**Appendix A –**

**Q. Hoist and Sling Tagging, disposable slings, damaged slings, laundering arrangements and hoist guidelines.**

Lifting Operations Lifting Equipment Regulations 1998 (LOLER) Legislation requires that all lifting equipment including hoists and slings are examined and inspected at intervals of every 6 months by a competent person. All lifting equipment that has been inspected and examined must be clearly marked to show the user when the next inspection/examination is due.

Medical Device Management Services will advise the wards and department prior to the inspection visit. As soon as a date has been agreed for the inspection to commence the wards will be informed by MDMS.

Once the tags have been secured to the hoist and sling under NO circumstances should any member of staff remove these tags. Staff who are found and proven to have

removed the tags may face disciplinary action as this will be classified as tampering with equipment.

 **Q. What do we do when the slings and hoists are due for re-tagging?**

Make them available by gathering the as many slings together as possible for the inspection. Try to ensure that the hoist is available, if not then explain this to the inspector and he will return later.

**Q. Who do I contact if the sling or hoist has not been tagged?**

If the hoist or sling has not been inspected then contact MDMS on ext. 4090

**Q. What happens after the inspection period and the sling and the hoist have not been inspected.**

The hoist and the sling must be removed from service and MDMS must be informed on ext. 4090.

**Q. Who will pay for the tagging of the sling and hoist if it has been missed during the inspection period?**

The wards/department may be liable for the cost of the inspection if a sling or hoist is

missed during the 6 monthly inspections.

**Q. Do disposable hoist slings need tagging and can they be laundered.**

Disposable hoist slings do not require tagging and must not be laundered.

**Q. Do Medequip slings need to be tagged.**

No. When Medequip complete their sling inspections they leave a copy of the completed LOLER test with the customer. When slings go out there would be no paperwork until a LOLER test has been completed which would be after 6 months.

**Q. What do I do if a hoist or sling is damaged.**

Any sling that is damaged must be isolated and NOT used. The ward/department

will need to inform MDMS on ext. 4090. Any hoist that is or appears to be damaged must be isolated, labelled and MDMS contacted on ext. 4090.

**Q. Does the Trust use disposable slings.**

This is not common practice as there are sufficient launderable slings available for use. If however a ward specifically requires disposable slings then the Manual Handling Advisor bleep 1013 must be consulted prior to ordering.

**Q. Can either of the sling tags be removed from the sling?**

NO. The inspection tag is part of the LOLER requirement and must not be removed. The **GREEN TAG** has a unique serial number to that sling and the SWL (Safe Working Load). It also acts as the inspection history for that sling.

The Inspection tag must **NOT** be removed from the hoist.

**Hoist Guidelines**

Safety checks prior to each use

Handlers must do an ‘on the spot’ check to see there are no significant changes from the handling/hoisting plan and do a visual check of all equipment prior to using it.

Prepare environment for hoisting, ensure there is sufficient space to use the hoist safely

HOIST – mobile (electric and hydraulic), ceiling track systems, standaids

• Safe working load (SWL) of the hoist and is clearly displayed

• The hoist is fully charged and the battery fitted correctly

 • There are no obvious signs of damage

• Any leads are connected correctly

 • The emergency stop button is set correctly

 • There are no fluid leaks

 • The lifting tape is intact and not frayed (applies to ceiling track, certain mobile hoists)

• The castors are moving freely i.e. free from carpet fibres/fluff etc. (mobile & standing hoists)

• The base adjustment moves freely (mobile & standing hoists)

 • The raise/lowering mechanism works

 • LOLER checks are in date

**Slings**

Ensure

• It has been assessed for the client and is fit for purpose

 • The sling is compatible with the person and the hoist

• All labels are legible and show SWL and unique identifier (number on green tag)

 • There are no signs of fraying, tears etc.

 • All stitching is intact

• The fabric is not worn/wearing

• The velcro (if applicable) is clean and free of fibres/ fluff etc.

 • The buckle (if applicable) has no signs of damage etc.

 • The loops/clips have no obvious signs of damage, fraying etc.

 • The sling is clean

 • LOLER checks are in date

**Environment**

Ensure;

• There is sufficient space to use the hoist safely

• The floor is clear of obstacles

 • There is sufficient access around and under furniture

• There is a suitable and safe area to store and charge (if applicable) the hoist

• The environment is prepared for the task

 If a fault is identified with either the hoist or sling it should be immediately withdrawn from use and follow the Trusts reporting procedures.

**GENERAL GUIDANCE - GOOD PRACTISE FOR ALL HOISTING TASKS**

• Do not use the hoist/sling unless you have had the necessary training

 • Read the handling/hoisting plan and ensure it is current and relevant

• Familiarise yourself with the hoists emergency lowering systems

 • All hoisting tasks should be performed with two handlers (unless otherwise risk assessed) seek advice from the Manual Handling Advisor Bleep 1013

• Communicate with all involved in the task at all times

• Ensure safety and comfort of person at all times

• Reassure the person at all times

• Brakes must not be applied during the hoisting procedure (unless otherwise risk assessed) seek advice from the Manual Handling Advisor Bleep 1013

• Any concerns regarding the equipment, task, person, environment etc., handlers must contact the Manual Handling Advisor Bleep 1013, or a manual handling keyworker. Any decision made must be documented for clarity

• Apply sling first, bring hoist in last

• Double check the sling attachments and the sling and person are in the correct position prior to raising

• Ensure the support surface is ready to receive the person

• Hoist the person just above both support surfaces to obtain sufficient clearance

• Avoid using the hoist to transport over distances, thresholds and different surfaces unless otherwise stated in the risk assessment (This must be in consultation with the Manual Handling Advisor, prior to any decision made)

 • Follow local policies and procedures with regard to care and cleaning of the hoist

 • Place hoist on charge, brakes on when not in use

• Hoists and slings must not be adapted or misused

**ADDITIONAL GUIDANCE FOR MOBILE HOISTS:**

 • Control the decent of the spreader bar and lower to the level of the person’s chest or below, attach the shoulder straps first to hoist.

 • Store in safe place with boom/jib in lowest position with brakes on when not in use

**ADDITIONAL GUIDANCE FOR CEILING TRACK/OVERHEAD HOISTING SYSTEMS:**

• The motor should be directly overhead, ensure the lifting tape (where applicable) is vertical to the lift to avoid wear and tear and/or malfunction

 • Elevate the spreader bar to its highest position when not in use

 • Return the hoist to its docking station for charging when not in use

 • Ensure the tracking is clear of obstructions

• Be familiar with how freely the motor moves on the tracking

**ADDITIONAL GUIDANCE FOR STANDING HOISTS:**

 • The person must be able to consistently and reliably bear weight through their legs and have sufficient upper body muscle strength

• The person must be able to physically participate in the hoisting process

• Is the person’s condition the same as when they were assessed for this piece of equipment?

**ADDITIONAL GUIDANCE FOR SLINGS:**

• Double check the loops/clips are attached to the spreader bar

• Ensure the correct loop configurations are used as identified in the handling/hoisting plan

**ADDITIONAL GUIDANCE FOR BATH HOISTS:**

• Please ensure the all staff are fully trained on that specific bath hoist and with the equipment in the bathrooms i.e. height adjustable baths etc.

• Ensure the environment is safe i.e. slippy/wet floors, ventilation, sufficient space,

 • Using bath oils, bubble bath, lotion, talc etc. may make the surfaces slippery and affect the use of the equipment

• Check the temperature of the water

 • Application of lap straps (if risk assessed for use) - Ensure correct fitting of lap strap

• Use identified method of getting person on bath hoist i.e. independently, hoisting

• Do not leave the person unattended

 • Ensure two staff are present at all times

 • Mobile hoists may also be used for bathing – see mobile hoist guidance

**GLOSSARY**

BOOM/JIB ⎯ Also known as the LIFTING ARM

ENVIRONMENT ⎯ Working area

HSE ⎯ Health & Safety Executive

LAPSTRAP ⎯ Also known as SAFETY BELT, SEAT BELT, SAFETY HARNESS

LIFTING TAPE ⎯ A strip of fabric which lowers/raises from the MOTOR to which the SPREADER BAR is attached

LOLER ⎯ Lifting Operations and Lifting Equipment Regulations 1998

MHOR ⎯ Manual Handling Operations Regulations 1992

MOTOR/UNIT/POD ⎯ Unit that runs along a TRACKING system from which the LIFTING TAPE lowers/raises.

SPREADER BAR ⎯ Part of hoist to which the sling attaches. Also known as the CARRY BAR

SWL ⎯ Safe Working Load

TRACKING ⎯ Along which the motor of the ceiling track hoist runs

UNIQUE IDENTIFIER ⎯ A number or code unique to each individual sling **Green Tag**

