



Health Care Services  
Quality . Vision . Support



# Moving and Handling Check Sheet

For more information please  
Contact [sales@hcsuk.co.uk](mailto: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 suitability for hoisting and seek advice from Supervisor

***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 and type, cross reference with care plan)?.....YES/NO

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 Supervisor

## DURING THE TASK

Hoist brakes OFF (unless otherwise specified in manufacturer's instructions)?.....YES/NO

Sling loops/clips attached securely and correctly to hoist?.....YES/NO

Sling safety harness/belt secured if there is one?.....YES/NO

Person looks safe and comfortable? / Sling smooth under person?.....YES/NO

Sling leg configuration correct?.....YES/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

**Seek advice form Supervisor before continuing**

## 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

- Remember a hoist is only to transfer and not transport – make the use of the hoist a benefit for caregiver and resident.

## 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.



Health Care Services  
Quality . Vision . Support

# HCSUK Service Team

- For service
  - For LOLER testing
  - For Equipment decontamination
  - For equipment sales
  - For sling assessments
- Email - [sales@hcsuk.co.uk](mailto:sales@hcsuk.co.uk)

Phone 01773 713713

