****

**SILVA CARE GUIDANCE: USE OF A HOIST**

**Introduction**

Using a hoist to move a service user can be a hazardous maneuver for both staff and individuals. It is paramount that staff undertake this procedure safely following best-practice guidelines (NMC, 2008). It is also paramount that staff are adequately trained and complete the manual handling training before assisting a service user with a maneuver.

**Procedure**

The procedure described here involves using a mobile sling hoist to move a service user. It is important to receive training on how to use the hoist. For guidance on preparing for any manual-handling procedure.

**Please note - that two staff are required for all maneuvers using a mobile hoist. Please read the individuals care plan.**

**For hoists using ceiling tracking please read the individuals care plan. In most instances one member of staff is sufficient for these maneuvers.**

Perform a risk assessment. Assess the person for using a hoist - check their mobility care plan and consult colleagues. Determine how many staff (usually two) will be required and ascertain which hoist to use. Mobility care plans should document the hoist and sling type, including the sling size.

* Explain the procedure to the service user. Advise them that staff will use the hoist to lift them safely and without hurting them, and that they may be asked, if they are able, to carry out simple instructions such as holding their arms crossed over their chest.
* Ensure the environment is safe and free from slips/trips hazards.
* Wash and dry hands; don a plastic apron and gloves if you are going to carry out any personal care.
* Reassure the person. Some people may fear being dropped when lifted in a hoist.
* Prepare equipment. Always check the hoist before use.. Check it has been maintained; there should be a sticker on the hoist indicating the date of the last maintenance check - this should be every six months. Check that the slings are the correct ones for the particular hoist. Inspect them for wear and tear, and the attachments. Check any maintenance stickers or labels on the slings - these should also be checked every six months. Do not use slings that  
  are incompatible with the hoist.
* Check the hoist’s weight limit. This will be indicated on the hoist, usually on the main boom. Ensure the hoist is suitable  
  for the person’s height and weight.
* Select the correct sling for the person, taking into account their body shape. Most of our service users will have their own personal slings.
* Ensure the person’s privacy and dignity.
* If the person is in a chair or on a bed, ensure the brakes are on. If they are being moved to another chair or bed, check the brakes of these items are on.
* Insert the sling. If the patient is on the floor or on a bed, assist them to roll over. If they are on a bed, raise it to an acceptable height so you can roll and insert the sling under them. If the service user is on the floor, staff may be required to kneel.
* Insert the sling alongside the person’s back and as far under as possible. It is important the bottom edge of the sling is as far as possible under the hip. Bunch the sling slightly before moving the person on to their back, then ease the patient the other way to pull the sling through. Ensure that the leg slats are under the patient’s thighs.. Care should be taken if they have a urinary catheter in situ.
* If the person cannot roll, two flat slide sheets can be concertinaed and eased into position under them and the hoist sling slid between the two slide sheets.
* Once the sling is in place, check that the lower edge of the back of the sling is under the person’s hips. If the sling is of the correct size, the crown of the persons head should be on the sling, if a high-back sling is being used. Follow manufacturers’ instructions for each sling type used.
* Attach the leg and chest attachments to the hoist’s spread bar. Some attachments are passed through each other and crossed before they are attached to the spread bar.
* Hoist the person up a small distance, then check the sling attachments are secure, before continuing with the full hoisting action. If using a sling hoist, do not have the hoist brakes on when hoisting, except when hoisting a person on a sloped surface or from the floor. The hoist will balance and find its own center of gravity when the brakes are off. Do not hoist people from an angle. This may cause the hoist to tilt, especially if the person’s weight is close  
  to the hoist’s limit.
* Raise the person for clearance, not to the hoist’s height capacity unless necessary (the person may find it more fearful if raised to the highest position.
* Observe the person at all times while hoisting and provide encouragement and reassurance. Some people may become distressed and staff should ease anxieties by talking to them and keeping close while they are in the hoist.
* Maneuver the hoist and person to the desired position, then lower.
* Once the person is in position, unhook or unclip the attachments and move the hoist away from them. Then remove the sling.
* Ensure the person is comfortable. This may involve monitoring the person’s body language, facial expression etc if they are unable to verbally communicate.
* Remove the hoist to its storage place.
* Ensure the hoist is clean and on charge (some hoists have battery chargers and one of these should always be on charge).
* Follow local laundry procedures for hoist slings after use.
* Wash and dry hands.
* Generally, slings are not left underneath a service user. Any decision to do this must be based on assessment and documented. Staff should seek advice on choice of sling in such cases and should try to resolve reasons for leaving a sling in situ, for example by a change of chair type.

**If any of the equipment appears faulty or in need of a repair please report your concerns immediately to your manager and do not use the equipment until it has been repaired.**