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Patient Hoist Sling Examination Procedure

Introduction and Aim

- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to all lifting equipment and the Provision and Use of Work Equipment Regulations 1998 (PUWER) apply to all work equipment. In both cases this includes ‘accessories for lifting’ for example the ‘slings’ used with the patient hoist. The regulations require the UHB to undertake a thorough examination and inspection of its ‘patient hoists and ancillary equipment (slings)’ every six months.
- To ensure compliance with LOLER in relation to reusable fabric patient hoist slings

Objectives

- To ensure that hoist slings have a documented examination performed by a competent person.

Scope

- This procedure applies to all of our staff in all locations including those with honorary contracts

Equality Health Impact Assessment

An Equality Health Impact Assessment (EHIA) has not been completed, this is because the procedure has been written to support the implementation of the Minimal Manual Handling Policy and Procedure. The Equality Impact Assessment completed for the policy found there to be no impact.

Documents to read alongside this Procedure

Health and Safety Policy
Minimal Manual Handling Policy
Minimal Manual Handling Procedure

Approved by

Operational Health and Safety Group

Accountable Executive or Clinical Board Director

Executive Director of People & Culture

Author(s)

Manual Handling Adviser

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments

Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	01/12/11	16/12/11	New document
2	28/02/18	01/03/18	Revised Document
3	04/03/24	16/10/2024	Revised Document

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Appendix 2	Patient Hoist sling Examination flow chart
Appendix 3	Patient Hoist sling Examination form

PATIENT HOIST SLING EXAMINATION PROCEDURE

PROCEDURE STATEMENT

This procedure concerns compliance with the LOLER Regulations 1998. Hoists and their accessories including reusable fabric slings are subject to LOLER and for the organisation to comply with these regulations' examinations are required on all patient hoisting equipment twice a year. All examinations on reusable fabric slings must be undertaken by a competent person. The Manual Handling Team will undertake the sling examinations at the specified times as stipulated in [How the Lifting Operations and Lifting Equipment Regulations apply to health and social care \(hse.gov.uk\)](https://www.hse.gov.uk/lifting/)

Patient specific slings are not included in this procedure, these slings should be labelled with the patient's name and date of opening and should be disposed of when no longer needed, failed visual inspection or six months after opening (whichever is sooner).

RESPONSIBILITIES

All Staff:

A visual inspection of **every** hoist sling (fabric and disposable) must be undertaken **each** time the sling is to be used to ensure the sling is in good working order, all parts are intact and no defects are found. This is in addition to the scheduled 6 monthly thorough examination which is undertaken by the competent person.

Department Manager:

The Departmental Manager is responsible for informing the Manual Handling Advisers via email at Samantha.Skelton@wales.nhs.uk or April.Milford@wales.nhs.uk or on 0292183 6557/6550 for:

- All new reusable fabric slings within their area of responsibility.
- All reusable fabric slings that do not have an inspection tag attached.
- All reusable fabric slings that have a sling inspection tag which is more than 6 months old.
- All reusable fabric slings being disposed.

The Department manager is responsible for ensuring all sling examination reports provided to them are kept and accessible to staff as needed. These should also be available for any Health and Safety Workplace Inspections as required. The examination forms should be available for future sling examinations at each 6-month period.

Procurement:

The procurement department will provide the Manual Handling Advisers with monthly reports on all new reusable slings purchased by the UHB.

Manual Handling Advisers:

The Manual Handling Advisers will:

- Undertake a visual LOLER examination on all reusable fabric slings at 6 monthly intervals
- Label each safe fabric reusable sling with a sling examination tag (as outlined in appendix 1)
- Complete a paper sling examination check list (appendix 3) for each fabric reusable sling made available to them
- Provide the Departmental manager with a copy of the examination form for each sling.
- Dispose of any unsafe reusable fabric slings at time of examination.
- Compile and manage an electronic database of all reusable fabric slings in use within the UHB.

EQUALITY AND DIVERSITY ASSESSMENT

The UHB is committed to ensuring that, as far as is reasonably practicable, the way it provides services to the public and the way it treats its staff reflects their individual needs and does not discriminate against individuals or groups.

Should a member of staff or any other person require access to this procedure in another language or format (such as braille or large print) they can do so by contacting the Health and Safety Department. Cardiff and Vale University Local Health Board will do its utmost to support and develop equitable access to all policies and procedures.

The procedure will reflect Healthcare Standard 2 which requires Boards to actively promote equality and human rights and to challenge discrimination.

AUDIT

Audit of the completion of the examination procedure shall be carried out as part of the Health and Safety Workplace Inspections.

DISTRIBUTION

This procedure is available via the C&V Web or in hardcopy on request from the Health and Safety or Manual Handling Unit

Awareness of this procedure is given to staff during Manual Handling Training

PATIENT HOIST SLING EXAMINATION PROCEDURE

The Competent Person shall undertake the examination of all reusable fabric hoist slings within the UHB and following this guidance complete the form (PHSF02) Appendix 2.

The examination will be undertaken at six-monthly periods.

The approved form will be kept within the area for the life of the sling and be available for inspection by the Health and Safety Workplace Inspection Team, the employer or the enforcing authorities.

All slings should be labelled with a CE mark.

PATIENT HOIST SLING VISUAL EXAMINATION FORM

Record on the form

- Sling Audit No
- Ward/Department/Area
- The manufacturer of the sling
- Date of Manufacturer
- Safe Working Load (SWL)
- Serial Number of sling
- Type of Sling e.g.
 - standard,
 - amputee,
 - toileting,
 - bathing,
 - walking, etc.
 - Size
 - This should be clearly marked or colour coded.

Each reusable sling will be tagged with a LOLER inspection tag with the following:

- Sling Audit No
- Washing labels
- Safe Working Load
- Date of Manufacturer
- Type of Sling
- LOLER inspection date
- Location
- Serial Number

VISUAL EXAMINATION

The visual examination of the sling must include the condition of the fabric, the stitching whether it is fully intact, the head support, and whether the Velcro fastening and plastic clips are in good condition (if appropriate). A simple physical strain test should be carried out by tugging the straps. The appropriate boxes on the form should be ticked. The competent person

undertaking the examination should sign and date the form and give their designation.

OUT OF DATE EXAMINATION

Reusable fabric slings that have not been examined within the specified time period, i.e., does not have the appropriate coloured inspection tag, should not be used. In circumstances where the sling is required to be used in order to prevent risk of injury to patient/staff, then a visual inspection of the sling and a risk assessment should be carried out for that task before the sling is used.

FAILED EXAMINATION

Slings with defects that could endanger patients must be taken out of use immediately. Failed slings will be destroyed at the time of examination by the person undertaking the examination. Minor defects, that do not compromise patient safety, should be noted and a date for reinspection set. Line manager will agree this action.

PATIENT HOIST SLING EXAMINATION PROCESS

Manager to contact Manual Handling Advisers to inform of:

- All new reusable fabric slings within their area of responsibility
- All reusable fabric slings that do not have an inspection tag attached.
- All reusable fabric slings that have a sling inspection tag which is more than 6 months old.
- All reusable fabric slings being disposed.



Manual Handling Advisers will:

- Undertake a visual examination of all reusable fabric slings in the UHB
- Label each safe fabric reusable sling with a sling examination tag
- Complete a paper sling examination check list for each fabric reusable sling made available to them
- Provide the departmental manager with a copy of the examination form for each sling.
- Dispose of any unsafe reusable fabric slings at time of examination.
- Compile and manage an electronic database of all reusable fabric slings in use within the UHB



6 monthly visits

- Manual Handling Advisers to return to department to undertake next LOLER examination
- Department manager to make available all reusable fabric slings in their area of responsibility
- Department manager to provide last sling examination form for all reusable slings within their area to Manual Handling Adviser to update with latest examination.
- Manual Handling Adviser to remove last sling examination tag and place new coloured tag onto slings that pass the sling examination.

PATIENT HOIST SLING EXAMINATION FORM (PHSEF02)

(Appendix 3)

Sling Audit Number		Dept/Ward & Site	
Manufacturer		Date of manufacturer	
Safe Working Load		Serial Number of Sling	
Type of sling (bathing, in-situ amputee etc)		Size	

VISUAL EXAMINATION FOR REUSABLE FABRIC SLINGS

Inspection date	Inspected by (print name, Give designation)	On visual examination indicate if intact or in situ (if appropriate to the sling being examined)					Physical Tug Test	Minor defect Specify – set re-inspection date column 1	Pass or fail	Signature Competent person	Signature Line Manager
		Fabric	Stitching	Head Support	Velcro	Plastic clips					

THIS FORM IS KEPT IN THE WORKPLACE AND MADE AVAILABLE FOR INSPECTION.

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