

Yorkshire Back Exchange YBE Quick Reference Hoisting Activity Guidance

REFER TO YOUR LOCAL PROCEDURES

REPORT TO YOU LINE MANAGER

DURING THE ACTIVITY AFTER THE ACTIVITY BEFORE THE ACTIVITY PREPARE THE PERSON MONITOR THE PERSON CHECK THE PERSON Inform and explain the activity to Is safe, secure and comfortable Check the person feels safe, secure the person Is in a functional position and comfortable Gain consent PREPARE YOURSELF MONITOR YOURSELF CHECK THE ENVIRONMENT Read and follow the Use good practice Put things back where they belong handling/hoisting plan Plan the activity PREPARE THE ACTIVITY MONITOR THE EQUIPMENT CHECK THE EQUIPMENT Check the person's needs or other Do a visual check Clean, store and charge elements of the situation haven't changed PREPARE THE ENVIRONMENT Clear the working area CONCERNS Get everything ready Concerns, changes in the person's needs, situation, or you?



ALWAYS ENABLE

- Use a strengths-based approach. Focus on what the person can do, not what the person can't do.
- Facilitate the person's independence before, during and after the activity.
- Enable the person to do as much for themselves as possible before, during and after the activity.



ALWAYS COMMUNICATE

- Communicate at a level and pace that the person understands.
- Communication is not just verbal, it includes body language, facial expressions, pointing and gesturing.
- Communication is two way watch and listen.

PREPARE THE EQUIPMENT

Do a visual check (See page 2)



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GENERAL GUIDANCE - GOOD PRACTICE

- Familiarise yourself with the hoist's emergency lifting and lowering systems.
- If fitting a sling on an air mattress, set the mattress to a static setting to provide a stable surface.
- Apply the sling first, bring hoist in last (unless otherwise risk assessed).
- Double check the sling prior to lifting Do the 'tug test': CHECK that all loops/clips are attached as per handling plan. Raise the person to a point of tension then STOP. CHECK the loops/clips again, and ensure the person is symmetrical, secure, and comfortable before continuing.
- Whilst hoisting in/out of a profiling bed, raise the backrest and knee break to provide support, comfort, and ease of positioning (into bed).
- Whilst hoisting in/out of bed consider placing two layers of slide sheets under the person's heels to prevent friction and shear skin damage.
- Whilst hoisting out of a seated surface, ensure any lap belts, harnesses and/or foot straps are unfastened prior to lifting.
- Hoist the person just above both support surfaces to obtain sufficient clearance.
- · Never use the hoist as a threat.
- Refit the sling (not applicable to in-situ slings) before each subsequent transfer (i.e., before transfer from chair to commode, and then again before transfer back to chair).
- Follow local policies and procedures regarding care and cleaning of the hoist.
- · Hoists and slings must not be adapted or misused.

VISUAL CHECK OF SLINGS

Ensure:

- It has been assessed for the person and is fit for purpose.
- The sling is compatible with the person and the hoist.
- All labels are wash-proof, visible, legible and show SWL and unique identifier.
- · LOLER checks are in date.
- There are no signs of fraying, tears, and critical stitching is intact.
- The loop/clips, and buckles (if applicable) have no signs of damage etc. Hook and loop (such as Velcro) fastenings (if applicable) work, are clean and free of fibres/ fluff etc.
- · The sling is clean and dry prior to use.

TUG TEST CHECK-STOP-CHECK Attach sling loops/clips CHECK Lift to create tension in the straps STOP CHECK loops/clips again. Ensure person is safe, secure and comfortable. Continue.

VISUAL CHECK OF HOIST

Ensure:

- Safe working load (SWL) of the hoist is clearly displayed, and LOLER checks are in date.
- The hoist is clean and undamaged:
- The hoist works as intended the lifting arm moves up and down, legs move in and out, and castors move freely i.e., free from carpet fibres/fluff etc (where applicable). All castors are in contact with the floor.
- The spreader bar rotates freely. There are no signs of wear or sharp edges on the spreader bar and the padding is intact.
- There are no fluid leaks (hydraulic hoists).
- The lifting tape is intact and not frayed (where applicable).
- The hoist is fully charged, and the battery is fitted correctly. Any leads are connected correctly. The emergency stop button is set correctly.

ENVIRONMENT

Ensure:

- · The environment is prepared for the activity.
- The environment is prepared to ensure privacy and dignity.
- The environment is prepared to facilitate communication.
- The receiving surface (chair, bed etc) is in position.
- · There is sufficient space to use the hoist safely.
- The floor is clear of obstacles.
- · There is sufficient access around and under furniture.

