

# HSP 63 Management of lifting equipment

## Procedure Index

Section	Title
1	Introduction
2	What the Regulations require
3	Marking of equipment and accessories
4	Thorough examinations
5	Inspection & maintenance
6	Pre-use check of equipment
7	Record keeping
8	Use of slings
9	Associated documents
10	A summary of the main points
11	Document history

## 1. Introduction

Much of the equipment used in care homes is used for lifting and lowering residents. This includes hoists, passenger lifts, bath lifts and slings. Because the potential to cause significant injuries is high if things go wrong lifting equipment is covered by an additional set of health & safety regulations.

## 2. What the Regulations require

The Lifting Operations and lifting Equipment Regulations 1988 (LOLER) applies to equipment which lifts or lowers loads as a principle function. Managers have duties to ensure that lifting equipment is: -

- Sufficiently strong and suitable for proposed use.
- Visibly marked with safe working loads.
- Positioned and installed to minimise risks
- Used safely – work is planned and organised by trained staff.

## 3. Marking of equipment and accessories

All lifting equipment and accessories shall be uniquely identifiable - this is especially important for equipment that is portable eg slings.

Equipment should also be marked with a Safe Working Load (SWL) and also have a CE mark as in pictures below. Equipment without this marking should not be used and highlighted immediately to an appropriate Manager.



SWL & CE mark on bath.



S.W.L displayed on hoist

## 4. Thorough examinations

Lifting equipment requires a thorough examination to be performed at regular intervals. A thorough examination is a statutory examination completed by an external contractor who has knowledge and experience to detect defects and weaknesses. For hoists and slings the manufacturer often completes the thorough examination whereas an insurance inspector completes this for passenger lifts.

The interval between periodic examinations is dependent on whether equipment is used for lifting persons or not. An interval of 6 months is defined for equipment lifting people whereas 12 months or less is defined for other lifting equipment.

Equipment requiring 6 monthly statutory examination

<b>Mobile Lifting hoists</b> 	<b>Lifting hoists (fixed)</b> 	<b>Stand aids</b> 
<b>Slings</b> 	<b>Bath lift</b> 	<b>Stair lift</b> 
<b>Lifting Platform</b> 	<b>Passenger lift</b> 	<b>Minibus tail lift</b> 
<b>Equipment requiring 12 monthly statutory examination</b>		
<b>Goods Lifts</b> 	<p>Note : Although goods lifts require 12 monthly examinations these are often examined every 6 months in line with passenger lifts.</p>	
<b>Equipment not requiring statutory lifting examination</b>		
<b>Profiling Beds</b> <b>Recliner chairs</b>	<b>Stair- climber</b> <b>Ski Sheets</b>	

### 5. Inspection & maintenance

Lifting equipment and accessories may need to be inspected at suitable intervals between thorough examinations and the manufacturer normally completes this. This would normally include a visual and functional check.

Routine maintenance typically involves checking and replacing worn and damaged parts, lubrication and making routine adjustments. This is to ensure that equipment continues to operate as intended.

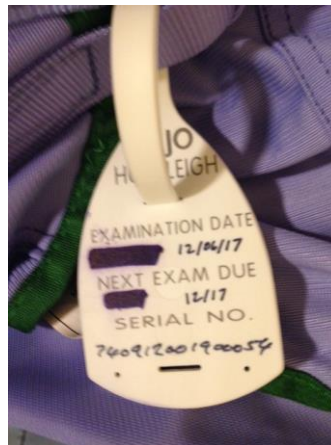
## 6. Pre – use checks of equipment

Before using any lifting equipment a pre-use check shall be performed by the user. Pre use check should involve a visual check of the equipment for any defects prior to use. For slings this inspection should include fabric, straps, hoops and stitching. If any defects are noted equipment should be quarantined to prevent further use.

Part of the pre – use check should involve confirmation that equipment has received its statutory examination. Examples of examination tags are shown below,



Examination sticker - hoist



Examination tag – sling

Do not use any items of equipment which have passed the next inspection date. For example if lifting equipment has a next inspection date of 07<sup>th</sup> November 2017 and its now the 08<sup>th</sup> November – do not use it.

## 7. Record keeping

The competent person must provide EFHL with a written report of thorough examination. This report will identify any defects and actions required to correct. If you are notified of a serious or significant defect, you must immediately take the equipment out of service until the defect is put right.

Records of examinations must be kept for 2 years.

## 8. Use of slings

Choosing the right sling size is important in order to achieve resident comfort and safety. Each sling size has its own colour, which is found on the binding of the sling. For bariatric slings, only the upper part of the binding shows the size colour and the rest is dark grey.

There are three basic components for a proper sling fit – resident height, waist size and thigh size. In most cases only the height and weight needs to be measured.

Slings produced by Arjo and currently used within EFHL have following colour coding: -



	Size	Colour	Weight range
Paediatrics	XXS	Teal	0-25 kg (0-55 lbs)
	XS	Brown	25-35 kg (55-77 lbs)
	S	Red	35-60 kg (77-132 lbs)
Adults	M	Yellow	55-75 kg (121-165 lbs)
	L	Green	70-120 kg (154-264 lbs)
	LL	Purple	100-160 kg (220-350 lbs)
	XL	Blue	140-200 kg (308-440 lbs)
	XXL	Terracotta	200-228 kg (440-500 lbs)
Bariatric	Bariatric M	Yellow/Dark Grey	160-210 kg (350-450 lbs)
	Bariatric L	Green/Dark Grey	210-250 kg (450-555 lbs)
	Bariatric XL	Blue/Dark Grey	230-340 kg (500-750 lbs)
	Bariatric XXL	Terracotta/Dark Grey	318-455 kg (700-1000 lbs)

## 9. Associated documents

- RAG 22 Moving of people
- RAG 52 Minibus driving

## 10. A Summary of the main points

Check that:

- All lifting equipment is regularly maintained.
- All lifting equipment is regularly examined by external competent person (usually every 6 months).
- Any defects that are identified are actioned immediately.
- Staff perform pre-use checks on equipment and are aware not to use any equipment passed examination date.

## 11. Document history

Author	Steve Andrews (Health & Safety Manager)
Date of Implementation	15/01/2018
Date of next full review	01/01/2027

Issue	Date	Author	Reason
1.0	15/01/2018	Steve Andrews	Updated document replaces old HSP22.
1.1	05/08/2019	Steve Andrews	Added stair-lifts to equipment requiring 6 monthly examinations.
2.0	13/01/2021	Steve Andrews	Full document review – no changes

3.0	01/02/2024	Steve Andrews	Full document review – section 9 added (Associated documents)
3.0	23/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.