

Health Care Services Quality . Vision . Support



# Moving and Handling Check Sheet

For more information please Contact sales@hcsuk.co.uk

Phone 01773 713713





#### **BEFORE THE TASK**

## Question - Do You Have....

Up-to-date moving and handling training, including hoist training?	YES/NO
Feel confident to use hoist?	YES/NO
Current and relevant person-specific handling plan for using hoist?	YES/NO
Person's condition/ability same as when they were assessed for this equipment?	YES/NO
Do you have consent from the person to lift them	YES/NO
The correct number of handlers available as per handling plan?	YES/NO
Are you familiar with this specific hoist & sling?	YES/NO



If you answer No to any of the above STOP and seek advice from supervisor



#### **READY TO START THE TASK**

# Question the environment –Is Area safe for hoisting?

is there sufficient space?	YES/NO
Is the area clear of obstacles?	YES/NO
Is there sufficient access around/under furniture?	YES/NO
Is the floor clean/dry?	YES/NO
If you answer NO to any of the above STOP and clear area or re-assess the areas shoisting and seek advice from Supervisor	suitability for

### Question the equipment

HOIST - Are you familiar with emergency stop and lowering systems?......YES/NO



If you answer NO to the above question then STOP DO NOT USE Check with supervisor



# **START THE TASK**

# Question - Visual check made of sling

Is the sling clean and undamaged?	YES/NO
Is the label legible – SWL clearly displayed?	YES/NO
Is there a unique identifier?	YES/NO
LOLER examination/service up to date (6 monthly)?	YES/NO
Sling is one identified in handling plan and is still appropriate (i.e. right size an reference with care plan)?	
Sling compatible for use with this hoist? -clip or loop Determine which one	
If you answer NO to any of the above questions then STOP and seek advice from	om Supervisor





#### **DURING THE TASK**

Seek advice form Supervisor before continuing

Hoist brakes OFF (unless otherwise specified in manufacturer's instructions)?Y	ES/NO
Sling loops/clips attached securely and correctly to hoist?	ES/NO
Sling safety harness/belt secured if there is one?YE	ES/NO
Person looks safe and comfortable? / Sling smooth under person?Y	ES/NO
Sling leg configuration correct?	/ES/NO
Person's legs safe distance from mast?/ Person's position correct?	YES/NO
Are they comfortable? – Ask them!	YES/NO
If you cannot answer YES to all of the above then STOP the manoeuvre.  Detach sling from hoist  Remove sling (if applicable) ensuring person left in safe position	

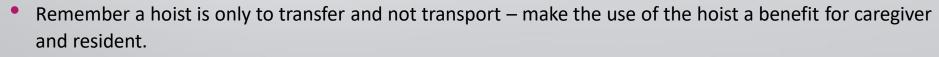




#### **RESTARTING THE TASK**

Reposition and restart the manoeuvre

Hoist with hoist legs widened (unless handling plan states otherwise) until straps tight	YES/NO	
Recheck person is safe, comfortable and correctly positioned	YES/NO	
Re-attach and re-check	YES/NO	
Fit as per handling plan	YES/NO	
Turn spreader bar, giving person more leg room if needed	YES/NO	
Hoist again, then reposition if required		
Complete the manoeuvre and ensure person is in a safe position and comfortable before removing hoist.		
Remove sling		







#### **AFTER THE TASK**

Once the manoeuvre is complete and the person comfortable and safe return equipment to docking station with completion checks

Is the Hoist & sling suitable for next use, i.e. clean, undamaged?......YES/NO

Store hoist in suitable, safe place and not causing a hazard......YES/NO

Recharge hoist (if applicable)

Unlock hoist brakes (unless otherwise assessed)

Clean hoist and/or report damage and/or launder sling – following organisational procedures

If the hoist is not functioning correctly REPORT to Supervisor and make sure hoist is placed OUT OF ACTION and a service is scheduled.





# **HCSUK Service Team**

For service

For LOLER testing

For Equipment decontamination

For equipment sales

For sling assessments

• Email - sales@hcsuk.co.uk

Phone 01773 713713

