to ensure that the provided email address and full name are correct. If an incorrect email was used, a new account can be created with the correct email address, as existing account email addresses cannot be changed or removed. Thank you for always taking a moment to double-check the details you enter. At the bottom left, there are logos for MasterCard and VISA. At the bottom right, there is a yellow circular icon with an exclamation mark.

# Course Allocation and Access

Once you finish the registration and purchase the required courses, you can start **assigning them to your employees**. They can **log in with the details sent to their email** and begin training anytime. If they cannot find the email, they should **check their spam folder** or use **Forgot Password** to reset their login. Every time you assign a course, **our system sends your employee an email** informing them that a new course was added to their account and is **ready to study**.

The screenshot shows the user interface for 'British Manual Handling'. The sidebar on the left contains navigation options: Home, Profile, My Courses (highlighted with a red arrow labeled '1'), For Employers, Invoices, Certificates, and Help us improve. The main content area is titled 'Manual Handling Courses' and includes a 'MY COURSES' tab. Below the title is a table with 5 rows, each representing a 'Manual Handling' course. The table has columns for 'NO.', 'COURSE', 'STATUS & CERTIFICATE', and 'ACTIONS'. The 'STATUS & CERTIFICATE' column shows 'Purchased' for all courses. The 'ACTIONS' column contains 'Send' and 'Start' buttons for each course. A red arrow labeled '2' points to the 'Send' button in the first row. A 'Total courses: 5' indicator is visible in the top right corner of the table area.

NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Manual Handling	Purchased	Send Start
2	Manual Handling	Purchased	Send Start
3	Manual Handling	Purchased	Send Start
4	Manual Handling	Purchased	Send Start
5	Manual Handling	Purchased	Send Start

**IMPORTANT:** Please do not click any Start Course button unless you plan to take the course yourself. Once you open it, the course activates on your account and cannot be assigned to an employee. After a course is assigned to an employee, it cannot be reversed or moved. Each course can be sent only once and becomes permanently linked to the chosen student.

## Our platform is easy to use, well organised, and accessible to all 😊

After selecting your course and clicking "**Send Course**" a list of your registered employees will appear.

The screenshot shows the 'British Manual Handling' platform interface. On the left is a dark blue sidebar menu with options: Home, Profile, My Courses, For Employers, Invoices, Certificates, and Help us improve. The main content area has a header 'Please select your employee and click "Send" to assign the course.' Below this is a search bar 'Search employees by name or email...'. A table lists 3 employees with columns for NO., ACTION, EMPLOYEE EMAIL, FULL NAME, and ASSIGNED COURSES. The 'Send Course' button for the first employee (Thomas Wright) is highlighted with a red box and a red arrow. A tooltip for the '1' in the 'ASSIGNED COURSES' column shows '1x Manual Handling' and 'Total assigned: 1'.

NO.	ACTION	EMPLOYEE EMAIL	FULL NAME	ASSIGNED COURSES
1	<a href="#">Send Course</a>	thomas.wright@gmail.com	Thomas Wright	0
2	<a href="#">Send Course</a>	david.clarke@gmail.com	David Clarke	0
3	<a href="#">Send Course</a>	james.thompson@gmail.com	James Thompson	0

Clicking **Send Course** assigns the course to your employee. They will receive an email with the course details and a button to begin. You can also check their assigned courses anytime by **hovering** your **cursor** over the number. The system will automatically show how many courses they have and which ones are assigned to that student.

If your employee can't find the login email after checking **inbox** and **spam**, or accidentally deleted it, no worries! The account is already active. They can simply visit the **Login page**, click **Reset Password**, and enter their registered email to get a reset link right away. Please double-check the email address is correct. If it's wrong, just delete it and create a new account with the right one, as we can't change existing emails for security reasons. Thanks for taking a moment to verify the details.

You can open the **Employer Panel** anytime to see your **employee list** and instantly view how many courses each person has. Hover over the course count to preview the full list, and click **View** in the Action column to check an employee's exact progress or **download** their certificate if they have completed the course. When managing many employees, use the top filters to quickly find what you need and stay organized.

**British Manual Handling**

Home  
Profile  
My Courses  
**For Employers**  
Employer Dashboard  
Register employee  
Instructions  
Invoices  
Certificates  
Help us improve

Hide Menu

John Cooney

TEAM MANAGEMENT PORTAL

### Employer Dashboard

Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.

+ Add Employee

3 Team Members  
1 Certificates  
0 In Training  
1 Not Started  
1 All Done

Search employees... All Certificates All Statuses Newest First Reset 3 of 3 employees

FILTER: All Employees No Courses Assigned (1) Courses Not Started (1) All Courses Done (1) Valid Certificates Only

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	TH Thomas Wright	thomas.wright@gmail.com	Completed	1 Course	1	View
2	DA David Clarke	david.clarke@gmail.com	No Courses	No courses	0	View
3	JA James Thompson	james.thompson@gmail.com	Not Started	1 Course	0	View

Assigned Courses  
1 unique course  
1 Manual Handling 1x  
Total assignments: 1

By clicking on the **View**, you can view the status of each course whether it is only **Assigned**, **In Progress**, or **Completed**.

The screenshot shows the 'Employer Dashboard' for 'British Manual Handling'. It features a sidebar with navigation options like Home, Profile, My Courses, and For Employers. The main content area includes a 'TEAM MANAGEMENT PORTAL' header, an 'Employer Dashboard' title, and a summary of team statistics: 3 Team Members, 1 Certificates, 0 In Training, 1 Not Started, and 1 All Done. Below this is a search bar and filter options. A table lists three employees: Thomas Wright (Completed), David Clarke (No Courses), and James Thompson (Not Started). The 'ACTION' column for each employee contains a '-> View' button, which is highlighted with a red box and an arrow.

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	TH Thomas Wright	thomas.wright@gmail.com	Completed	1 Course	1	-> View
2	DA David Clarke	david.clarke@gmail.com	No Courses	No courses	0	-> View
3	JA James Thompson	james.thompson@gmail.com	Not Started	1 Course	0	-> View

Once courses are completed, a **PDF file** with the employee's certificate will automatically appear in the **"Certificates"** section. Clicking on it will **download** the certificate instantly.

The screenshot shows the 'Employee Courses' page for 'Thomas Wright'. It features a 'TRAINING RECORDS' header and a table with columns: COURSE NAME, STATUS, ASSIGNED DATE, EXPIRATION, and CERTIFICATE. The table lists three 'Manual Handling' courses: one 'Assigned', one 'In Progress', and one 'Completed'. The 'Completed' course has a PDF icon in the 'CERTIFICATE' column, which is highlighted with a red box and an arrow.

COURSE NAME	STATUS	ASSIGNED DATE	EXPIRATION	CERTIFICATE
Manual Handling	Assigned	13 Mar 2026	-	-
Manual Handling	In Progress	13 Mar 2026	-	-
Manual Handling	Completed	13 Mar 2026	13 Mar 2029	

For employers with a large number of employees, we have added **extra features** to the **employer dashboard** to simplify the process and speed up certificate downloads. In the top bar, you will find a separate filter that allows you to **instantly download all certificates** for employees who have successfully completed their courses. Simply click on **Certificates** to open the page where you can download all certificates with a single click. Each certificate title will include the correct employee name, making it easy for you to find them.

The screenshot displays the 'Employer Dashboard' for 'British Manual Handling'. The dashboard includes a sidebar with navigation options like Home, Profile, My Courses, and For Employers. The main content area shows a 'TEAM MANAGEMENT PORTAL' header, an 'Employer Dashboard' title, and a summary of team statistics: 3 Team Members, 2 Certificates, 1 In Training, 0 Not Started, and 1 All Done. A red box highlights the '2 Certificates' stat, with a red arrow pointing to the 'CERTIFICATES' column in the table below. The table lists three employees: Thomas Wright (In Progress, 3 Courses), David Clarke (No Courses), and James Thompson (Completed, 1 Course). The 'CERTIFICATES' column for Thomas Wright and James Thompson shows a download icon, a count of 1, and a checkmark. A red box highlights this column. The 'ACTION' column for each employee has a 'View' button.

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	TH Thomas Wright	thomas.wright@gmail.com	In Progress	3 Courses	1 ✓	View
2	DA David Clarke	david.clarke@gmail.com	No Courses	No courses	0	View
3	JA James Thompson	james.thompson@gmail.com	Completed	1 Course	1 ✓	View

**British Manual Handling**

John Cooney

Back to Dashboard

**CERTIFICATE MANAGEMENT**

## Valid Certificates

View and download all active employee certificates. Only valid, non-expired certificates are shown here for your compliance records.

2 Valid Certificates | 2 Certified Employees | 1 Different Courses | 0 Expiring in 30 Days

Search by name, email or course... **Download All (ZIP)** 2 certificates

#	EMPLOYEE	COURSE	STATUS	ISSUED DATE	EXPIRATION	TIME LEFT	CERTIFICATE
1	<b>JA</b> James Thompson james.thompson@gmail...	<b>MA</b> Manual Handling	VALID	13 Mar 2026	13 Mar 2029	1096 days	Download
2	<b>TH</b> Thomas Wright thomas.wright@gmail.com	<b>MA</b> Manual Handling	VALID	13 Mar 2026	13 Mar 2029	1096 days	Download

**Everything in Order**  
All certificates are valid and ready. Download individually or use ZIP for all.

If you want to obtain certification for yourself, you can click the "Start Course" button anytime to begin studying and receive the necessary certification.

**British Manual Handling**

John Cooney

Hide Menu

MY COURSES

## Manual Handling Courses

Track your progress, continue learning, and download certificates for completed courses.

Total courses: 1

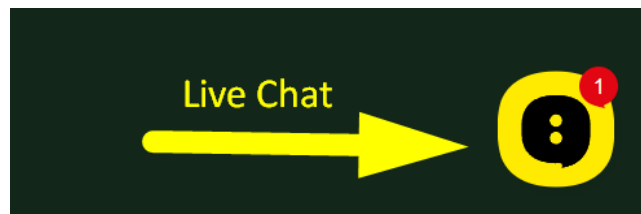
NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Manual Handling	Purchased	Send Start

# Course Information and Certification

All courses follow UK health and safety requirements and include a clear theory section you can complete anytime, on any device. After completing the theory, the certificate is available immediately for download.

## Support and Assistance:

We are happy to help with anything you need. You can reach us at [info@british-manualhandling.co.uk](mailto:info@british-manualhandling.co.uk) or through our **Live Chat** on the website. Our support team is available every day from 8am to 9pm.



## Long Term Access

All courses remain available in your account for **3 years**, completely **free**, so your employees can review the material anytime they need.

Our website is accessible **24 hours a day, 7 days a week**, for managing your dashboard, billing, and employee records.

Our platform is designed to be **easy to use, well organised**, and accessible to everyone. Keeping your team healthy and safe is always our top priority.

