

|  |  |
| --- | --- |
| **Review Sheet** | |
| Last Reviewed Last Amended Next Planned Review in 12 months, or  28 Aug '20 28 Aug '20 sooner as required. | |
| Business impact | Changes are important, but urgent implementation is not required, incorporate into your existing workflow.  **MEDIUM IMPACT** |
| Reason for this review | Scheduled review |
| Were changes made? | Yes |
| Summary: | This policy will support the service with the safe management of lifts and hoists. It has been reviewed with minor changes to the policy and additional reference material also included. |
| Relevant legislation: | * Provision and Use of Worker Equipment Regulations 1998 (PUWER) * Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) * The Care Act 2014 * The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 * Health and Safety at Work etc. Act 1974 * Management of Health and Safety at Work Regulations 1999 * The Manual Handling Operations Regulations 1992 * Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) |
| Underpinning knowledge - What have we used to ensure that the policy is current: | * Author: Department of health, (2016), *Health Technical Memorandum 08-02 Lifts*. [Online] Available from:   [https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/527301/Lifts.p](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/527301/Lifts.pdf) [Accessed: 28/8/2020]   * Author: HSE, (2012), *Thorough Examination and Testing of Lifts - Simple guidance for lift owners*. [Online] Available from: <https://www.hse.gov.uk/pubns/indg339.pdf> [Accessed: 28/8/2020] * Author: HSE, (2012), *Getting to Grips with Hoisting People*. [Online] Available from: <http://www.hse.gov.uk/pubns/hsis3.pdf>[Accessed: 28/8/2020] * Author: HSE, (2020), *Moving and Handling Equipment*. [Online] Available from: <https://www.hse.gov.uk/healthservices/moving-handling-equipment.htm>[Accessed: 28/8/2020] * Author: MHRA, (2015), *MHRA Patient Safety Alert - Stage One: Warning Risk of death and serious harm by falling from hoists*. [Online] Available from: [https://www.england.nhs.uk/patientsafety/wp-content/uploads/sites/32/2015/10/psa- falling-from-hoists-1015.pdf](https://www.england.nhs.uk/patientsafety/wp-content/uploads/sites/32/2015/10/psa-falling-from-hoists-1015.pdf) [Accessed: 28/8/2020] * Author: HSE, (2018), *Safe Use of Lifting Equipment (L113) Amended 2018*. [Online] Available from: <https://www.hse.gov.uk/pubns/priced/l113.pdf>[Accessed: 28/8/2020] |
| Suggested action: | * Encourage sharing the policy through the use of the QCS App * Ensure relevant staff are aware of the content of the whole policy |
| Equality Impact Assessment: | QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law. |



**1. Purpose**

* 1. To guide staff on the legal and operational requirements specified in the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and to detail the arrangements in place to comply with these regulations.
  2. This policy should be read in conjunction with the following Holbeach & East Elloe Hospital Trust policies and procedures:
     + Lift Safety Policy and Procedure
     + Moving and Handling Policy and Procedure
  3. To support Holbeach & East Elloe Hospital Trust in meeting the following Key Lines of Enquiry:

# Key Question Key Lines of Enquiry

|  |  |
| --- | --- |
| EFFECTIVE | E1: Are people’s needs and choices assessed and care, treatment and support delivered in line with current legislation, standards and evidence- based guidance to achieve effective outcomes? |
| EFFECTIVE | E4: How well do staff, teams and services within and across organisations work together to deliver effective care, support and treatment? |
| EFFECTIVE | E6: How are people's individual needs met by the adaptation, design and decoration of premises? |
| SAFE | S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected? |
| SAFE | S6: Are lessons learned and improvements made when things go wrong? |
| WELL-LED | W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed? |

* 1. To meet the legal requirements of the regulated activities that {Holbeach & East Elloe Hospital Trust} is registered to provide:
     + Provision and Use of Worker Equipment Regulations 1998 (PUWER)
     + Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
     + The Care Act 2014
     + The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
     + Health and Safety at Work etc. Act 1974
     + Management of Health and Safety at Work Regulations 1999
     + The Manual Handling Operations Regulations 1992
     + Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)



**2. Scope**

* 1. The following roles may be affected by this policy:
     + Registered Manager
     + Other management
     + Nurse
     + Care staff
     + Maintenance
  2. The following Service Users may be affected by this policy:
     + Service Users
  3. The following stakeholders may be affected by this policy:
     + Commissioners
     + Local Authority
     + NHS



**3. Objectives**

* 1. Lifts and hoisting equipment used at Holbeach & East Elloe Hospital Trust are fit for purpose and specifically designed to meet the needs of the Service User.
  2. Holbeach & East Elloe Hospital Trust complies with relevant legislation and the applicable British Standards in relation to the contents of this policy.
  3. Staff have the skills, experience and competence to work with lifts and hoists to protect and support Service Users safely.
  4. Staff have a framework in place to detail their duties and responsibilities when working with lifts and hoists.



**4. Policy**

* 1. Under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), statutory duties are placed upon the employer in relation to the use and maintenance of lifting equipment, and failure to comply is a criminal offence. Staff still have legal duties in relation to the Health and Safety at Work Act 1974 ([Regulation 7](https://www.legislation.gov.uk/ukpga/1974/37/section/7)) and therefore should have access to this policy and associated resources and guidance to ensure that they comply with its contents and standards.
  2. Various types of lifts and hoists are used in Holbeach & East Elloe Hospital Trust, ranging from passenger lifts to fixed and mobile hoists. All share a common feature in that, if they are not properly maintained and subjected to a thorough inspection by a competent person, failure of the lift/hoist may result in serious injury and even death.

It is our policy to:

* + - Provide lifts and hoists that are suitable for their intended use
    - Ensure that all lifts and hoists, including slings and fastenings, are regularly inspected and maintained
    - Ensure that all lifts and hoists are thoroughly examined by a competent person in accordance with statutory requirements
    - Train members of staff in how to use the lifts and hoists
    - Ensure that Service Users are accompanied by a member of staff at all times when using a lift or hoist
  1. All staff using passenger and goods lifts shall observe the following rules:
* Only use the lift for its intended purpose
* Do not exceed the stated maximum number of passengers in any lift
* Do not exceed the stated maximum load for any lift
* Lifts must not be used in the event of fire alarm activation, unless it is a lift specifying that it can be used for evacuation purposes (i.e. a Fire-fighting Lift)



**5. Procedure**

# Responsibilities

Holbeach & East Elloe Hospital Trust will prepare an inventory of lifting appliances and equipment and arrange maintenance contracts and statutory insurance inspections.

The Registered Manager will arrange training for all members of staff who may use the equipment and carry out visual in-house checks.

All staff are responsible for visual observation of the equipment and for the checking of safety features,

e.g. passenger alarms, interlocks, brakes, slings, etc. They will report any defects immediately, remove the equipment from use and report to The Registered Manager via the incident reporting systems.

Staff will refer to the Infection Control Policy and Procedure for guidance on the cleaning and maintenance of equipment.

Staff will monitor and review the effectiveness of equipment used at Holbeach & East Elloe Hospital Trust. If it is felt that it is no longer fit for purpose, this will be discussed with The Registered Manager and such equipment will not be used without the expressed consent of The Registered Manager.

# Inspection, Servicing and Quality Assurance

The original test certificates that come with the equipment when it is new, and the subsequent records of sling and hoist examination, shall be made available for examination by any relevant authority officer and for staff in order to verify records.

Holbeach & East Elloe Hospital Trust will take any equipment which has not been examined within the required six-month period out of action, until such a time as it can be serviced and ready for use.

Where equipment such as hoists are on hire, there must be a current LOLER certificate provided prior to collection of the equipment.

* 1. The Registered Manager or a delegated other will ensure that labels applied by the maintenance contractor confirming the lift or hoist have been tested will state:
     + The examination and maintenance carried out is in compliance with LOLER 1998 known as a through examination
     + The date of the service
     + The next examination date
     + The initials of the representative of the company carrying out the test

Certificates provided post inspection should include the date of the last examination and confirm that it is in compliance with [Schedule 1](https://www.legislation.gov.uk/uksi/1998/2307/schedule/1/made) of the LOLER regulations and [Regulation 9 (3) (a) (i).](https://www.legislation.gov.uk/uksi/1998/2307/regulation/9/made)

# Reporting

All staff will report any defects with equipment to The Registered Manager via the accident/incident reporting system. They will then immediately take the equipment out of service, ensuring that it is clearly marked ‘do not use’ and store it until the problem has been rectified.

In line with MHRA reporting, any incident involving a medical device should be reported via <https://www.gov.uk/report-problem-medicine-medical-device>if:

* + - Someone is injured (or almost injured) by a medical device, either because its labelling or instructions are not clear
    - It is broken or has been misused
    - A Service User's treatment is interrupted because of a faulty device

# Training and Education

Staff will have access to the equipment manufacturers' instructions and where possible, these will be stored near the equipment so they can be easily accessed.

In addition to health and safety and accident/incident reporting, training will cover:

* + - Moving and handling risk factors and how injuries can occur
    - How to carry out safe moving and handling, including good handling techniques (see ‘Good handling technique for lifting’ and ‘Good handling technique for pushing and pulling’)
    - Appropriate systems of work for the individual’s tasks and environment
    - Use of mechanical aids
    - Practical work to allow the trainer to identify and put right anything the trainee is not doing safely When using the lift, staff will be shown its key functions and use on induction. Staff will also be informed of

when not to use the lift and what action to take in the event of lift failure.

Training will be delivered using a blended approach, from formal teaching to the testing of knowledge in staff meetings and supervisions.



**6. Definitions**

# Hoist

* + - A hoist is any work equipment for lifting and lowering loads, and includes any accessories used in doing so (such as attachments to support, fix or anchor the equipment)

# LOLER

* + - The Lifting Operations and Lifting Equipment Regulations 1998 - this covers lifting equipment used in a social care setting such as hoists and slings, whether electrically powered or manually operated. All equipment that is covered by LOLER must have a thorough examination by a trained professional every 6 months (if used to lift people) - this is generally done by your insurance company



**Key Facts - Professionals**

Professionals providing this service should be aware of the following:

* + - Staff have a duty in accordance with the Health and Safety at Work Act, to follow appropriate systems of work; to co-operate with their employer, letting them know about any problems; and taking care to ensure that their activities do not put others at risk
    - Staff will be trained to be competent to use lifts and hoists and understand the procedures required before using them
    - Staff must report any defects in equipment immediately and remove the defective equipment from use until it has been repaired



**Key Facts - People affected by the service**

People affected by this service should be aware of the following:

* + - You can expect to be supported by staff who are competent, skilled and knowledgeable when using moving and handling equipment
    - Holbeach & East Elloe Hospital Trust ensures that moving and handling equipment is subject to checks before each use and is subject to a 6-monthly service agreement to ensure that it is safe and fit for purpose



**Further Reading**

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

**Hoist related**

**Field Safety Notices regarding hoists:**

<https://www.gov.uk/search?q=hoists>

# Love, J and Boulton, R. (2011) ‘Core Hoisting Skills’, in Smith, J.(ed) The Guide to the Handling of People.

**Moving and handling:**

<https://www.rcn.org.uk/get-help/rcn-advice/moving-and-handling>

**Lift related**

<http://www.hse.gov.uk/work-equipment-machinery/passenger-lifts.htm> <https://www.leia.co.uk/publications/technical-guidance/doc.php?docid=674> **Other**

Holbeach & East Elloe Hospital Trust policies, including:

* + - Health and Safety Policy and Procedure
    - Management of Medical Devices Policy and Procedure
    - Infection Control Policy and Procedure



**Outstanding Practice**

To be ‘ outstanding ’ in this policy area you could provide evidence that:

* + - Holbeach & East Elloe Hospital Trust has a clear audit trail and planned programme in place for the servicing of hoists and lifts in use at the service
    - Staff are aware of their responsibilities in relation to the use of equipment at Holbeach & East Elloe Hospital Trust and have received training in the safe use and maintenance of handling equipment
    - Handling equipment is observed to be clean and well maintained, and there is clear evidence of servicing in place
    - There is a culture of learning in the service. Where incidents have occurred, these are investigated and shared with staff to ascertain how working practices can be improved



**Forms**

Currently there is no form attached to this policy.