


Guidelines for reduced contact technique

Insertion of sling and optimising good seating position when hoisting

This document demonstrates techniques for insertion of slide sheets and aiding an optimal seating position when hoisting. This is a guidance document; a risk assessment will need to occur to determine if these techniques are suitable for particular individuals. The aim of the document is to provide a resource for manual handling techniques to aid safe and effective practice and aid the well-being of the individual being supported. This is not a substitute for Mandatory Manual Handling training. This material should not be redistributed and is protected by copyright law,

Insertion of slide sheet: at times individuals may experience pain when supported to roll or rolling may be distressing. This technique demonstrates a method whereby an individual can remain in lying whilst the slide sheet is inserted.

Hoisting into a chair: correct placement of a sling is essential to aid optimal seating position following hoisting into a chair. The guidance demonstrates step-by-step considerations in order to optimise posture in seating and reduce the risk of shear to the individual's skin. Poor placement in a chair can increase the risk of pressure damage due to uneven weight bearing, cause pain and discomfort and in turn this may cause emotional reactions.

Section 1 Insertion and removal of slide sheets and sling.	
The activity / task should be conducted out in accordance with the organisations Health and Safety Policy and other safety documentation related to this activity (if applicable)	
	TITLE
<ul style="list-style-type: none"> ✓ Organisations Policies 	<ul style="list-style-type: none"> ✓ Manual Handling Risk Assessment ✓ Care Plan
<ul style="list-style-type: none"> ✓ Health and Safety Regulations 	<ul style="list-style-type: none"> ✓ Health and Safety at Work Act 1974 ✓ Management of Health and Safety at Work Regulations 1999 (amended 2006) ✓ Manual Handling Operations Regulations 1992 amended 2002 (MHOR) ✓ Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
REFERENCES	
<p>Health and Safety at Work etc Act 1974 – legislation explained (hse.gov.uk)</p> <p>Managing health and safety - HSE</p> <p>Manual handling. Manual Handling Operations Regulations 1992 - Guidance on Regulations - L23 (hse.gov.uk)</p> <p>Lifting Operations and Lifting Equipment Regulations (LOLER) (hse.gov.uk)</p>	
GENERAL SAFETY REQUIREMENTS	
<ul style="list-style-type: none"> ✓ All staff to have attended Manual Handling Training level 1 (mandatory) ✓ Make sure that you have read and understood the manual handling risk assessment and care plan for the individual that you are going to be assisting. ✓ Staff to carry out a 'Personal Risk Assessment' prior to task - TILEO - consider Task, Individual, Load, Environment, Other. ✓ Make sure that you have checked all the equipment safety requirements before undertaking this task. Including checking that there is space under the bed and chair for the legs of the hoist chassis to fit underneath. ✓ Staff to apply the 'Principles of Safe Manual handling' whilst undertaking any manual handling activities. ✓ Identify a team leader, this person will give the instructions to ensure that the task is carried out safely. ✓ Make sure that good communication is undertaken with all individuals throughout the task. <p>Report any manual handling difficulties or concerns to your line manager.</p>	
Step by Step Guidance	
Safety points to remember when using slide sheets	
<ul style="list-style-type: none"> ✓ The use of slide sheets should be identified in the manual handling plan ✓ Sliding sheets can be inserted from under the knee up or head down depending on the individual's body shape and the task being undertaken. Sling insertion following a risk assessment neither is wrong. ✓ Always 2 carers to use them. ✓ Do not stand to fold the sliding sheets as they will trail on the floor. Infection control risk (see task 1 below). ✓ Never leave the individual unattended whilst the slide sheets are underneath the individual. ✓ Never leave the slide sheets on the floor. ✓ At all times ensure that the height of the bed is adjusted to the task you are doing. ✓ Before undertaking the task check all the equipment is compatible and in date to use 	
	<p>Task 1 Inserting Sliding Sheets</p> <ul style="list-style-type: none"> ✓ Both carers to position themselves either side of the bed. ✓ With the individual's permission lay both sliding sheets flat over the individual on the bed. ✓ Then fold the sliding sheets towards the foot of the bed



- ✓ Fold both slide sheets down approx. 3-4 inch towards the end of the bed (use the stitching box as a guide).
- ✓ Continue to fold until you have reached the bottom of the slide sheets

- ✓ When you reach the bottom of the slide sheet
- ✓ Pick the slide sheet up and turn the slide sheet over so the folds are facing the bed surface.

- ✓ Carers to position themselves either side at the head of the bed
- ✓ Then raise the bed to a height that suits both carers.
- ✓ Lead carer to place the folded slide sheet on the surface of the bed and pass the slide sheet underneath the pillow using the hollow of individual's neck
- ✓ Second carer receives the slide sheets whilst maintaining the individuals head comfort.

Or

- ✓ both carers slide the folded sliding sheets under the pillow and position themselves to unfold the slide sheets
- ✓ On carer should be reassure the individual throughout the tasks

- ✓ Both carers to hold the top of the slide sheet with their outside hand and their inside hand unfold the sliding sheets down the bed as close to the individual's body as possible to ensure that they are not overreaching.
- ✓ Lead carer to ask **Are you ready? Followed by the words of command ready, steady, unfold.**
- ✓ Together on the command roll both carers to unfold the slide sheets underneath the individual (you may find it easier to press down on the mattress whilst unfolding).
- ✓ Continue to unfold the slide sheets ensuring that after each unfold both carers adopt a new position to ensure that they unfold the sheets by transferring their weight.

- ✓ When the sliding sheets are unfolded, they will require straightening.
- ✓ Each carer positions themselves one at the top of the bed and the other on the opposite side at the bottom of the bed.
- ✓ Decide who is going to slide the sliding sheet and whether it is the bottom sheet or top.
- ✓ The carer not sliding the sheet holds it firm and the other carer slides the sheet toward themselves which lengthens the slide sheet.
- ✓ Then the other carer does the same and the process is repeated with the other slide sheet.

Task 2 Inserting Sling

There are several ways to insert the sling between the sliding sheets.

- 1) Using the natural hollows of the body (neck, waist & knees) when passing the sling under the individual's body between the sliding sheets.
 - ✓ Lead carer to feed the leg strap that is on their side of the bed between the slide sheets under the pillow through the hollow of the neck, while 2nd carer holds the top slide sheet in place. The 2nd carer then takes the sling leg support and slides it towards them and down the bed.
 - ✓ **DO NOT USE THE HOIST STRAPS TO PULL THE SLING THROUGH AS THIS WILL NOT WORK.** Always work with the fabric of the sling and not the straps once the first strap has been pulled through.
- 2) Slide the sling down from the top of the bed,
 - ✓ Both carers have one hand on the top sliding sheet and the other at the base of the sling inserting it between the slide sheets.
 - ✓ Sliding the sling between the sliding sheets as with the other technique might require more than two carers dependent on the weight and body shape of the individual.
 - ✓ Continue to slide the sling down under the individual between the sliding sheets until the base of the sling reaches the coccyx the rest of the sling will follow.
 - ✓ Ensure the sling is in the correct position;
 - ✓ Top of the sling level to shoulders



- ✓ Bottom of sling at coccyx
- ✓ Sling centered, same amount on either side
- ✓ Fit the leg strap of the sling by passing one at a time, under the individual's knees between the sliding sheets for the other carer to slide through into position. **(do not lift leg straps)**
- ✓ Before removing the top sliding sheet.

Task 3 Removing the top sliding sheet can be done by either both carers or one carer. This would depend on the size and weight of the individual.

- ✓ Fold the top sliding sheet under on itself and if using two carers walk it up towards the top of the bed.
- ✓ If one carer then that carer needs to fold the sliding sheet under on itself and using the base of the sliding sheet walk it out towards the top of the bed, so it comes out freely and not causing friction to the individual.
- ✓ There is no need to remove the bottom slide sheet.

ACTIVITY / TASK/S	Section 1 Insertion and removal of slide sheets and sling.	Section 2 Hoisting using a passive mobile hoist from bed to chair
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Step by Step Guidance

All staff to comply with Section 1 General Safety Requirements, before continuing with the hoisting task. Remember a mobile hoist is a transferrer not a transporter and should only travel over a small area.

If the mobile passive hoist is battery operated the control handset will enable you to work closer and nearer to the individual with your colleague. This will not be the same for manual mobile passive hoists.

Slings come in variety of designs – toileting/access slings, full body sling with divided leg, quick fit slings, universal slings, in chair slings. The material of the slings different from manufacturer to manufacturer. The type of sling will depend on the individual's size and the purpose of the transfer.

- ✓ Has the sling been assessed by a competent person
- ✓ Is the sling the right size as identified in the care plan
- ✓ Is the sling clean?
- ✓ Is the sling label legible
- ✓ Compatibility of the sling and the hoist as they may be from different suppliers
- ✓ Ensure that the hoist and slip connection are compatible i.e. do the slings have clip or loop connection and is the spreader bar of the hoist compatible with the sling connectors.
- ✓ Has the hoist and sling been LOLER tested in the last 6 months and has a visible label with the date on?
- ✓ Check the emergency stop and lowering system is functioning correctly
- ✓ Check the battery to ensure it is fully charged



Task 4 Hoisting out of bed NO Brakes to be used on the hoist when raising and lowering this allows the hoist to find it centre of gravity and move!

Before hoisting ensure that

- ✓ The environment has enough room to manoeuvre the hoist into the right position safely for the transfer from bed to chair, or chair to bed.
- ✓ Check that the hoist has a sufficient operating range i.e. boom of the hoist goes high enough and the bed low enough to enable a safe transfer with the patient seated in the sling
- ✓ Do the legs of the hoist extend wide enough to go round the chair/wheelchair the individual is being transferred into.
- ✓ Check the brakes of the bed are on.
- ✓ Lead carer to undertake the user checks prior to using the hoist.
- ✓ Bring in the hoist to the side of the bed which you will be transferring from.



- ✓ Lower the boom of the hoist to allow for the sling to be attached.
- ✓ Attach the sling to the spreader bar, legs first shoulders second.
- ✓ Use the knee break to raise the legs to attach the leg straps.
- ✓ Keep raising the bed backrest until the shoulder straps attached to the spreader bar without any pulling. (unless otherwise stated in the care plan)
- ✓ Ensure that you have sliding sheets in place to reduce the risk of tissue damage to the individual
- ✓ Before completing any lift ensure the straps are attached as directed by the care plan and the individual is comfortable, the sling is fitted as instructed by the care plan.
- ✓ Check the sling leg supports are not cutting into the individuals' legs.
- ✓ Protect the individual head and face until the spreader bar is above the individual's head

Hoisting off the bed



- ✓ Lower the leg elevation on the bed.
- ✓ As the lift starts, lower the height of the bed and continue to raise the backrest making a smoother transition for the individual, as it enables patient comfort and dignity and reduces the risk of the individual sustaining tissue damage.
- ✓ Keep checking the legs straps are not rising or twisting during the lift.
- ✓ Lead carer moves the hoist backwards allowing the individual to clear the bed.
- ✓ Second carer to check the individuals' feet do not require gliding off the bed.
- ✓ Both carers work together, Lead carer to move the hoist backwards to position the hoist towards the seating surface, second carer to guide and steady the individual whilst the hoist is moving.

Hoisting into the chair



- ✓ Transfer the individual to the prescribed chair in accordance with the care plan.
- ✓ Where possible move the seating to the individual if it has wheels/castors.
- ✓ Bring the chair in behind the individual in between the hoists open legs.
- ✓ Remember refer to the care plan as to where the hoist is placed as some chair might require a side transfer into the chair.
- ✓ Remember where appropriate put the chair brakes ON and the Hoist brakes OFF.
- ✓ Position the individual as far back into the chair as possible.
- ✓ If the chair has tilt in space then in some cases put the chair in the tilt position to enable good positioning.
- ✓ As the lead carer lowers the individual into the chair the second care gently positions the individual back in the chair using the leg supports to gently guide the individual towards the back of the chair.
- ✓ In chair slings are designed to stay behind a person when sitting in their chairs.
- ✓ Other slings are designed to be taken out. This will be determined in the care plan

If the chair does not have castors ensure that both carers are moving the hoist together to position around the static chair. Including riser chairs and care chairs.



- ✓ Before hoisting check that the legs of the hoist will fit under the chair, and the spread of the legs is wide enough to go around the chair.
- ✓ Approach the chair from the front with feet of the hoist either side of chair. Remember to check that the brakes are OFF on the hoist
- ✓ Both carers to hold the sling by the hips with the hand that is closest to the individual, and slightly push the individuals bottom back into the back of the chair as the hoist is lowered into the chair.
- ✓ As soon as the individual is in the chair one carer should protect the individual head whilst the spreader bar is being lowered whilst carer number two ensures that the individual is comfortable and is in a correct sitting position. (if not raise the individual and re-position in the chair)
- ✓ Ensure that you bring the spreader bar down between the chest and waist of the individual before unhooking the loops and removing the hoist and sling.
- ✓ If the individual is comfortably seated remove the straps from the hoist.
- ✓ Remove the hoist and store in the designated area.
- ✓ Remember to plug the hoist in and push the red button in to save the battery life.



