Aneurin Bevan Health Board

Guidance Relating to Hoists and Slings

N.B. Staff should be discouraged from printing this document. This is to avoid the risk of out of date printed versions of the document. The Intranet should be referred to for the current version of the document.
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1 PURPOSE OF THIS GUIDANCE

The aim of this guidance is to provide all staff that are involved with moving and handling people using hoisting equipment, with information and advice on safe working practice. It replaces previous guidance that solely related to slings.

This guidance should be used in conjunction with Aneurin Bevan University Health Board’s (ABUHB) Safer Manual Handling Policy, manual handling training documentation and manual handling risk assessment processes. It should also be used in line with legal requirements such as the Manual Handling Operations Regulations 1992 (updated 2002), Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 1998) and equipment manufacturers’ instructions.

Through this guidance staff will be able to:

- understand roles and responsibilities of all staff relating to hoisting procedures.
- use information regarding safety checks and procedures in order to avoid potential risks that could otherwise be involved with the activity.
- have an awareness of the various types of hoists and slings in use within ABUHB and their purpose and function.
- utilise information such as charging of batteries, servicing and maintenance procedures to ensure that equipment is cared for in a safe manner.
- manage any faults identified and organise repairs
- know who to refer to for further assistance and practical support.

2 TERMS, ROLES AND RESPONSIBILITIES

The Safer Handling Policy lists terms, roles and responsibilities of ABUHB employees involved with management and use of hoists and slings. In addition, ABUHB provides local support in the form of Transfer Specialists and Assistant Trainers.

2.1 Transfer Specialist

A professionally qualified employee who has successfully completed the ABUHB Transfer Specialist course to train people handlers, monitor and assess manual handling practice, provide employees with appropriate update training; support
their line manager to manage manual handling and attend an annual update.

2.2 **Assistant Trainer**

A clinical employee (non professionally qualified) who has successfully completed the ABUHB Assistant Trainer course and assists the local Transfer Specialists to train practical methods to employees; monitor manual handling practice in their work place and attends annual update. The Assistant Trainer will not train in isolation but will assist training facilitated by Transfer Specialists.

3 **INTRODUCTION**

"Use of hoists has become an integral role of handlers over a number of years. It has long been recognised that lifting people is hazardous" (Lloyd et al 1981: Health Services Advisory Committee 1984).

There is also a requirement under more recent legislation – Manual Handling Operations Regulations 1992 (as amended) (HSE 1992) “to avoid hazardous manual handling operations as far as is reasonably practicable, and, where this cannot be achieved, to take steps to reduce the risk.”

“Although the use of hoists can reduce musculoskeletal risks” the HSE also asks us to “consider the other risks associated with hoisting people.” Evidence from incident reports has shown that people have been injured whilst being moved using hoisting equipment. The degree and type of injury varies depending on any number of factors. “Falls during hoisting have resulted in severe injuries, from broken bones through to fatalities.” Love, J. 2011.

“The key to successful and comfortable hoist transfers lies in a large part with having the correct sling both in size and type. Each person must be assessed individually for the size and type of sling suitable to meet their needs.” Orchard, S. 2005. This must be written in their individual Patient Handling Assessment and Care Plan as stated in ABUHB’s Safer Handling Policy.

It is, therefore, essential that people involved in use of such equipment receive suitable practical training and regular refresher training to maintain and update their skills. Lifting Operations and
Lifting Equipment Regulations 1998 states that "lifting operations are to be carried out by people who are competent."

If still in any doubt regarding the selection or use of hoists and slings, after reading this guidance, always seek practical support from ward /department Transfer Specialists, work based therapists or manual handling advisors. A basic guide to the management of slings is included in the Appendices.

4 HOISTS

4.1 Hoists can be categorised into three main groups:

- **Mobile** (full lifting devices, stand aids and some bath lifts)
- **Overhead** (ceiling/wall mounted tracking or gantry)
- **Floor fixed** (some bath lifts, pool hoists)

Hoisting equipment is designed specifically to take either the whole or part of a person’s weight in order to lift/lower them to avoid manual lifting and the risks this poses to the person and their carers.

Hoists can also be described as active or passive.

**Active hoists**, such as stand aids, are used where a person is capable of some weight bearing ability at least on one leg and has trunk stability to aid balance. These devices are used to encourage the person to use/maintain ability

Examples used within ABUHB are ARJO Sara 3000, Stedy or Encore.

**Passive hoists**, are lifting devices that fully lift / lower a person and do not require that person to have any ability to physically assist. Slings are used to support the person and provide attachment to the hoist.

Examples include ARJO Maximove, Tenor and Maxi Sky ceiling tracked hoists.

4.2 Hoist safety checks

Hoisting equipment must be in full working order prior to use thus the following basic checks should be undertaken relevant to type of device being used. These include:

- safe working load (SWL) clearly displayed and not exceeded
• battery fully charged and correctly installed
• all leads safely/correctly connected for operation and avoidance of trip hazard
• no fluid leaks
• no signs of damage
• service label clearly displayed and in date according to LOLER 1998 (i.e. carried out every 6 months)
• raise and lower mechanism fully functioning throughout its range
• castors move freely
• brakes effectively hold the castors in place when applied
• emergency stop button is correctly set
• any lifting tape is intact and not frayed
• base adjustment moves freely within set limits

**Hoist operation**

Most hoists are either operated by mains electricity, rechargeable battery, manual/winding system or hydraulic system. Where hoists are powered they **must** also be fitted with an alternative means of lowering in the event of power failure.

(Some devices classed as hoists or stand aids do not have a power source. These simply require the person to rise and lower by pushing up or pulling on the device for support.)

Where batteries are used these need to be cared for to ensure good function, availability for use and maximise battery life.

The following advice will assist with battery use and care.

• Two batteries should be provided with each hoist so that use is alternated. Whilst one is in use the other is on charge. This will also provide back up in the case of one battery failing.
• Once fully charged it is advisable to remove the battery from the charger and turn the charger off to retain charge.
• Chargers should be turned off and unplugged when not in use in order that the charger operates correctly to recharge a spent battery.
• In the case of ceiling tracked or gantry hoists it is likely that the hoist has a docking position for the equipment to recharge/retain charge and be ready for use.
Note: If some hoist batteries are not used for prolonged periods they will slowly lose charge to a level where it will no longer be possible to recharge them.

For product specific advice on care of batteries, electrical safety etc. – see individual manufacturers’ instructions.

5 SLINGS

Slings are often “hammock-like” devices that provide the means by which a person is safely attached to a hoist for the purpose of lifting/lowering. Slings in most frequent use within ABUHB include ARJO Flites and LIKO Solo Highback. Other slings in use include specialist walking vests/jackets and pants for use with relevant hoists; and straps for use with standing devices such as the ARJO Sara 3000 and Encore.

All slings should be provided for single person use to assist with managing infection control, regardless of type selected for use. Each person should be assessed and measured to ensure correct type/size/shape of sling to be used.

Slings are manufactured with either clip or loop attachments that are designed to fit specific makes of hoist (some manufacturers can provide both attachments on one sling)

5.1 Main sling styles can generally be categorised as follows:

- **Universal, Hammock or General Purpose** - typical style designed for use with passive mobile/tracking hoists i.e. person that requires full support when being transferred. These will fully wrap around a persons’ torso and provide leg support. Head support may also be included. Product example – ARJO Flite.

- **Toileting** - these slings provide less support than above but more access for managing persons’ clothing and hygiene. Some are designed to be used with passive mobile/tracking hoists, others with active hoists or standing devices. They mainly provide support around the back below the arms only and some include leg support but have a wide gap between waist and thigh strap to allow access to clothing. A person must have sufficient trunk control and cognitive ability to safely use such a sling.

- **Strap** - often placed around a person’s lower trunk/lumbar spine to help support them when rising with standing
devices. The user will need to have weight bearing cognitive ability. Product example – ARJO strap for Encore.

- **Amputee** – these slings are generally for people with bilateral above knee amputations to give extra support for hip region and reduce the aperture to avoid risk of slipping through. Amputee slings can also be designed for those with one above knee amputation if necessary.
- **Long seat** – this is sling has little or no aperture.
- **Bespoke** - tailored specifically for a person’s need/shape. These may be asymmetric due to body alignment and unusual posture.

### 5.2 Sling safety checks

Slings in use must be in good condition and the following basic checks should be made prior to any use. These include:

- Assessment of need must be documented in person’s care plan to include specific sling details required
- Ensure sling is compatible with person and hoist
- All labels are legible showing SWL, date first used, person’s name/details
- Fit for purpose – in good condition (no fraying or tears, not worn and stitching intact)
- Velcro free from trapped fibres
- Buckles or clips are in good condition and connect securely to the relevant spreader bar designed for use
- Visibly clean and dry
- In the case of disposable slings - Instruction labels should be clearly displayed/in good condition with date of opening/first use. (If still available for use at 6 months this should automatically be disposed of and replaced)
- In the case of washable slings - Service label should be clearly displayed/in good condition – service history record should be to be kept by the work area where the sling is used/stored. (See Appendix 2 for record sheet)

### 5.3 ARJO FLITE SLINGS (DISPOSABLE)

These are the most commonly used slings in ABUHB. The following information will assist with use.

- Designed for individual or person specific use.
- Disposable. **Must not** be used once wet or soiled. Not suitable for washing or bathing purposes.
- Safe Working Load must not be exceeded – see details on both sling label and hoist to be used.
The clip style attachment is designed for use on hoists with wishbone style spreader bar. If considering use with other company hoists always check with the sling manufacturer to ensure compatibility and obtain written confirmation.

Size colour coding – There are 8 sizes of ARJO sling but the most common are X small (brown), small (red), medium (yellow), large (green), X large (blue). Also LL (lilac) has been introduced to provide longer leg/broader hip region.

The ARJO Flite range does not include slings beyond the XXL size or for double amputee (above knee). These are only supplied by ARJO in the washable version via special order. Disposable slings for the plus size person are available from LIKO (eg LIKO solo highback range).

On opening the person’s name and date of first use MUST be placed on the label attached to the sling.

If a person is frequently hoisted then their sling must be regularly replaced relating to general wear/assessment of need. If however, a sling is in less frequent use this same sling may still be in use for a maximum of 6 months. At this point it must be replaced automatically with a new sling.

Plastic head/back supports (slats) inserted in the sling are designed for use when hoisting to ensure that the person’s head is fully supported. For comfort of the person the slats may be removed when inserting/removing a sling however they MUST be in place to reinforce the sling during the lifting and lowering procedure for safety purposes.

Staff must perform a visual inspection of sling prior to each use and replace the sling if there are signs of wear and tear. Special attention should be given to areas around seams and clips. NB If an incident should ever occur then the sling must be kept for investigation purposes.

See manufacturer’s instructions for supporting advice on use.

Soiled slings must be disposed of as clinical waste by incineration. The plastic slats must be removed and disposed of safely in domestic waste.

5.4 ARJO POLYESTER SLINGS (WASHABLE)

- Individual person use. Washable/reusable.
- Suitable for all tasks including bathing
- If used in a person’s home this can be washed as per their clothing however if use is to be transferred to another person then it must be sent to laundry for cleaning and decontamination.
• Safe Working Load must not be exceeded – see details on both sling label and hoist to be used.
• For use on hoists with wish bone style spreader bar due to clip style attachment. If considering use with other company hoists always check with the sling manufacturer to ensure compatibility and obtain written confirmation.
• Size colour coding – There are 8 sizes of ARJO sling but the most common are X small (brown), small (red), medium (yellow), large (green), X large (blue). Also LL (lilac) has been introduced to provide longer leg/broader hip region.
• Plastic head/back supports inserted in the sling are designed for use when hoisting to ensure that the person’s head is fully supported. The sling should not be used without this reinforcement.
• Staff must perform a visual inspection of all slings prior to each use, replace the sling if there are signs of wearing or if contaminated send to laundry for decontamination. Special attention should be given to areas around seams and clips. NB If an incident should ever occur then the sling MUST be kept for investigation purposes.
• Polyester slings should also undergo a thorough inspection, by the Service and Maintenance Company appointed by ABUHB every 6 months in accordance with Lifting Operations and Lifting Equipment Regulations 1998. The inspection is a thorough visual check. Weight load testing is carried out during manufacture. Staff need to ensure that all slings are available with the hoists for the sling inspection to be included. A written record of this visual inspection must be kept at the site where this is in use. (See appendix for record sheet). This is vital to provide evidence of inspection following an incident or accident. In addition each sling should have an individual Identification number so it can be easily recognised.
• Polyester slings may also be purchased for people with specific needs such as lower limb amputations (see page 11).
• See manufacturer’s instructions for supporting advice on use.

The above guidance regarding ARJO Flite (disposable) and ARJO Polyester (washable) will also serve as general standards of use/care for similar products provided by other companies. Sizing codes, sling styles, reinforcements, hoist spreader bar and attachment methods of other slings may vary.
6 Compatibility Statement

It is strongly advised that when hoisting is required staff should use the hoist and sling supplied from the same company/manufacturer to ensure compatibility.

When this is not possible, for example, due to lack of availability of a suitable sling, then it is important that selection of a sling from an alternative supplier is made by a person that is competent to make this decision. This must also be based on risk assessment of need and be documented in the person’s risk assessment and care plan.

In addition, the competent person must ensure that ABUHB Procurement has a statement of compatibility for the sling being selected for use with the hoist in question.

7 Guidance on Measuring a Person to Select the Correct Sling Size

ARJO Flite slings

A colour coded tape measure is available for purchase from ARJO. The start of this tape measure is placed, as indicated, level with the person’s coccyx to be extended along the back to just above the person’s head (by approximately 2 – 4 cms). The colour on the tape measure at the head end denotes the size of sling required. This colour will be found around the edge of the ARJO Flite sling.

It is useful to use the measuring method to avoid opening packets of slings unnecessarily.

Alternatively use the following instructions:

Fold the sling neatly in half along the length of the back section with the two legs sections held together.

- Either
  a) hold the folded edge close to the person’s back (when seated or lying on their side in bed) and ensure that the main body of the sling will fit the whole of the trunk/head region. The top of the sling should be no more than 5cm above the head, the shoulders should fit neatly within the shoulder clips and the seat of the sling should be level with the person’s coccyx.
  Or
b) hold the folded edge close to the person’s abdomen (whilst they are lying flat on their back) and ensure that the main body of the sling will fit the whole of the trunk/head region as above but use the pubis in stead of the coccyx as a measuring point.

- **Also** ensure that the leg clips will extend beyond the person’s knee when in the a) or b) position and that the width of the sling fits comfortably around the shoulders to allow for attachment of sling to hoist spreader bar.

- As a general rule if the person is between sizes then select the smaller size sling as the risk of a person slipping through a larger sling has far greater consequences than if the fit is snug.

## 8 GUIDANCE ON SLINGS FOR PEOPLE WITH PARTICULAR NEEDS

### 8.1 Lower limb amputation

- For most people with unilateral lower limb amputation and those with bilateral amputations where limb loss is below knee height the standard sling sizing guide applies as stated in section 6.
- For people with above knee, bilateral amputations the same measuring process for the torso applies however order of a special sling is required as these have a special shape/attachment style to keep the leg section secure. Details of torso size and remaining limb length are important for order of the correct sling.
- Amputee slings can be designed for those that have one above knee amputation where required. Torso measurements apply as before and left or right limb above knee must be specified along with measurement of remaining limb length.
- Contact ARJO with the results of your assessment so that you can obtain the correct reference details for ordering via Procurement.

### 8.2 Special needs

When caring for a person in hospital who is regularly hoisted at home the following actions are recommended to establish the person’s needs
Completion of manual handling risk assessment to establish if the person’s hoisting needs can be met by use of equipment in regular use within ward/department in ABUHB.

If special equipment such as tailor-made slings are used at home then use of these slings should be requested for the duration of the hospital stay as it would be difficult to arrange purchase of the same within a reasonable timescale for appropriate care to be provided.

Compatibility of the person’s sling and ward hoisting equipment will also need to be assessed and an alternative suitable hoist may need to be acquired. General principles in the safe use of hoists can be applied, however if required, staff should seek further advice from their transfer specialists, therapists or manual handling advisor.

8.3 Plus sized person

Specialist hoists with additional safe working load capacity are available at most major ABUHB sites where most likely to be required. Disposable slings for the plus sized person are manufactured by LIKO and these are called Solo Highback slings. They have a loop attachment rather than clips to suit both the ARJO Tenor and LIKO Viking mobile hoists that have the greater safe working load capacity. These slings can also be used in conjunction with ARJO Maxi Sky plus ceiling track hoists where available in certain areas.

9 PERFORMING THE TASK OF HOISTING

9.1 Staff need to:

- ensure they have received training in use of hoisting equipment before use.
- use safer handling principles to carry out the task comfortably.
- follow the person’s manual handling care plan to be aware of their particular needs related to the task, staff required, method and equipment to be used.
- ensure the care plan is current and relevant.
- ensure 2 staff (or more if required) are involved with the task.
- communicate well with all involved at all times throughout the task.
- create space to fit the sling around the person first before bringing the hoist in to attach sling.
- apply the sling the correct way round with labels visible and any stitching on the outside to avoid contact of same with person’s skin. NB. This is the way slings are weight load tested following manufacture. They are not guaranteed for use the other way round.
- if required, use slide sheets to assist with fitting and removal of slings. (Remember to remove slide sheets before hoisting to avoid trailing hazard).
- guide the spreader bar towards the person at chest height or lower.
- ensure the sling clip attachments correctly fit the hoist or where loop slings are used make sure you attach using the correct loop as described in the care plan.
- be familiar with the emergency lowering facilities and procedures.
- remember when using mobile passive hoists brakes are generally not applied so that the hoist can maintain balance. However brakes are required for stability when a person is rising/lowering using a standing device – If unsure always refer to manufacturer’s instructions.
- avoid use of mobile hoists for transportation purposes over distance or thresholds unless otherwise stated in the care plan, risk assessment and manufacturer’s instructions
- request assistance if there are any concerns regarding hoisting task, person, environment etc by contacting their line manager/local Transfer Specialist or Manual Handling Advisor.

9.2 **Person being hoisted**

- In order to promote dignity and respect in relation to safe handling ensure the person is suitably clothed and is in agreement with the task.
- Make sure to provide the person with adequate information and opportunity for questions to gain their consent.
- Pay particular attention to equality and diversity considerations such as culture and gender of person to be sensitive to their choices and care requirements. A person may prefer to receive care from someone of the same gender.
- Ensure appropriate hoist and sling have been selected for use.
- Check the person is in the correct position for hoisting prior to rising. (When using a passive hoist a slightly reclined position may be more comfortable as the load will be distributed more evenly and pressure will be reduced under thighs).
• When hoisting from the bed, raise the bed head rest to assist with attaching sling to hoist to avoid strain or pulling on the person.
• Ensure sufficient clearance is achieved when hoisting over all surfaces to avoid dragging person’s skin. Note that the bed may need to be lowered for clearance and to avoid raising person too high in the hoist.
• Ensure the safety and comfort of the person being hoisted, provide reassurance to the person throughout.
• To use a standing hoist make sure to assess the person’s ability to consistently and reliably bear weight through their legs (at least one leg) and have sufficient upper body muscle strength. They must also be able and willing to participate and have required level of understanding to maintain position for support.
• In general remove sling once person has been transferred to desired position to avoid risk of pressure areas and to maintain dignity. The sling may be left in place if more transfers are required within a short time however care must be taken to risk assess person’s comfort/tissue viability. In certain circumstances a special “stay in place” sling may need to be considered.

9.3 Environment

This will include any work area where hoists/slings are to be used and stored.

• Create sufficient space for the task and make use of curtains/doors to maintain privacy/dignity.
• Consider cultural and dignity issues regarding positioning of equipment for certain activities such as toileting.
• Ensure floor space being clear of obstacles and floor surface is suitable for task.
• Provide suitable and safe areas for cleaning/storage/charging for such areas to be well sited to assist with staff access to and use of the equipment.
• Consider appropriate environmental conditions e.g. temperature and lighting for hoisting to take place.

10 EQUIPMENT CARE, SERVICING AND MAINTENANCE (Refer to Lifting Operations and Lifting Equipment Regulations 1998)

• Whilst it is important that all staff take responsibility for equipment care it is wise to have specific staff that will take
responsibility to ensure that servicing and maintenance is kept up to date.

- Always carry out a visual check of the equipment prior to use to ensure service information on labels is in date. If not report this to your manager/transfer specialist so that they can contact the servicing company to arrange appropriate inspection. Label the hoist for all staff to be informed and make interim arrangements for alternative equipment to be used. *(NB If alternative equipment is not available within a reasonable timescale a common sense approach should be taken as to the need for hoisting and use of the equipment. A risk assessment of the situation should be undertaken and equipment used with caution as long as all possible safety checks are made. This must be followed as soon as possible by a call to arrange for the equipment to be serviced.)* See section 16.

- For care/cleaning of hoisting equipment follow ABUHB Infection Control guidance.

- Use the equipment in accordance with manufacturers instructions and manual handling training.

- When using a combination of equipment e.g. hoist and slings it is strongly advised that both should be provided by the same company to ensure compatibility.

- For charging batteries ensure manufacturers instructions are followed. Some hoists and or batteries must be placed on charge when not in use. Some batteries are best removed from charge when full, charger to be turned off then back on again to replenish a spent battery and avoid trickle charge situation.

- Hoists and slings must never be adapted or misused.

- When storing a mobile hoist or stand aid place the spreader bar in its lowest position and apply brakes.

- When using a ceiling track or overhead hoist the motor should be directly overhead and not twisted to avoid undue wear on the tape.
  - Make sure the system is running smoothly and the track is clear of obstructions.
  - When not in use elevate tape and spreader bar to highest point and where necessary ensure motor is placed in position to maintain charge.

- Ensure that all equipment used is compatible and sufficient access is available around or under furniture/other equipment for hoisting to take place.
11 FAULTS

If a fault is identified with either hoist or sling immediate action should be taken:

- Withdraw from use, labelled as faulty and stored in a safe place.
- Report to line manager so arrangements can be made for assessment/repair/replacement by calling the hoist maintenance contractor for ABUHB. Details can be found on the Intranet.
- Complete a risk assessment to establish what other actions should be taken to include arrangements for use of an alternative where applicable.
- If the fault relates to an incident/accident this must be reported on Datix for formal investigation.

NB It is vital that faults are reported not only so that repairs/replacement can be made but also, where relevant, should an investigation be required.

12 ORDERING OF EQUIPMENT AND EQUIPMENT LOANS/HIRE

12.1 Ordering

Please refer to ward/departmental procedures for staff authorised to order and approve purchases via ABUHB Oracle system.

It is important to ensure that adequate stock levels of slings of various sizes are kept relevant to people likely to require hoisting.

Slings are generally sold in packs rather than individually so consideration could be given to the sharing of an order between neighbouring wards/departments or within the same Division.

12.2 Loans and hiring

If use of hoists and slings is not the norm in a particular area but occasional use is required then local arrangements will need to be made to borrow relevant hoisting equipment from a neighbouring area on the same site. This will be the responsibility of the local areas to organise.
**NB** To ensure safety and avoid unnecessary risks, it will also be necessary to acquire the assistance of staff that are competent and familiar with use of the equipment.

Hiring of equipment from Hoist companies may be necessary if suitable equipment is not available locally.

See following contact details for further information as required.

### 13 INFECTION CONTROL

Such risks are significantly reduced or can be eliminated when guidance is followed by ensuring that all slings are for single person use and hoisting equipment is regularly inspected, “decontaminated and stored in accordance with legislative, manufacturers’ instructions and best practice requirements. In ABUHB hoisting equipment is included in the regular weekly cleaning schedule and wherever used for people with transmittable infections immediate cleaning is required. For further more detailed guidance refer to ABUHB Policy on Infection Control. NB Where appropriate decontamination should always be carried out in dedicated facilities,” e.g. Greenvale laundry services for washable slings. Under no circumstances should local washing/drying of washable slings be employed without correct facilities and full approval of the organisation.

### 14 ALTERNATIVE EQUIPMENT FOR LIFTING AND TRANSFERRING PEOPLE

On some occasions it may be concluded that a person would not be best served by use of hoisting equipment described in this document. It is therefore necessary to consider suitable alternatives. It may be deemed that a person would not tolerate being lifted using a sling for medical reasons such as spinal injury, hip fracture, tissue viability concerns etc. Other reasons for selection of alternative equipment may include a person’s choice, dignity and respect.

**Alternative equipment and methods of transfer**
15 COMMUNITY AND EDUCATION SETTINGS

Many ABUHB staff, particularly Community nurses and therapists, work in community or education settings and may be required to use hoisting equipment that has been supplied by another agency such as the local authority.

General principles of use described in this guide should apply however if in doubt staff should refer to the equipment supplier, individual risk assessments/care planning documentation and manufacturer’s information for specific guidance. Assistance can also be obtained via local Transfer Specialists and the Manual Handling Team.

Equipment care, servicing and maintenance will be the responsibility of the provider. The main carer (family, agency, ABUHB staff or social services) should report any faults with the equipment to the equipment provider in order that it can be serviced/repaired. If necessary the equipment should be taken out of use and any action taken documented in the care plan.

16 MANUAL HANDLING TEAM CONTACT DETAILS

Lead for Manual Handling

- Kath Underwood – Health & Safety Team Manager (South)
  01633 238121 or 07932 956091

Manual Handling Advisors – North (Blaenau Gwent, Torfaen and Monmouthshire)
Maggie Callan – 01873 733129 or 07949 108830

Manual Handling Advisors – South (Newport and Caerphilly)
- Pauline Gaywood (South) – 01633 238208 or 07805 854355
- Caroline Sutton (South) – 01633 234731 or 07947 135857

Manual Handling Training Rooms
- Bron Haul, Nevill Hall Hospital
- Phoenix Ward, St Cadocs Hospital - 01633 436787/6

Administration
- Lynne Davies LGH 01633 623437
- Wendy Dicker LGH 01633 623440

17 HOIST COMPANY CONTACT DETAILS

Servicing and Maintenance Contract
Caretech – 01268 775585

Suppliers – purchase and hire
ARJOHuntleigh (including LIKO hoists) – 08456 114114
HILL ROM (LIKO Hoists) – 015304 411000

18 REFERENCES

- Policy for Safer Manual Handling (2012) ABUHB
- Safer Handling Staff Manual (2011) ABUHB
- Lifting Operations and Lifting Equipment Regulations 1998
- Lloyd et al 1981. in Health Services Advisory Committee 1984
- Orchard. S and Johnson. C in The Guide to the Handling of People. 5th Edition. Published by Backcare with the Royal College of Nursing and the National Back Exchange (HOP5)
19 OTHER INFORMATION

- ARJO/Huntleigh Sling and Hoist User Guides on DVD, brochures and web site.
- Medical and Healthcare products Regulatory Agency MHRA and Medical Device Agency MDA.
- Health and Safety Executive Information sheet - Getting to grips with hoisting people
- Patient Handling Risk assessment form
- Patient Handling Information and Care Plan

EQUALITY & DIVERSITY

The Health Board is committed to equality in line with the equality Act 2010.

This policy has undergone an equality impact assessment screening process using the toolkit designed by the NHS Centre Equality & Human Rights. Details of the screening process for this policy are available from the policy owner.
Appendix 1 - Flowchart for Sling Management

**STEP 1** – select correct size and type of sling required ensuring compatibility with hoist to be used

**ARJO FLITE SLINGS**

- Individual patient use (disposable)
  - Patient name & date on label for first use
  - Visual inspection prior to each use
  - Particular attention to seams and clip areas
  - Wet or soiled
  - Wear or Tear
  - 6 months or more past from first use date
  - Dispose immediately
  - Replace

**POLYESTER SLINGS**

- Individual patient use (washable)
  - Six monthly thorough visual inspection record on inspection form (appendix 2)
  - Visual inspection prior to each use with particular attention to seams & clips
  - Wear or Tear
  - Soiled
  - 6 months or more past from first use date
  - Dispose immediately
  - Launder
  - Replace
Appendix 2 - Record of inspection for slings (6 monthly for polyester slings)

WARD/DEPT.........................................

<table>
<thead>
<tr>
<th>Date</th>
<th>Serial or ID number</th>
<th>Findings of inspection details</th>
<th>Action taken e.g. disposed / replaced</th>
<th>Print Name</th>
<th>Signature</th>
<th>Next check date due</th>
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Status: Issue 1
Approved by: H&S Committee
Issue date: March: 2013
Review by date: March: 2016