

# **Standardised Patient/Client Moving and Handling Plans**

**Developed by the Northern Ireland Group of the National Back Exchange**

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## **Standardised Patient/Client Moving and Handling Plans of Care**

### **Guidelines for Use**

1. The patient/client moving and handling plans of care are intended to reduce the amount of repetitive writing required by staff completing manual handling risk assessments. It should be remembered that these will not cover every situation.
2. It is the responsibility of each person completing a manual handling risk assessment to read the entire plan of care and ensure its suitability.
3. The plan of care should be individualised by adding the patient's name where appropriate.
4. Additional information can be included within the recommended care/method section to further clarify or individualise the plan of care e.g. if there is a need for the carer to stand on a specific side when walking the patient/client, then this should be identified on the appropriate plan.
5. Where the recommended care/method offers a choice, the appropriate method should be chosen and clearly recorded.
6. All moving and handling plans of care should be signed and dated by the person completing the manual handling risk assessment.
7. Where there is no standardised patient/client moving and handling plans for a particular technique, the person completing the manual handling risk assessment should complete a plan of care as required.

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## **SECTION A – SIT, STAND AND WALK ACTIVITIES**

**A1: SIT TO STAND – PREPARE TO STAND**

## Activity A1: Sit to stand – prepare to stand

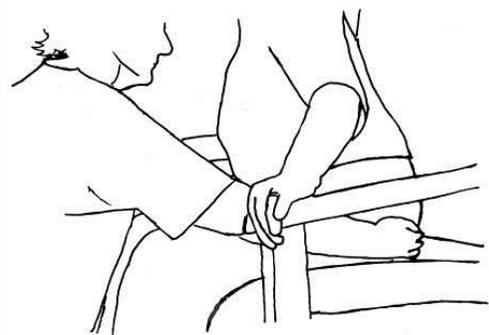
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

#### Details of method and equipment

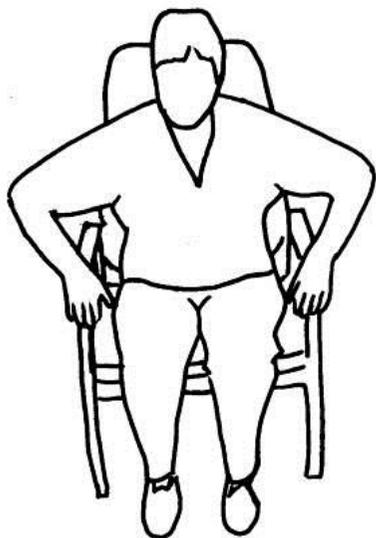


Prepare to stand.

- Encourage person to shuffle forward in the chair (if required).

If person requires assistance to move forward:

- Encourage person to lean to one side. The carer places a hand behind the person's buttock and eases it forward.
- This is repeated on the other side.
- This can be done again until the person is forward on the chair.
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Ask person to push up into standing using arms of chair (if chair has arms).



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DATE:

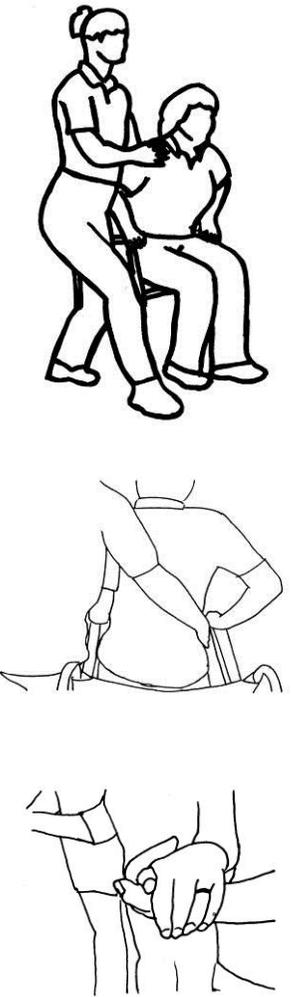
## **A2 – A5 - SIT TO STAND TECHNIQUES ASSISTANCE OF 1 PERSON**

A2	Sit to stand (carer facing forwards)	Assistance of 1
A3	Sit to stand with handling belt (carer facing forwards)	Assistance of 1
A4	Sit to stand (carer facing backwards)	Assistance of 1
A5	Sit to stand with handling belt (carer facing backwards)	Assistance of 1

**Activity A2: Sit to stand (carer facing forwards) assistance of 1**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

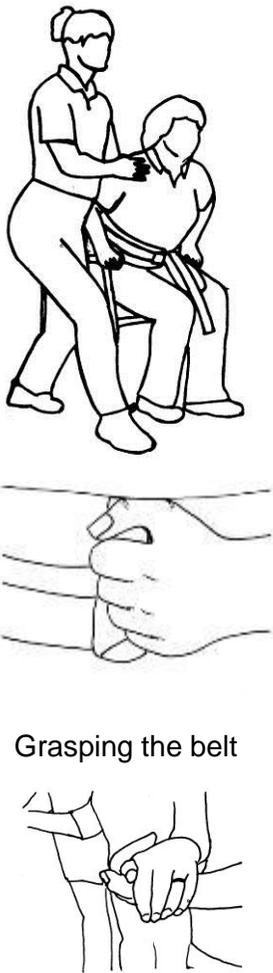
**V2 31/03/2014**

<p><b>NAME:</b></p>	<p><b>DOB:</b></p>
<p align="center"><b>Details of method and equipment</b></p>	
 <p align="center">Palm to palm hold</p>	<ul style="list-style-type: none"> <li>• Encourage person to shuffle forward in the chair (if required)</li> <li>• Ensure the person has their feet under their knees.</li> <li>• Encourage them to lean forward with their chin over their toes.</li> <li>• Carer stands beside and close to person facing forward in a step stance with outside foot forward.</li> <li>• Carer bends their knees and reaches across person's back with their inside arm, towards person's far hip.</li> <li>• The carer's outside hand cups the front of the person's shoulder.</li> <li>• A gentle forward and upward rocking movement can be used, if necessary</li> <li>• On ready, steady, stand, assist the person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms).</li> <li>• As person stands, carer steps forward to remain close to them.</li> </ul> <p><b>NB</b></p> <ul style="list-style-type: none"> <li>• If a walking aid is used, give it to the person once they are in standing, or</li> <li>• if taking the person's hand, use a palm to palm hold (avoid thumb grip).</li> </ul> <p><b>To sit :</b> ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carer stands alongside chair in a step stance and bends their knees as the person sits down.</p>
<p><b>SIGNATURE:</b></p>	<p><b>DATE:</b></p>

### Activity A3: Sit to stand with handling belt (carer facing forwards) - assistance of 1

#### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:	DOB:
<b>Details of method and equipment</b>	
 <p>Grasping the belt</p> <p>Palm to palm hold</p>	<ul style="list-style-type: none"> <li>• Place the handling belt around person's waist, ensuring a snug fit.</li> <li>• Encourage person to shuffle forward in the chair (if required)</li> <li>• Ensure person has their feet under their knees.</li> <li>• Encourage them to lean forward with their chin over their toes.</li> <li>• Carer stands beside and close to person facing forward in a step stance with outside foot forward.</li> <li>• Carer bends their knees and reaches across person's back with their inside arm, to grasp the handling belt at the far side</li> </ul> <p><b>NB Carer should grasp the loop of the handling belt and NOT put their hand/arm through the loop.</b></p> <ul style="list-style-type: none"> <li>• The carer's outside hand cups the front of the person's shoulder.</li> <li>• A gentle forward and upward rocking movement can be used, if necessary</li> <li>• On ready, steady, stand, assist the person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if the chair has arms).</li> <li>• As person stands, carer steps forward to remain close to them.</li> </ul> <p><b>NB</b></p> <ul style="list-style-type: none"> <li>• If a walking aid is used, give it to the person once they are in standing, or</li> <li>• if taking the person's hand, use a palm to palm hold (avoid thumb grip).</li> </ul> <p><b>To sit :</b> ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carer stands alongside chair in a step stance and bends their knees as the person sits down.</p>
SIGNATURE:	DATE:

## Activity A4: Sit to stand (carer facing backwards) - assistance of 1

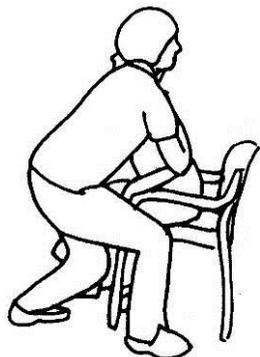
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



Palm to palm hold

- Encourage person to shuffle forward in the chair (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carer stands beside and close to person facing backwards in a step stance with outside foot forward.
- Carer bends their knees, reaches across person's front with their inside arm, towards person's far hip.
- The carer's outside hand cups the back of the person's shoulder blade.
- A gentle forward and upward rocking movement can be used, if necessary
- On ready, steady, stand, assist the person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms).

#### NB

- If a walking aid is used, give it to the person once they are in standing, or
- if taking the person's hand, use a palm to palm hold (avoid thumb grip).

**To sit :** ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carer stands alongside chair in a step stance and bends their knees as the person sits down.

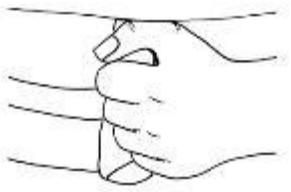
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**Activity: A5 Sit to stand with handling belt (carer facing backwards) - assistance of 1**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

<p><b>NAME:</b></p>	<p><b>DOB:</b></p>
<p align="center"><b>Details of method and equipment</b></p>	
  <p align="center">Grasping the belt</p>  <p align="center">Palm to palm hold</p>	<ul style="list-style-type: none"> <li>• Place the handling belt around person's waist, ensuring a snug fit.</li> <li>• Encourage person to shuffle forward in the chair (if required)</li> <li>• Ensure the person has their feet under their knees.</li> <li>• Encourage them to lean forward with their chin over their toes.</li> <li>• Carer stands beside and close to person facing backwards in a step stance with outside foot forward.</li> <li>• Carer bends their knees and reaches across person's front with their inside arm, to grasp the handling belt at the far side</li> </ul> <p><b>NB Carer should grasp the loop of the handling belt and NOT put their hand/arm through the loop.</b></p> <ul style="list-style-type: none"> <li>• The carer's outside hand cups the back of the person's shoulder blade.</li> <li>• A gentle forward and upward rocking movement can be used, if necessary</li> <li>• On ready, steady, stand, assist the person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms).</li> </ul> <p><b>NB</b></p> <ul style="list-style-type: none"> <li>• If a walking aid is used, give it to the person once they are in standing, or</li> <li>• if taking the person's hand, use a palm to palm hold (avoid thumb grip).</li> </ul> <p><b>To sit :</b> ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carer stands alongside chair in a step stance and bends their knees as the person sits down.</p>
<p><b>SIGNATURE:</b></p>	<p><b>DATE:</b></p>

## **A6 – A9.3 - SIT TO STAND TECHNIQUES ASSISTANCE OF 2 PEOPLE**

A6	Sit to stand (carers facing forward)	Assistance of 2
A7	Sit to stand with handling belt (carers facing forward)	Assistance of 2
A8	Sit to stand (carers facing backwards)	Assistance of 2
A9	Sit to stand with handling belt (carers facing backwards)	Assistance of 2
A9.1	Assisting person to stand	Assistance of 2 facing alternate ways
A9.2	Assisting person to stand with handling belt	Assistance of 2 facing alternate ways
A9.3	Ninety degree standing transfer with handling belt	Assistance of 2

## Activity A6: Sit to stand (carers facing forward) - assistance of 2

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

#### Details of method and equipment



- Encourage person to shuffle forward in the chair (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carers stand beside and close to person facing forward in a step stance with outside foot forward.
- Carers bend their knees and reach across person's back with their inside arms towards person's far hip.
- Each carer's outside hand cups the front of the person's shoulder.
- A gentle forward and upward rocking movement can be used, if necessary
- On ready, steady, stand, assist the person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms).
- As person stands, carers step forward to remain close to them.

#### NB

- If a walking aid is used, give it to the person once they are in standing, or
- if taking the person's hand, use a palm to palm hold (avoid thumb grip).

**To sit :** ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carer stands alongside chair in a step stance and bends their knees as the person sits down.



Palm to palm hold

SIGNATURE:

DATE:

**Activity A7: Sit to stand with handling belt (carers facing forward) - assistance of 2**

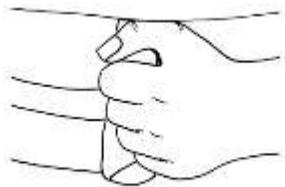
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**NAME:**

**DOB:**

**Details of method and equipment**



Grasping the belt



Palm to palm hold

- Encourage person to shuffle forward in the chair (if required)
- Ensure person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carers stand either side and close to person facing forward in a step stance with outside foot forward.
- Carers bend their knees and reach across person's back with their inside arms, to grasp the handling belt at the far side

**NB Carers should grasp the loop of the handling belt and NOT put their hand/arm through the loop.**

- Each carer's outside hand cups the front of the person's shoulder.
- A gentle forward and upward rocking movement can be used, if necessary
- On ready, steady, stand, assist the person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms).
- As person stands, carers step forward to remain close to them.

**NB**

- If a walking aid is used, give it to the person once they are in standing, or
- if taking the person's hand, use a palm to palm hold (avoid thumb grip).

**To sit :** ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carer stands alongside chair in a step stance and bends their knees as the person sits down.

**SIGNATURE:**

**DATE:**

## Activity A8: Sit to stand (carers facing backward) - assistance of 2

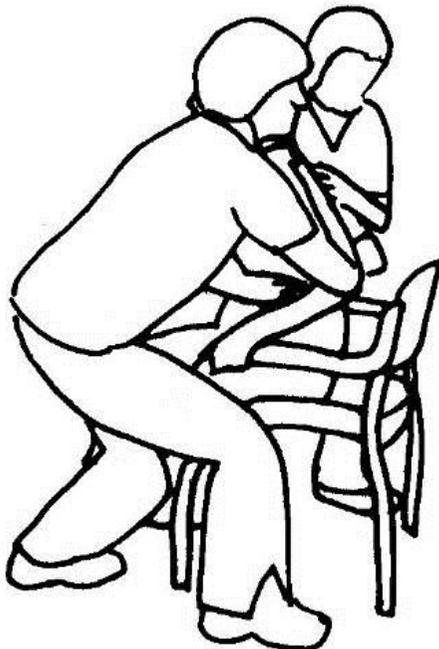
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

#### Details of method and equipment



- Encourage person to shuffle forward in the chair (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carers stand beside and close to person facing backwards in a step stance with outside foot forward.
- Carers bend their knees and reach across person's front with their inside arms, towards person's far hip.
- Each carer's outside hand cups the back of the person's shoulder blade.
- A gentle forward and upward rocking movement can be used, if necessary
- On ready, steady, stand, assist the person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms).

#### NB

- If a walking aid is used, give it to the person once they are in standing, or
- if taking the person's hand, use a palm to palm hold (avoid thumb grip).

**To sit :** ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carer stands alongside chair in a step stance and bends their knees as the person sits down.



Palm to palm hold

SIGNATURE:

DATE:

**Activity: A9 Sit to stand with handling belt (carers facing backwards) - assistance of 2**

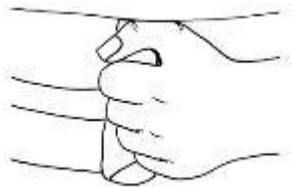
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**NAME:**

**DOB:**

**Details of method and equipment**



Grasping the belt



Palm to palm hold

- Place the handling belt around person's waist, ensuring a snug fit.
- Encourage person to shuffle forward in the chair (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carers stand beside and close to person facing backwards in a step stance with outside foot forward.
- Carers bend their knees and reach across person's front with their inside arm, to grasp the handling belt at the far side

**NB Carer should grasp the loop of the handling belt and NOT put their hand/arm through the loop.**

- Each carers' outside hand cups the back of the person's shoulder blade.
- A gentle forward and upward rocking movement can be used, if necessary
- On ready, steady, stand, assist the person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms).

**NB**

- If a walking aid is used, give it to the person once they are in standing, or
- if taking the person's hand, use a palm to palm hold (avoid thumb grip).

**To sit :** ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carer stands alongside chair in a step stance and bends their knees as the person sits down.

**SIGNATURE:**

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Activity: A9.1 Assisting person to stand - assistance of 2 facing alternate ways

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Details of method and equipment



- Encourage person to shuffle forward in the chair (if required)
- Ensure person has their feet under their knees and encourage them to lean forward.
- Carer 1 faces the same direction as the person and adopts a step stance with outside foot forward. They bend their knees and reach across person's back with their inside arm, towards person's far hip.
- Their outside hand cups the front of the person's shoulder.
- Carer 2 faces backwards and adopts a step stance with outside foot forward. They bend their knees, reach across person's front with their inside arm, towards person's far hip.
- Their outside hand cups the back of the person's shoulder blade.
- On 'ready, steady, stand' assist person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms). A gentle forward, upward rocking movement can be used, if necessary
- Once standing carer 2 turns to face forward, reaching across the person's back towards person's far hip.
- If a walking aid is used, give it to the person once they are in standing

**To sit :** ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair.

SIGNATURE:

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**Activity: A9.2 Assisting person to stand with handling belt- assistance of 2 facing alternate ways**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**

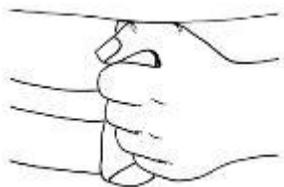


- Place the handling belt around person's waist and encourage person to shuffle forward in the chair (if required)
- Ensure person has their feet under their knees and encourage them to lean forward.
- Carer 1 faces the same direction as the person and adopts a step stance with outside foot forward. They bend their knees and reach across person's back with their inside arm, to grasp the handling belt at the far side. Their outside hand cups the front of the person's shoulder.
- Carer 2 faces backwards and adopts a step stance with outside foot forward. They bend their knees, reach across person's front with their inside arm, to grasp the handling belt at the far side. Their outside hand cups the back of the person's shoulder blade.

**NB Carer should grasp the loop of the handling belt and NOT put their hand/arm through the loop.**

- On 'ready, steady, stand' assist person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms). A gentle forward, upward rocking movement can be used, if necessary
- Once standing carer 2 turns to face forward, reaching across the person's back to grasp the handling belt at the person's back.
- If a walking aid is used, give it to the person once they are in standing

**To sit :** ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair.



Grasping the belt

**SIGNATURE:**

**DATE:**

**Activity: A9.3 Ninety degree standing transfer with handling belt- assistance of 2**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**NAME:**

**DOB:**

**Details of method and equipment**

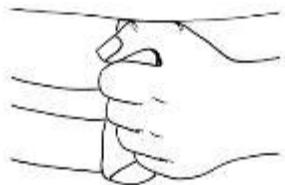


Fig 1



Fig 2

\* 'Chair' is used to describe wheelchair, toilet, commode or sanichair.



Grasping the belt

- Position chair\* at ninety degrees to other chair.
- Place the handling belt around person's waist and encourage person to shuffle forward in the chair (if required)
- Ensure person has their feet under their knees and encourage them to lean forward.
- Carer 1 stands between the chairs, in a step stance with outside foot forward, facing the same direction as the person. They bend their knees and reach across person's back with their inside arm, to grasp the handling belt at the far side. Their outside hand cups the front of the person's shoulder.
- Carer 2 stands at the outer edge of the chair, facing backwards in a step stance with outside foot forward. They bend their knees, reach across person's front with their inside arm, to grasp the handling belt at the far side. Their outside hand cups the back of the person's shoulder blade (see figure 1).

**NB Carer should grasp the loop of the handling belt and NOT put their hand/arm through the loop.**

- On 'ready, steady, stand' assist person to stand, encouraging them to use their legs and to push on the arms of the chair with their hands (if chair has arms). A gentle forward, upward rocking movement can be used, if necessary
- Once standing encourage the person to step around and position the backs of their legs against the second chair.
- The carers move with the person. Carer 1 remains between the chairs, while carer 2 moves to the outside edge of the chair the person is moving on to. Carers adopt the same position as for assisting person to stand (see figure 2). Carer bends their knees as the person sits down.
- If a walking aid is used, give it to the person once they are in standing

**To sit :** ensure back of person's knee(s) is against the chair, encourage person to lean forward, look downwards and reach down for the chair arms as they lower their bottom onto the chair.

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## **A10 – A11.2 - ASSISTING PERSON TO WALK**

A10 Assisting person to walk

A11 Assisting person to walk using handling belt

A11.1 Assisting person to walk using a walking frame Assistance of 1

A11.2 Assisting person to walk using a walking frame Assistance of 2

# Activity A10: Assisting person to walk

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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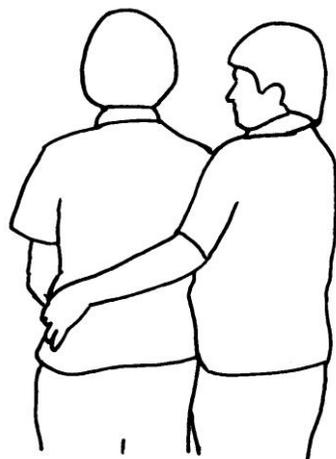
NAME:

DOB:

### Details of method and equipment



- Carer takes hold of person's hand using a palm to palm hold (avoid thumb grip).
- With other hand carer reaches across person's back with their near arm towards person's far hip.
- When person is walking carer stays close to their side and slightly behind them.



Palm to palm hold

SIGNATURE:

DATE:

# Activity A11: Assisting person to walk using handling belt

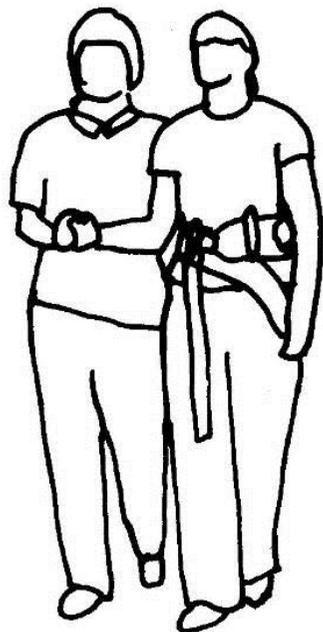
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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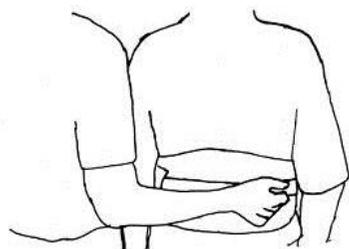
### Details of method and equipment



- Carer takes hold of person's hand using a palm to palm hold.
- With other hand carer reaches across person's back with their near arms, to grasp the handling belt at the far side

**NB Carers should grasp the loop of the handling belt and NOT put their hand/arm through the loop.**

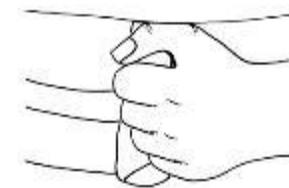
- When person is walking carer stays close to their side and slightly behind them.



Rear view



Grasping the belt



Palm to palm hold

SIGNATURE:

DATE:

**Activity A11.1: Assisting person to walk using a walking frame – assistance of 1**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**Details of method and equipment**



- Ensure walking frame (including rubber ends) is in good working order and area is clear of obstructions.
- **Do not allow person to take hold of walking frame until they are in standing. Carer must not place foot on walking frame to stabilise.**
- Encourage / assist person to stand (see standardised moving and handling plan A\_\_\_\_\_\*)
- Once in standing, position walking frame directly in front of person and ask person to grasp handles of frame with both hands.
- The carer may assist in the lifting and placing of walking frame, if required, taking care with their hand position to avoid it becoming trapped should the person stumble.
- **To sit:** ensure back of person's knee(s) is against chair. Ask person to release hold on walking frame and encourage them to lean forwards, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carer stands alongside chair in a step stance and bends their knees as the person sits down.
- Remove walking frame.

\*Identify appropriate moving and handling plan for sit to stand

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**Activity A11.2: Assisting person to walk using a walking frame – assistance of 2**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

<p><b>NAME:</b></p>	<p><b>DOB:</b></p>
<p align="center"><b>Details of method and equipment</b></p>	
	<ul style="list-style-type: none"> <li>• Ensure walking frame (including rubber ends) is in good working order and area is clear of obstructions.</li> <li>• <b>Do not allow person to take hold of walking frame until they are in standing. Carers must not place foot on walking frame to stabilise.</b></li> <li>• Encourage / assist person to stand (see standardised moving and handling plan A___*)</li> <li>• Once in standing, position walking frame directly in front of person and ask person to grasp handles of frame with both hands.</li> <li>• The carer may assist in the lifting and placing of walking frame, if required, taking care with their hand position to avoid it becoming trapped should the person stumble.</li> <li>• <b>To sit:</b> ensure back of person's knee(s) is against chair. Ask person to release hold on walking frame and encourage them to lean forwards, look downwards and reach down for the chair arms as they lower their bottom onto the chair. Carers stand alongside chair in a step stance and bend their knees as the person sits down.</li> <li>• Remove walking frame.</li> </ul> <p align="center">*Identify appropriate moving and handling plan for sit to stand</p>

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## **A12 – A15 - MOVING A PERSON BACK IN A CHAIR**

A12 Moving person backwards on chair using hip shuffle	Assistance of 1
A13 Moving person backwards on chair using hip shuffle	Assistance of 2
A14 Moving person backwards on chair using knee push	
A15 Moving person backwards on chair using one way glide	

**Activity A12: Moving person backwards on chair using hip shuffle with assistance of 1**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**Details of method and equipment**



- The carer kneels in front of person
- Encourage person to lean to one side.
- The carer places a hand on the front of the person's knee and applies gentle pressure to move the person backwards.
- This is repeated on the other side.
- This can be done again until the person reaches the back of the chair.

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# Activity A13: Moving person backwards on chair using hip shuffle with assistance of 2

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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NAME:

DOB:

### Details of method and equipment



- One carer stands to side of chair with feet apart and knees bent. Assist person to lean to one side by placing one arm across back onto far hip and other on near shoulder.
- Second carer kneels in front of the person, places their hand on the person's knee and applies gentle pressure to move the person backwards.
- Repeat on the other side.
- This can be done again until the person reaches the back of the chair.

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# Activity A14: Moving person backwards on chair using knee push

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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NAME:

DOB:

### Details of method and equipment



- Encourage the person to lean forward
- Kneel in front of the person and place hands in front of person's knees.
- Ask person to place hands on arms of chair and push up on arms to raise their bottom off the chair.
- When person's bottom is raised off the chair gently push on the person's knees to move them backwards on the chair (a pillow can be placed in front of the knees).

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DATE:

# Activity A15: Moving person backwards on chair using one way glide

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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NAME:

DOB:

### Details of method and equipment



#### Positioning the one way glide

- Before the person sits down, position the one way glide, approximately an inch from the back of the chair, with the arrows pointing to the back of the chair.

#### Positioning the person using the one way glide

- Encourage the person to lean forward
- Kneel in front of the person and push gently on the person's knees to move the person backwards on the chair ( a pillow can be placed in front of the knees).

#### **NB**

When using the one way glide the client's skin should always be observed for any signs of redness or breakdown. This should be reported immediately and the use of the one way glide reviewed.

SIGNATURE:

DATE:

## **A21 – A26 – TRANSFER BOARD**

A21: Transferring person from chair to chair using a transfer board	Assistance of one in front
A22: Transferring person from chair to chair using transfer board and handling belt	Assistance of 1 behind
A23: Transferring person from chair to chair using transfer board	Assistance of 2
A24: Transferring person from chair to chair using a transfer board	Assistance of 1 in front
A25: Transferring person between bed and chair using transfer board and handling belt	Assistance of 1 behind
A26: Transferring person between bed and chair using transfer board	Assistance of 2

# Activity A21: Transferring person from chair to chair using a transfer board – assistance of 1 in front

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

### Details of method and equipment



**Inspect board for signs of wear and tear and report any defects immediately. Do not use if dangerous. Prior to use ensure the non-slip pads are in place on the underside of the board.**

- Ensure the surfaces the person is transferring between are level or the receiving surface slightly lower.
- Position the chairs side by side (if the armrest of both chairs can be removed) or at right angles (if armrests cannot be removed)\*. Ensure brakes of the chair/s are on.
- If possible remove the nearside arm of the wheelchair (if not the person will need to shuffle forward in the seat)
- Ensure the person's feet are in contact with the floor.
- Ask the person to lean to the side (away from the side to which they are transferring) and position one end of the transfer board underneath their raised hip, with the other end on the surface on to which they are transferring.
- Ask the person to reach their hand across to the far side of the board taking care not to trap their fingers.
- Kneel in front of the person and place hands on the person's knees to prevent them sliding forward as they transfer.
- Encourage the person to slide across the board to the other chair.
- Ask the person to lean to one side to allow the transfer board to be removed.

\* delete as appropriate

SIGNATURE:

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**Activity A22: Transferring person from chair to chair using transfer board and handling belt – assistance of 1 behind**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect board for signs of wear and tear and report any defects immediately. Do not use if dangerous. Prior to use ensure the non-slip pads are in place on the underside of the board.**

- Ensure the surfaces the person is transferring between are level or the receiving surface slightly lower.
- Position the chairs side by side (if the armrest of both chairs can be removed) or at right angles (if both armrests cannot be removed)\*. Ensure brakes of the chair/s are on.
- If possible remove the nearside arm of the wheelchair (if not the person will need to shuffle forward in the seat)
- Ensure the person's feet are in contact with the floor.
- Ask the person to lean to the side (away from the side to which they are transferring) and position one end of the transfer board underneath their raised hip, with the other end on the surface on to which they are transferring.
- Ask the person to reach their hand across to the far side of the board taking care not to trap their fingers.
- Stand behind the person adopting a wide base and grasp the handling belt.
- On 'ready, steady, slide', the person slides across the board to the other chair. Carer assists the person to slide using weight transference from one leg to the other.
- Ask the person to lean to one side to allow the transfer board to be removed.

\* delete as appropriate

**SIGNATURE:**

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**Activity A23: Transferring person from chair to chair using transfer board – assistance of 2**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect board for signs of wear and tear and report any defects immediately. Do not use if dangerous. Prior to use ensure the non-slip pads are intact on the underneath side of the board.**

- Ensure the surfaces the person is transferring between are level or the receiving surface slightly lower.
- Position the chairs side by side (if the armrest of both chairs can be removed) or at right angles (if both armrests cannot be removed)\*. Ensure brakes of the chair/s are on.
- If possible remove the nearside arm of the wheelchair (if not the person will need to shuffle forward in the seat)
- Ensure the person's feet are in contact with the floor.
- Ask the person to lean to the side (away from the side to which they are transferring) and position one end of the transfer board underneath their raised hip, with the other end on the surface on to which they are transferring.
- Ask the person to reach their hand across to the far side of the board taking care not to trap their fingers.
- Carer one kneels in front of the person and places hands on the person's knees to prevent them sliding forward as they transfer. Carer two stands behind the person adopting a wide base and grasps the handling belt to assist movement.
- On 'ready, steady, slide', the person slides across the board to the other chair. Carer two assists the person to slide using weight transference from one leg to the other.
- The person leans to one side to allow the transfer board to be removed.

\* delete as appropriate

**SIGNATURE:**

**DATE:**

**Activity A24: Transferring person from chair to chair using a transfer board – assistance of 1 in front**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect board for signs of wear and tear and report any defects immediately. Do not use if dangerous. Prior to use ensure the non-slip pads are intact on the underneath side of the board.**

- Position the chair alongside the bed. Ensure brakes of the bed and chair are on.
- Adjust bed to the correct height (the surfaces the person is transferring between should be level or the receiving surface slightly lower).
- If possible remove the nearside arm of the wheelchair (if not the person will need to shuffle forward)
- Ensure the person's feet are in contact with the floor.
- Ask the person to lean to the side (away from the side to which they are transferring) and position one end of the transfer board underneath their raised hip, with the other end on the surface on to which they are transferring.
- Ask the person to reach their hand across to the far side of the board taking care not to trap their fingers.
- Kneel in front of the person and place hands on the person's knees to prevent them sliding forward as they transfer.
- Encourage the person to slide across the board to the other surface.
- The person leans to one side to allow the transfer board to be removed.

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**Activity A25: Transferring person between bed and chair using transfer board and handling belt – assistance of 1 behind**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect board for signs of wear and tear and report any defects immediately. Do not use if dangerous. Prior to use ensure the non-slip pads are in place on the underside of the board.**

- Position the chair alongside the bed. Ensure brakes of the bed and chair are on.
- Adjust bed to the correct height (the surfaces the person is transferring between should be level or the receiving surface slightly lower).
- If possible remove the nearside arm of the wheelchair (if not the person will need to shuffle forward in the seat)
- Ensure the person's feet are in contact with the floor.
- Ask the person to lean to the side (away from the side to which they are transferring) and position one end of the transfer board underneath their raised hip, with the other end on the surface on to which they are transferring.
- Ask the person to reach their hand across to the far side of the board taking care not to trap their fingers.
- Stand behind the person adopting a wide base, with knee of leg closest to the bed on the bed and grasp the handling belt to assist movement.
- On 'ready, steady, slide', the person slides across the board to the other surface. Carer assists the person to slide using weight transference from one leg to the other.
- Ask the person to lean to one side to allow the transfer board to be removed.

**SIGNATURE:**

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**Activity A26: Transferring person between bed and chair using transfer board – assistance of 2**

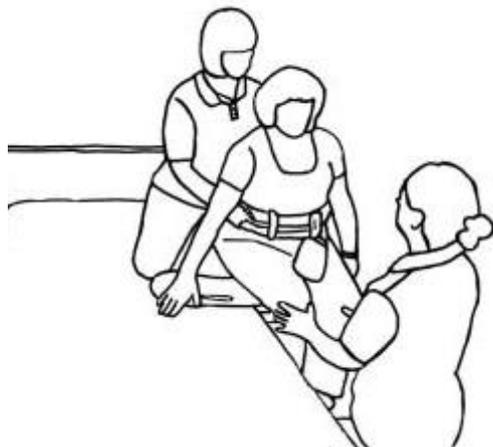
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect board for signs of wear and tear and report any defects immediately. Do not use if dangerous. Prior to use ensure the non-slip pads are intact on the underneath side of the board.**

- Position the chair alongside the bed. Ensure brakes of the bed and chair are on.
- Adjust bed to the correct height (the surfaces the person is transferring between should be level or the receiving surface slightly lower).
- If possible remove the nearside arm of the wheelchair (if not the person will need to shuffle forward)
- Ensure the person's feet are in contact with the floor.
- Ask the person to lean to the side (away from the side to which they are transferring) and position one end of the transfer board underneath their raised hip, with the other end on the surface on to which they are transferring.
- Ask the person to reach their hand across to the far side of the board taking care not to trap their fingers.
- Carer one kneels in front of the person and places hands on the person's knees to prevent them sliding forward as they transfer. Carer two stands behind the person adopting a wide base, places knee of leg closest to the bed on the bed and grasps the handling belt to assist movement.
- On 'ready, steady, slide', the person slides across the board to the other surface. Carer two assists the person to slide using weight transference from one leg to the other.
- The person leans to one side to allow the transfer board to be removed.

**SIGNATURE:**

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## **SECTION B - BED MOBILITY**

## B1 – B11

- B1 Rolling a person onto their side
- B2 Turning person in bed using a slide sheet
- B3 Sliding person up bed using a slide sheet (Carers facing bottom of bed)
- B4 Sliding person up bed using a slide sheet (carers facing each other)
- B5 Assisting person from lying to sitting over the edge of the bed using electric bed
- B6 Sit to stand from edge of bed with person pushing on bed (carer facing forward)
- B7 Sit to stand from edge of bed with handling belt, person pushing on bed (carer facing forward)
- B8 Sit to stand from edge of bed, carer taking person's hand (carer facing forward)
- B9 Sit to stand from edge of bed with handling belt, carer taking person's hand (carer facing forward)
- B10 Sit to stand from edge of bed (carer facing backwards) Assistance of 1
- B11 Sit to stand from edge of bed (carers facing backwards) Assistance of 2

**Activity B1: Rolling a person onto their side**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**

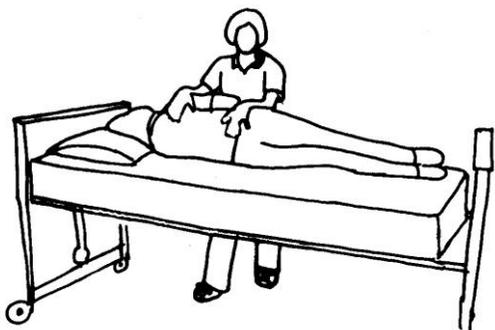


Rolling a person on to their side to:

- Provide personal hygiene
- Insert slide sheet
- Insert sling
- Other

**NB Always roll person towards you**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height (between waist and hips). Lower bed rail (if used).
- To roll person, turn their head to the side to which they are rolling and position arms.
- Cross person's leg at ankle or bend person's knee up.
- Carer stands with one foot on front of other.
- Carer holds person's hip and shoulder and rolls person onto their side.
- Stay close to the bed and hold the person securely.
- When care activity is complete raise bed rails (if used) and lower height of bed.



**SIGNATURE:**

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## Activity B2: Turning person in bed using a slide sheet

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

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#### Details of method and equipment



- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height (between waist and hips). Lower bed rails (if used).
- Roll person (see B1)
- Roll slide sheet and insert under person's hips and shoulders.
- Allow person to lie back on to the slide sheet.
- Second carer unrolls slide sheet from other side
- Position person as for rolling
- Carer 1 adopts a step stance and grasps the top layer of the sheet. Carer 2 places a hand on person's shoulder and hip.
- On the command of **Ready, steady, slide** carer 1 transfers their weight from their front leg to their back leg while holding on to the slide sheet, do not lift slide sheet.
- At the same time carer 2 guides person on to their side. Repeat movement if necessary to achieve a good lying position.
- Remove slide sheet.
- Raise bed rails(if used) and lower bed to appropriate height.

SIGNATURE:

DATE:

### Activity B3: Sliding person up bed using a slide sheet (carers facing bottom of bed)

#### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



To make slide as easy as possible ensure headrest is as flat as the person can tolerate.

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height (between waist and hips). Lower bed rails (if used).
- Roll person (see B1)
- Roll and insert slide sheet(s) longways under the person ensuring it is under the pillow.
- Allow person to lie back on to the slide sheet.
- Second carer unrolls slide sheet from other side.

**NB** If slide sheet does not reach under person's heels, knees should be bent if possible or a small slide sheet placed under the heels.

- If person can tolerate raise leg section of bed.
- Carers stand at the head of the bed, facing the foot of the bed, with outside foot forward.
- Each carer grasps the top layer (or handles) of slide sheet, with their inside hand, at approximately the person's mid upper arm.
- On the command of **Ready, steady, slide**, carers transfer their weight from front foot on to back foot, sliding the person a short distance up the bed.
- Repeat movement if necessary to achieve desired position.
- Remove slide sheet.
- Lower bed to appropriate height and raise bed rails (if used).

SIGNATURE:

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## Activity B4: Sliding person up bed using a slide sheet (carers facing each other)

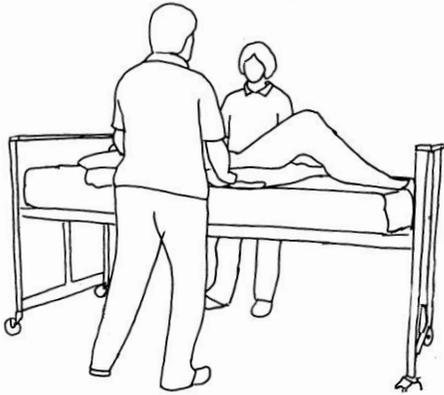
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

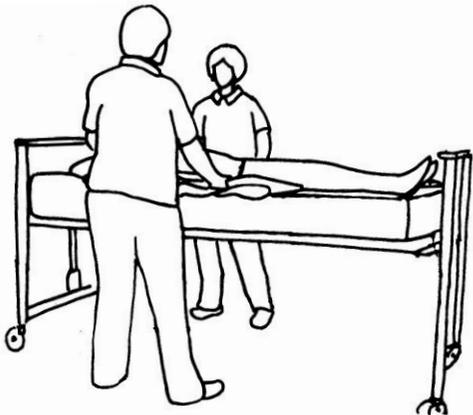
#### Details of method and equipment



To make slide as easy as possible ensure headrest is as flat as person can tolerate.

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height (between waist and hips). Lower bed rails (if used).
- Roll person (see B1)
- Roll and insert slide sheet(s) longways under the person ensuring it is under the pillow.
- Allow person to lie back on to the slide sheet.
- Second carer unrolls slide sheet from other side.

**NB** If slide sheet does not reach under person's heels, knees should be bent if possible or a small slide sheet placed under the heels.



- If person can tolerate raise leg section of bed.
- Carers stand facing each other, at person's waist.
- Each carer holds top layer/handles of slide sheet with their hands shoulder width apart.
- On the command of **Ready, steady, slide** carers slide the person a short distance up the bed by transferring their weight from one foot to the other.
- Repeat movement if necessary to achieve desired position.
- Remove slide sheet.
- Lower bed to appropriate height and raise bed rails (if used).

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**Activity B5: Assisting person from lying to sitting over the edge of the bed using electric bed**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**DOB:**

**Details of method and equipment**



- Ensure brakes of the bed are on.
- Lower the bed to ensure person's feet will reach the floor when sitting on the side of the bed.
- Encourage person to roll on to their side and drop their feet over the edge of the bed.
- Ask person to place their upper arm across their body and position their hand on the mattress near the level of their chest and shoulder.
- Using the handset raise the backrest of the bed and bring person up into the sitting position.

**SIGNATURE:**

**DATE:**

**Activity B6: Sit to stand from edge of bed, person pushing on bed (carer facing forward) – assistance of 1**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**Details of method and equipment**

**Consider combined weight of carer/s and person in relation to the safe working load of the bed.**

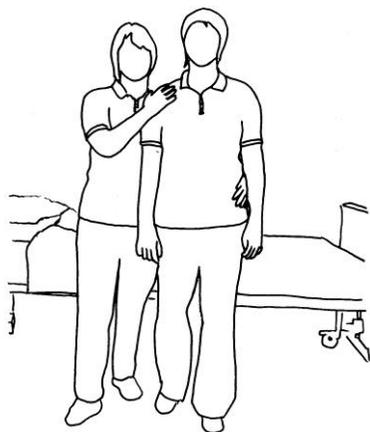
- Ensure brakes of the bed are on.
- Encourage person to shuffle forward towards the edge of the bed (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carer sits beside and as close as possible to person with one foot in front of the other.
- Carer reaches across person's back with their inside arm towards person's far hip.
- The carer's outside hand cups the front of the person's shoulder.
- Ask person to push on the bed with their hands.
- A gentle forward and upward rocking movement can be used, if necessary
- On **ready, steady, stand**, assist the person to stand.
- As person stands, carer also stands and steps forward to remain close to them.

**NB**

- Raising the height of the bed can assist the person to stand so long as their feet remain on the floor.
- If a walking aid is used, give it to the person once they are in standing, or
- if taking the person's hand, use a palm to palm hold (avoid thumb grip)

**To sit**

Ensure back of persons knee(s) is against the bed, encourage person to lean forward, look downwards and reach down to the bed as they lower their bottom onto the bed. Carer sits down with the person.



Palm to palm hold

**SIGNATURE:**

**DATE:**

**Activity B7: Sit to stand from edge of bed with handling belt, person pushing on bed (carer facing forward) – assistance of 1**

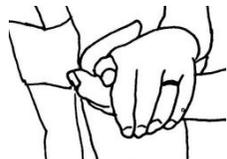
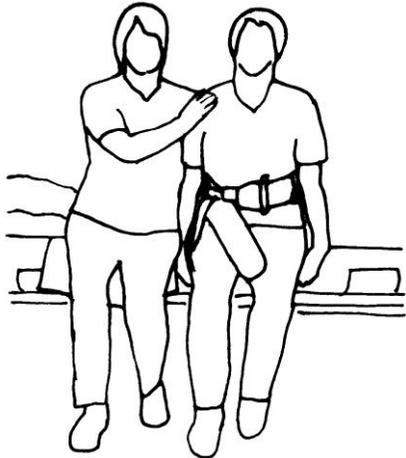
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**DOB:**

**Details of method and equipment**



Palm to palm hold

**NB Consider combined weight of carer/s and person in relation to the safe working load of the bed.**

- Ensure brakes of the bed are on.
- Encourage person to shuffle forward towards the edge of the bed (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carer sits beside and as close as possible to person with one foot in front of the other.
- Carer reaches across person's back with their inside arm to grasp the handling belt at the far side.

**NB Carer should grasp the loop of the handling belt and NOT put their hand/arm through the loop**

- The carer's outside hand cups the front of the person's shoulder.
- Ask person to push on the bed with their hands.
- A gentle forward and upward rocking movement can be used, if necessary
- On **ready, steady, stand**, assist the person to stand.
- As person stands, carer also stands and steps forward to remain close to them.

**NB**

- Raising the height of the bed can assist the person to stand so long as their feet remain on the floor.
- If a walking aid is used, give it to the person once they are in standing, or
- if taking the person's hand, use a palm to palm hold (avoid thumb grip)

To sit

Ensure back of persons knee(s) is against the bed, encourage person to lean forward, look downwards and reach down to the bed as they lower their bottom onto the bed. Carer sits down with the person.

**SIGNATURE:**

**DATE:**

**Activity B8: Sit to stand from edge of bed, carer taking person's hand (carer facing forward)**

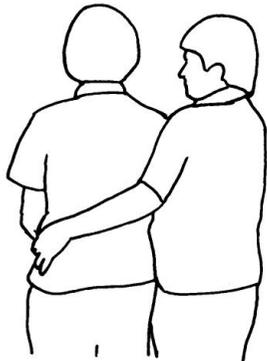
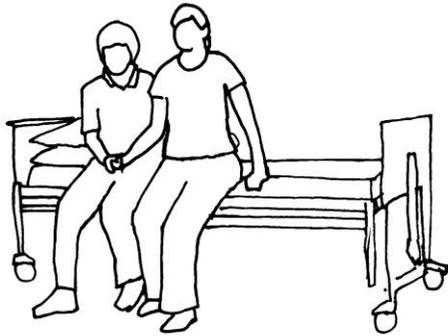
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**DOB:**

**Details of method and equipment**



Palm to palm hold

**NB Consider combined weight of carer/s and person in relation to the safe working load of the bed.**

- Ensure brakes of the bed are on.
- Encourage person to shuffle forward towards the edge of the bed (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carer sits beside and as close as possible to person with one foot in front of the other.
- Carer reaches across person's back with their inside arm towards person's far hip.
- The carer takes the person's hand using a palm to palm hold (avoid thumb grip).
- Encourage person to push on bed with their other hand.
- A gentle forward and upward rocking movement can be used, if necessary
- On **ready, steady, stand**, assist the person to stand.
- As person stands, carer also stands and steps forward to remain close to them.

**NB** Raising the height of the bed can assist the person to stand so long as their feet remain on the floor.

- If a walking aid is used, give it to the person once they are in standing.

To sit

Ensure back of persons knee(s) is against the bed, encourage person to lean forward, look downwards and reach down to the bed as they lower their bottom onto the bed. Carer sits down with the person.

**SIGNATURE:**

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**Activity B9: Sit to stand from edge of bed with handling belt, carer taking person's hand (carer facing forward)**

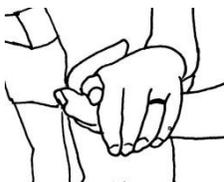
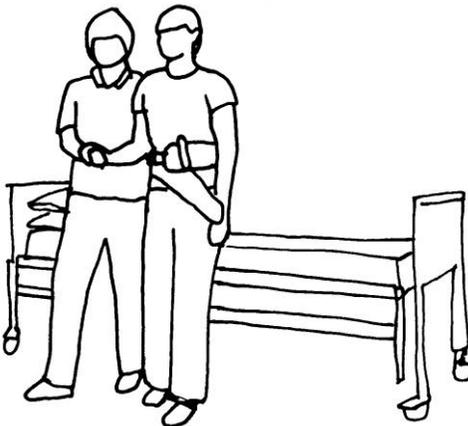
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**Details of method and equipment**



Palm to palm hold

**Consider combined weight of carer/s and person in relation to the safe working load of the bed.**

- Ensure brakes of the bed are on.
- Encourage person to shuffle forward towards the edge of the bed (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carer sits beside and as close as possible to person with one foot in front of the other.
- Carer reaches across person's back with their inside arm to grasp the handling belt at the far side.

**NB Carer should grasp the loop of the handling belt and NOT put their hand/arm through the loop.**

- The carer takes the person's hand using a palm to palm hold (avoid thumb grip).
- Encourage person to push on bed with their other hand.
- A gentle forward and upward rocking movement can be used, if necessary
- On **ready, steady, stand**, assist the person to stand.
- As person stands, carer also stands and steps forward to remain close to them.

**NB** Raising the height of the bed can assist the person to stand so long as their feet remain on the floor.

- If a walking aid is used, give it to the person once they are in standing.

To sit

- Ensure back of persons knee(s) is against the bed, encourage person to lean forward, look downwards and reach down to the bed as they lower their bottom onto the bed. Carer sits down with the person.

**SIGNATURE:**

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**Activity B10: Sit to stand from edge of bed (carer facing backwards)**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**NAME:**

**DOB:**

**Details of method and equipment**

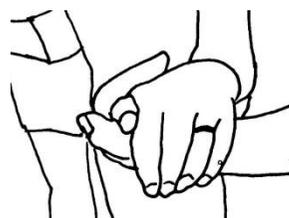


**NB Consider combined weight of carer/s and person in relation to the safe working load of the bed.**

- Ensure brakes of the bed are on.
- Encourage person to shuffle forward towards the edge of the bed (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carer stands beside and close to person facing backwards with outside knee on bed.
- Carer reaches across person's front with their inside arm towards person's far hip.
- The carer's outside hand cups the back of the person's shoulder blade.
- A gentle forward and upward rocking movement can be used, if necessary
- On **ready, steady, stand**, assist the person to stand, encouraging them to use their legs and to push on the bed with their hands.
- As person stands, carer also stands.

**NB** Raising the height of the bed can assist the person to stand so long as their feet remain on the floor and the carer can kneel on the bed comfortably.

- If a walking aid is used, give it to the person once they are standing, or
- If taking the person's hand, use a palm to palm hold (avoid thumb grip).



Palm to palm hold

To sit

Ensure back of persons knee(s) is against the bed, encourage person to lean forward, look downwards and reach down to the bed as they lower their bottom onto the bed.

**SIGNATURE:**

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**Activity B11: Sit to stand from edge of bed (carer facing backwards) - assistance of 2**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**NAME:**

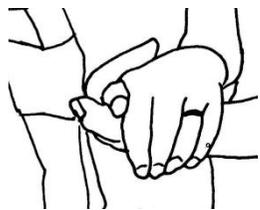
**DOB:**

**Details of method and equipment**



**NB Consider combined weight of carer/s and person in relation to the safe working load of the bed.**

- Ensure brakes of the bed are on.
- Encourage person to shuffle forward towards the edge of the bed (if required)
- Ensure the person has their feet under their knees.
- Encourage them to lean forward with their chin over their toes.
- Carers stand beside and close to person facing backwards with their outside knee on bed.
- Carers reach across person's front with their inside arms, towards person's far hip.
- Each carer's outside hand cups the back of the person's shoulder blade.
- A gentle forward and upward rocking movement can be used, if necessary
- On **ready, steady, stand**, assist the person to stand, encouraging them to use their legs and to push on the bed with their hands.



Palm to palm hold

**NB** Raising the height of the bed can assist the person to stand so long as their feet remain on the floor and the carer can kneel on the bed comfortably.

- If a walking aid is used, give it to the person once they are in standing, or
- If taking the person's hand, use a palm to palm hold (avoid thumb grip).

To sit

Ensure back of persons knee(s) is against the bed, encourage person to lean forward, look downwards and reach down to the bed as they lower their bottom onto the bed.

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## **B21 – B25 WENDYLETT**

- B21 Sliding person up bed using a Wendylett sheet and 4 way Drawsheet with 2 people
- B22 Sliding person up bed using a Wendylett sheet and 4 way Drawsheet with 1 person from head of bed
- B23 Sliding person up bed using a Wendylett sheet and 4 way Drawsheet with 1 person diagonal
- B24 Turning a person in bed using a Romedic Wendylett and 4 Way Drawsheet with 2 people
- B25 Turning a person in bed using a Romedic Wendylett and 4 Way Drawsheet with 1 person

## Activity B21: Sliding person up bed using a Wendylett sheet and 4 way drawsheet with 2 people

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#### Details of method and equipment

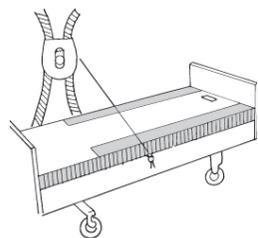


Fig 1

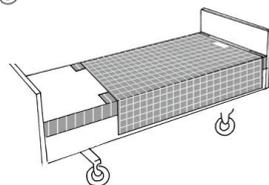


Fig 2



Fig 3

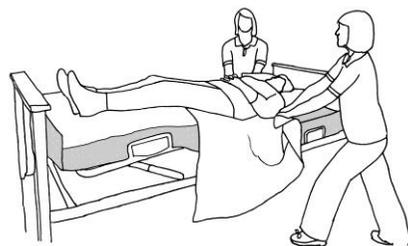


Fig 4



Fig 5

Wendylett (WL) base sheet should be placed on the bed, following label guide to ensure correct placement, ensuring arrow on label is pointing to head of bed. Secure to the mattress by tucking edges underneath the mattress and by tightening the pull cords at either side (Fig 1). The WL 4 Way drawsheet is placed on top of this, again using the label guide to ensure correct positioning (Fig 2).

- Ensure brakes of the bed are on and raise bed to appropriate working height (between hip and waist level).
- To make slide as easy as possible ensure headrest is as flat as possible.
- Lower bed rails and untuck WL drawsheet on either side.
- Bend person's knees or if unable to tolerate, bend their knees slightly and allow knees to fall outward (Fig 3), otherwise place a small slide sheet under their heels. If person can tolerate raise knee break of bed slightly to assist slide.
- Carers stand at person's pillow level and adopt a diagonal stance facing the opposite corner of the bed. With one foot in front of the other, grasp the WL drawsheet at person's shoulders, taking care not to over reach (Fig 4).
- On the command of '**Ready, steady, slide**', carers transfer their weight from the front leg to the back leg gently sliding person a short distance up the bed.
- Repeat movement if necessary to achieve desired position. Lower knee break of bed.
- Once the person is in the desired position, smooth drawsheet by each carer pulling diagonally on the WL drawsheet from either side.
- To prevent person sliding down bed, each carer grasps the bottom edge of the WL drawsheet and tucks it underneath itself (Fig 5). Tuck the edges of the Wendylett drawsheet underneath the mattress at both sides securely to prevent person moving.
- Lower bed to appropriate height and raise bedrails.

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## Activity B22: Sliding person up bed using a Wendylett sheet and 4 way drawsheet with 1 person from head of bed

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DOB:

#### Details of method and equipment

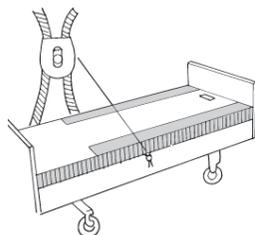


Fig 1

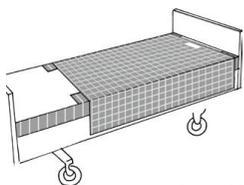


Fig 2

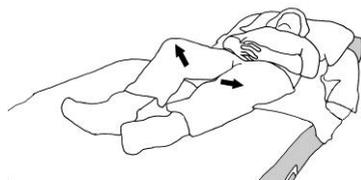


Fig 3

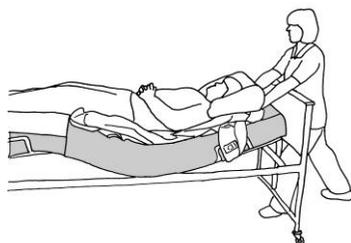


Fig 4



Fig 5

Wendylett (WL) base sheet should be placed on the bed, following label guide to ensure correct placement, ensuring arrow on label is pointing to head of bed. Secure to the mattress by tucking edges underneath the mattress and by tightening the pull cords at either side (Fig 1). The WL 4 Way drawsheet is placed on top of this, again using the label guide to ensure correct positioning (Fig 2).

**NB** Adequate space is required behind head of bed to allow this technique to be used.

- Ensure brakes of the bed are on and raise bed to appropriate working height (between hip and waist level).
- Lower bed rails and untuck WL drawsheet on either side.
- Bend person's knees or if unable to tolerate, bend their knees slightly and allow knees to fall outward (Fig 3), otherwise place a small slide sheet under their heels. If person can tolerate raise knee break of bed slightly to assist slide.
- Lower the height of the bed slightly and raise the headrest of the bed slightly.
- Carer stands behind the head of the bed, with one foot in front of the other and grasps the WL drawsheet, taking care not to over reach (Fig 4).
- On the command of '**Ready, steady, slide**', carer transfers their weight from their front leg to back leg gently sliding person a short distance up the bed.
- Repeat movement if necessary to achieve desired position.
- Once the person is in the desired position, smooth drawsheet by pulling diagonally on the WL drawsheet from either side.
- To prevent person sliding down bed, grasp the bottom edge of the WL drawsheet and tuck it underneath itself on either side of the bed (Fig 5). Tuck the edges of the Wendylett drawsheet underneath mattress at both sides securely to prevent person moving. Lower bed to appropriate height and raise bedrails.

SIGNATURE:

DATE:

## Activity B23: Sliding person up bed using a Wendylett sheet and 4 way drawsheet with 1 person diagonal

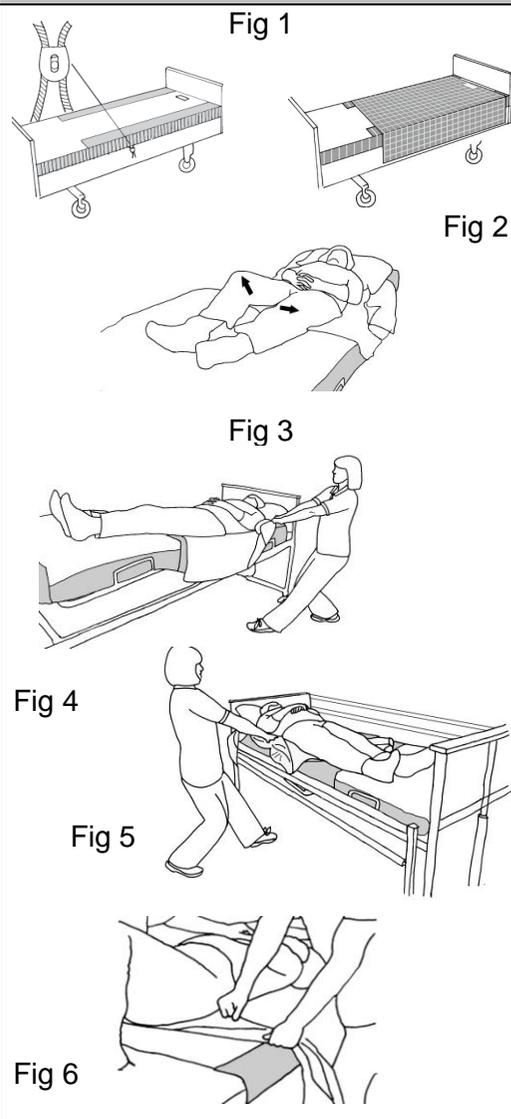
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

#### Details of method and equipment



**Wendylett (WL) base sheet should be placed on the bed, following label guide to ensure correct placement, ensuring arrow on label is pointing to head of bed. Secure to the mattress by tucking edges underneath the mattress and by tightening the pull cords at either side (Fig 1). The WL 4 Way drawsheet is placed on top of this, again using the label guide to ensure correct positioning (Fig 2).**

- Ensure brakes of the bed are on and raise bed to appropriate working height (between hip and waist level).
- To make slide as easy as possible ensure headrest is as flat as possible.
- Lower bed rails and untuck WL drawsheet on either side.
- Bend person's knees or if unable to tolerate, bend their knees slightly and allow knees to fall outward (Fig 3), otherwise place a small slide sheet under their heels. If person can tolerate raise knee break of bed slightly to assist slide.
- Carer stands at person's pillow level and adopts a diagonal stance facing opposite corner of the bed. With one foot in front of the other, grasp the WL drawsheet at person's shoulders, taking care not to over reach (Fig 4).
- On the command of '**Ready, steady, slide**', carer transfers their weight from front leg to back leg, gently sliding person a short distance up the bed diagonally.
- Repeat movement if necessary to achieve desired position, lower knee break of bed, then raise bedrail.
- Carer moves to the other side of the bed. Move the person's feet to the centre of the bed. Carer adopts a step stance and grasps the Wendylett draw sheet at the level of the person's shoulder and hips (Fig 5).
- On the command of '**Ready, steady, slide**' carer transfers their weight from their front leg to back leg while holding the WL drawsheet, sliding the person to the centre of the bed.
- Once the person is in the desired position, smooth drawsheet by pulling diagonally on the WL drawsheet from either side.

To prevent person sliding down bed, grasp the bottom edge of the WL drawsheet and tuck it underneath itself (Fig 6). Tuck the edges of the Wendylett drawsheet underneath the mattress at both sides securely to prevent person moving. Lower bed to appropriate height and raise bedrails.

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## Activity B24: Turning a person in bed using a Romedic Wendylett and 4 Way Drawsheet with 2 people

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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NAME:

DOB:

#### Details of method and equipment

Fig 1

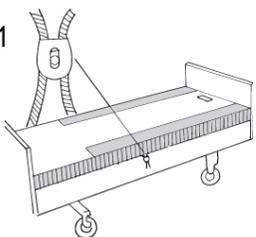
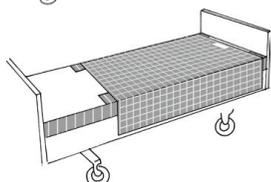


Fig 2



Carer 1

Carer 2

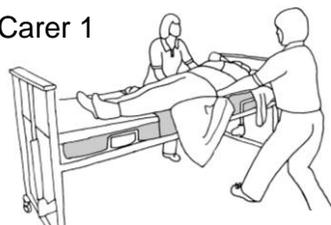


Fig 3

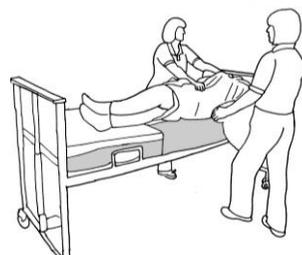


Fig 4



Fig 5

**Wendylett (WL) base sheet should be placed on the bed, following label guide to ensure correct placement, ensuring arrow on label is pointing to head of bed. Secure to the mattress by tucking edges underneath the mattress and by tightening the pull cords at either side (Fig 1). The WL 4 Way drawsheet is placed on top of this, again using the label guide to ensure correct positioning (Fig 2).**

- Ensure brakes of the bed are on and raise bed to appropriate working height (between hip and waist level).
- Lower bed rails and untuck WL drawsheet on either side. Move person's feet sideways towards carer 1.
- Carer 1 adopts a step stance and grasps the Wendylett draw sheet at the level of the person's shoulder and hips.
- Carer 2 places a hand on person's shoulder and hip, ready to push the person across the bed.
- On the command of **'Ready, steady, slide'** carer 1 transfers their weight from their front leg to back leg while holding the WL draw sheet, while carer 2 pushes person gently to move them across the bed (Fig 3).
- Repeat movement if necessary to achieve desired position.
- Prepare person to roll (activity B1)
- Carer 1 passes the edge of the WL drawsheet to carer 2.
- Carer 2, remaining close to the bed, adopts a step stance, grasps the edge of the WL drawsheet and uses this to roll the patient on to their side (Fig 4).
- A pillow can be positioned at the person's back, underneath the WL drawsheet, and the person allowed to recline back on to this.
- Once the person is in the desired position, smooth drawsheet by each carer pulling diagonally on the WL drawsheet from either side.

To prevent person sliding down bed, each carer grasps the bottom edge of the WL drawsheet and tucks it underneath itself (Fig 5). Tuck the edges of the Wendylett drawsheet underneath the mattress at both sides securely to prevent person moving. Lower bed to appropriate height and raise bedrails.

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## Activity B25: Turning a person in bed using a Romedic Wendylett and 4 Way Drawsheet with 1 person

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment

Fig 1

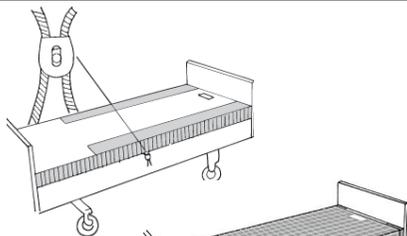


Fig 2

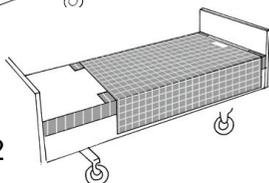


Fig 3

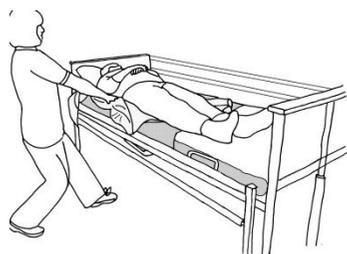


Fig 4

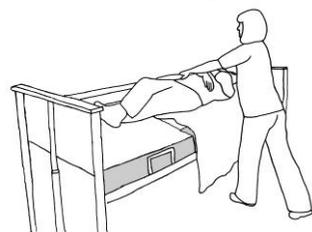


Fig 5



**Wendylett (WL) base sheet should be placed on the bed, following label guide to ensure correct placement, ensuring arrow on label is pointing to head of bed. Secure to the mattress by tucking edges underneath the mattress and by tightening the pull cords at either side (Fig 1). The WL 4 Way drawsheet is placed on top of this, again using the label guide to ensure correct positioning (Fig 2).**

- Ensure brakes of the bed are on and raise bed to appropriate working height (between hip and waist level).
- Untuck WL drawsheet on either side and lower bed rail on nearside of bed. Move person's feet toward near side of bed.
- Carer adopts a step stance and grasps the Wendylett draw sheet at the level of the person's shoulder and hips.
- On the command of '**Ready, steady, slide**' carer transfers their weight from front leg to back leg while holding the WL draw sheet and slides the person across the bed towards carer (Fig 3).
- Repeat movement if necessary to achieve desired position. Pass edge of the WL drawsheet over person. Raise bedrail.
- Carer moves to the other side of the bed. Lower bedrail and prepare person to roll (activity B1)
- Carer, remaining close to the bed, adopts a step stance, grasps the edge of the WL drawsheet and uses this to roll the patient on to their side (Fig 4).
- A pillow can be positioned at the person's back, underneath the WL drawsheet, and the person reclined back on to this.
- Once the person is in the desired position, smooth drawsheet.
- To prevent person sliding down bed, each carer grasps the bottom edge of the WL drawsheet and tucks it underneath itself (Fig 5). Tuck the edges of the Wendylett drawsheet underneath the mattress at both sides securely to prevent person moving. Lower bed to appropriate height and raise bedrails.

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## **SECTION C – HOISTING**

## **C1 – C9 - HOISTING WITH 4 POINT SPREADER BAR AND CLIP SLING - MOBILE HOIST**

- C1 Hoisting - inserting a transfer sling while person sitting – clip attachments
- C2 Hoisting - inserting transfer sling while person sitting, carer assisting forward - clip attachments
- C3 Hoisting - inserting a transfer sling by sliding down behind person – clip attachments
- C4 Hoisting- inserting transfer sling behind person using slide sheet – clip attachments
- C5 Hoisting - inserting a transfer sling while person is lying – clip attachments
- C6 Hoisting - person from chair to commode or toilet using toilet/hygiene sling – clip attachments
- C7 Hoisting - wheelchair to commode via bed using transfer sling – clip attachments
- C8 Hoisting - Inserting a transfer sling while person in bed and able to sit forward- clip attachments
- C9 Hoisting person from bed to commode using toilet/hygiene sling – clip attachments

# Activity C1: Hoisting - inserting a transfer sling while person sitting – clip attachments

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### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on chair.
- Encourage person to put their hands on the arms of the chair and lean forward.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the hoist close to person. Do NOT apply the brakes on hoist.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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## Activity C2: Hoisting - inserting transfer sling while person sitting, carer assisting forward - clip attachments

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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NAME:

DOB:

#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on chair.
- Assist person to lean forward on the chair.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.



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### Activity C3: Hoisting - inserting a transfer sling by sliding down behind person – clip attachments

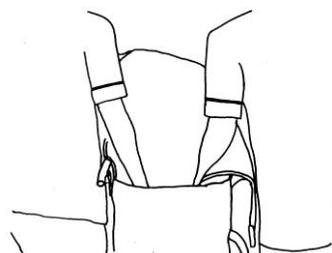
#### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on chair.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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## Activity C4: Hoisting - inserting transfer sling behind person using slide sheet – clip attachments

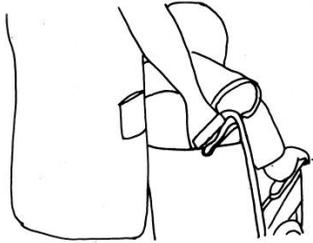
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).

- Ensure brakes are on chair.
- Tuck slide sheet between person's back and back of wheelchair.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone). The slide sheet will assist with this.
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the hoist close to person. Do **NOT** apply the brakes on the hoist.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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**Activity C5: Hoisting - inserting a transfer sling while person is lying – clip attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**NAME:**

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**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on bed.
- Raise the bed to appropriate working height.
- Roll person
- Insert sling, ensuring lower edge at base of spine (tailbone).
- Allow person to lie back on to sling.
- Other carer unroll sling at other side.
- Bend person's knee and bring the leg pieces under and up between thighs.
- Raise headrest and knee break of the bed.
- Position the hoist with the spreader bar placed centrally over person. Do NOT apply brakes on the hoist.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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# Activity C6: Hoisting - person from chair to commode or toilet using toilet/hygiene sling – clip attachments

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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NAME:

DOB:

### Details of method and equipment



Lowering the person's clothes



Raising the person's clothes

**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on chair/commode.
- Lower clothing as far as possible. Encourage person to lean forward.
- Slide the sling down person's back and position the lower edge of the sling to waist level.
- Fasten shoulder buckles.
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Raise hoist and adjust clothing in preparation for toileting. Lower person on to commode / toilet\*
- Carer kneels and places the person's feet, one at a time on to carer's thigh to remove leg pieces and further adjust clothing.
- To return to chair / bed, carer places the person's feet, one at a time on to carer's thigh and ensures clothing is above the level of the leg piece. Apply leg pieces under thighs and re-attach to hoist.
- Raise person and continue with adjustment of clothing before transferring on to chair or bed.

**NB** If a person's shoulders are pulled up by the sling or the person appears to be slipping through the sling an urgent reassessment is required.

\* delete as appropriate

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## Activity C7: Hoisting - wheelchair to commode via bed using transfer sling – clip attachments

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on chair/commode/bed.
- Encourage person to put their hands on the arms of the chair and lean forward.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg. Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Transfer person on to bed, detach sling from hoist and roll person to adjust clothing.
- Reapply sling and transfer person on to the commode using hoist.
- Detach the sling from the hoist. Remove leg pieces of the sling and move sling away from the person's bottom.
- To return person to wheelchair, reapply sling and attach to hoist.
- Raise person in hoist, attend to hygiene and transfer back on to the bed.
- Detach the sling from the hoist, then roll person to complete hygiene and readjust clothing
- Reapply sling, attach to hoist and transfer person to wheelchair.

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## Activity C8: Hoisting - Inserting a transfer sling while person in bed and able to sit forward- clip attachments

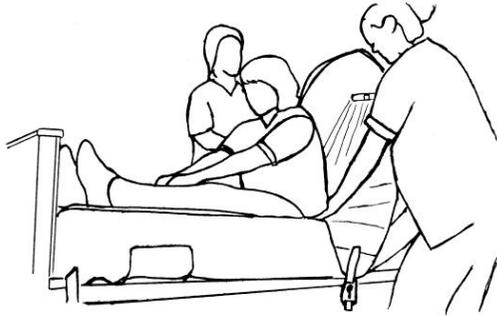
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#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on bed.
- Raise the bed to appropriate working height.
- Bring headrest of bed forward.
- Encourage person to sit forward ( they may use a bed ladder)
- Slide sling down persons back, ensuring lower edge at base of spine.
- Ask person to lie back on to sling. Lower headrest of bed.
- Ask person to bend their knee (or carer bend knee) and carer bring the leg pieces under and up between thighs.
- Raise headrest and knee break of the bed.
- Position the hoist with the spreader bar placed centrally over person. Do NOT apply brakes on the hoist.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.



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## Activity C9: Hoisting person from bed to commode using toilet/hygiene sling – clip attachments

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Fig 1

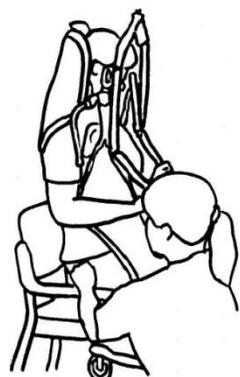


Fig 2



Fig 3

#### Details of method and equipment

Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use). The person must have been assessed for their suitability to use a toilet sling.

- Ensure brakes of the bed are on and raise the bed to appropriate working height (between hip and waist level).
- Roll person (see activity B1) and insert sling, positioning the lower edge of the sling at person's waist.
- Allow person to lie back onto sling. Second carer unrolls sling at other side.
- Bend person's knees and bring the leg pieces under and up between thighs.
- **Raise headrest and knee break of the bed (Fig 1). Never hoist the person off the bed from flat.**
- Position the hoist with the spreader bar placed centrally over person. Do not apply brakes.
- Attach the shoulder clips of the sling, then adjust the position of the spreader bar to attach leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Raise hoist and hold person over bed for few seconds to ensure person does not slide down in sling. Steady person to prevent swinging while transfer in progress. Ensure brakes of commode are on and position person over commode.
- Adjust clothing in preparation for toileting (Fig. 2) and lower person onto commode.
- Carer kneels and places the person's feet, one at a time onto carer's thigh to remove leg pieces and further adjust clothing.
- To return to chair / bed, carer places the person's feet, one at a time onto carer's thigh and ensures clothing is pushed up above the level of the leg piece (Fig. 3). Apply leg pieces under thighs and re-attach to hoist.
- Raise person and continue with hygiene and adjustment of clothing before transferring onto chair or bed.

**NB** If a person's shoulders are pulled up by the sling or the person appears to be slipping through the sling an urgent reassessment is required.

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**C11 – C20A - HOISTING WITH YOKE (COAT HANGER STYLE)  
SPREADER BAR AND LOOP SLING - MOBILE HOIST**

- C11 Hoisting - inserting a transfer sling while person in sitting – loop attachments
- C12 Hoisting - inserting a transfer sling while person sitting, carer assisting to lean forward – loop attachments
- C13 Hoisting - inserting a transfer sling by sliding down behind person– loop attachments
- C14 Hoisting - inserting a transfer sling behind person using slide sheet – loop attachments
- C15 Hoisting- inserting a transfer sling while person is lying – loop attachments
- C16 Hoisting - from chair to commode or toilet using toilet/hygiene sling – loop attachments
- C17 Hoisting - wheelchair to commode via bed using transfer sling – loop attachments
- C18 Hoisting - Inserting transfer sling while person in bed and able to sit forward - loop attachments
- C19 Hoisting person from bed to commode using toilet/hygiene sling – loop attachments
- C20 Hoisting - from chair using Osprey transfer sling – loop attachments
- C20A Hoisting - from bed using Osprey transfer sling – loop attachments

# Activity C11: Hoisting - inserting a transfer sling while person in sitting – loop attachments

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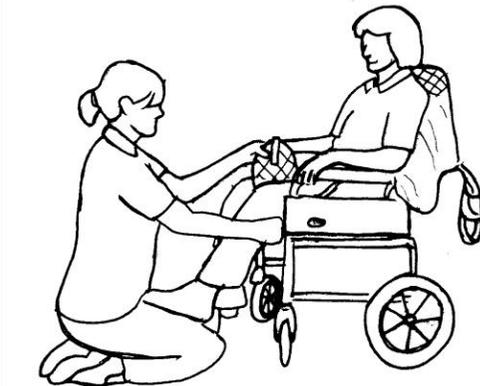
### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on chair.
- Encourage person to put their hands on the arms of the chair and lean forward.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg
- Ensure the sling is round edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder straps (on the \_\_\_\_\_\* loop), then attach the leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

\* identify loop



SIGNATURE:

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# Activity C12: Hoisting - inserting a transfer sling while person sitting, carer assisting to lean forward – loop attachments

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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### Details of method and equipment



Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).

- Ensure brakes are on chair.
- Assist person to lean forward on the chair.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure the sling is round edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder straps (on the \_\_\_\_\_\* loop), then attach the leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

\*identify loops

SIGNATURE:

DATE:

# Activity C13: Hoisting - inserting a transfer sling by sliding down behind person– loop attachments

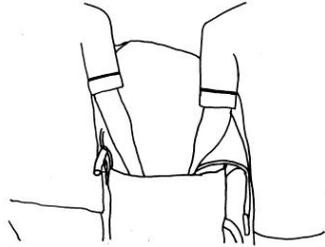
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on chair.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure the sling is round edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder straps on the \_\_\_\_\_\* loop, then attach the leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

\* identify loops

SIGNATURE:

DATE:

# Activity C14: Hoisting- inserting a transfer sling behind person using slide sheet – loop attachments

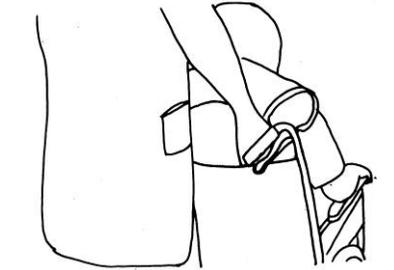
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on chair.
- Tuck slide sheet between person's back and back of wheelchair.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone). The slide sheet will assist with this.
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure the sling is round edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder straps (on the \_\_\_\_\_\* loop), then attach the leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

\*identify loops

SIGNATURE:

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**Activity C15: Hoisting - inserting a transfer sling while person is lying – loop attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on bed.
- Raise the bed to appropriate working height.
- Roll person (see B1).
- Insert sling, ensuring lower edge at base of spine.
- Allow person to lie back on to sling.
- Other carer unroll sling at other side.
- Bend person's knee and bring the leg pieces under and up between thighs.
- Cross leg pieces, one through the other.
- Raise the headrest and knee break of the bed.
- Position the hoist with the spreader bar placed centrally over person. Do not apply brakes.
- Attach the shoulder straps (on the \_\_\_\_\_ \* loop), then attach the leg straps on the \_\_\_\_\_ \* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

\*identify loops

**SIGNATURE:**

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**Activity C16: Hoisting - from chair to commode or toilet using toilet/hygiene sling – loop attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**

Fig 1



Lowering clothing

Fig 2

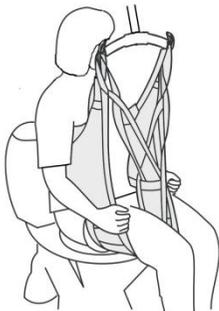
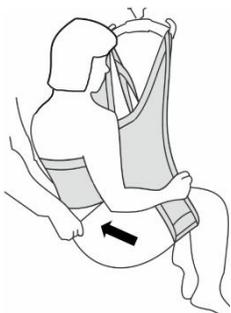


Fig 3



Raising clothing

**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use). The person must have been assessed for their suitability to use a toilet sling.**

- Ensure brakes of chair/commode are on.
- Lower clothing as far as possible. Encourage person to lean forward.
- Slide the sling down person's back and position the lower edge of the sling to waist level.
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg. Cross leg pieces, one through the other.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach shoulder straps of the sling (on the \_\_\_\_\_ \* loop), then attach leg straps on the \_\_\_\_\_ \* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Raise hoist and hold person over chair for few seconds to ensure person does not slide down in sling. Steady person to prevent swinging while transfer in progress. Position person over commode / toilet\*\*, adjust clothing in preparation for toileting (Fig. 1) and lower person (Fig. 2).
- Carer kneels and places the person's feet, one at a time on to carer's thigh to remove leg piece and further adjust clothing.
- To return to chair / bed, carer places the person's feet, one at a time on to carer's thigh and ensures clothing is above the level of the leg piece. Apply leg pieces under thighs and re-attach to hoist.
- Raise person and continue with hygiene and adjustment of clothing (Fig. 3) before transferring on to chair or bed.

**NB If a person's shoulders are pulled up by the sling or the person appears to be slipping through the sling an urgent reassessment is required.** \* identify loop \*\*delete as appropriate

**SIGNATURE:**

**DATE:**

**Activity C17: Hoisting - wheelchair to commode via bed using transfer sling – loop attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on chair.
- Encourage person to put their hands on the arms of the chair and lean forward.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg. Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach shoulder straps (on the \_\_\_\_\_ \* loop), then attach the leg straps on the \_\_\_\_\_ \* loop.
- Transfer person on to bed, detach sling from hoist and roll person to adjust clothing.
- Reapply sling and transfer person on to the commode using hoist.
- Detach the sling from the hoist. Remove leg pieces of the sling and move sling away from the person's bottom.
- To return person to wheelchair, reapply sling and attach to hoist.
- Raise person in hoist, attend to hygiene and transfer back on to the bed.
- Detach the sling from the hoist, then roll person to complete hygiene and readjust clothing
- Reapply sling, attach to hoist and transfer person to wheelchair.

\* Identify loop

**SIGNATURE:**

**DATE:**

# Activity C18: Hoisting - Inserting transfer sling while person in bed and able to sit forward - loop attachments

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes are on bed.
- Raise the bed to appropriate working height.
- Bring headrest of bed forward.
- Encourage person to sit forward ( they may use a bed ladder)
- Slide sling down persons back, ensuring lower edge at base of spine.
- Ask person to lie back on to sling. Lower headrest of bed.
- Ask person to bend their knee (or carer bend knee) and carer bring the leg pieces under and up between thighs.
- Cross leg pieces, one through the other.
- Raise the headrest and knee break of the bed.
- Position the hoist with the spreader bar placed centrally over person. Do not apply brakes.
- Attach the shoulder straps (on the \_\_\_\_\_ \* loop), then attach the leg straps on the \_\_\_\_\_ \* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

SIGNATURE:

DATE:

# Activity C19: Hoisting person from bed to commode using toilet/hygiene sling – loop attachments

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

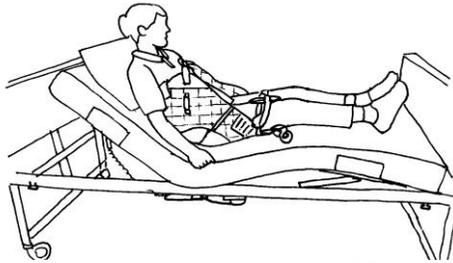
V2 31/03/2014

NAME:

DOB:

### Details of method and equipment

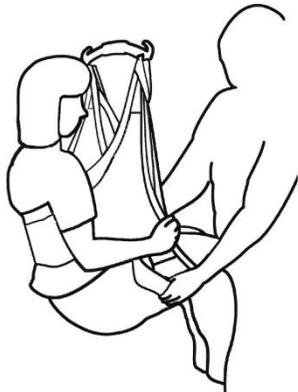
Fig 1



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use). The person must have been assessed for their suitability to use a toilet sling.**

- Ensure brakes of the bed are on and raise bed to appropriate working height (between hip and waist level).
- Roll person (see activity B1) and insert sling, positioning the lower edge of the sling at person's waist.
- Allow person to lie back on to sling. Second carer unrolls sling at other side.
- Bend person's knees and bring the leg pieces under and up between thighs.
- Cross leg pieces, one through the other.
- **Raise headrest and knee break of the bed (Fig 1). Never hoist the person off the bed from flat.**

Fig 2



- Position the hoist with the hanger bar placed centrally over person. Do not apply brakes
- Attach shoulder straps of sling (on the \_\_\_\_\_\* loop), then attach leg straps (on the \_\_\_\_\_\* loop).
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.

- Raise hoist and hold person over bed for few seconds to ensure person does not slide down in sling. Steady person to prevent swinging while transfer in progress. Ensure brakes of commode are on and position person over commode.

- Adjust clothing in preparation for toileting (Fig. 2) and lower person onto commode.

- To return to chair / bed, carer places the person's feet, one at a time onto carer's thigh and ensures clothing is pushed up above the level of the leg piece (Fig. 3). Apply leg pieces under thighs, cross leg pieces, one through the other and re-attach to hoist.

- Raise person and continue with hygiene and adjustment of clothing before transferring onto chair or bed.

Fig 3



**NB If a person's shoulders are pulled up by the sling or the person appears to be slipping through the sling an urgent reassessment is required**

\*identify loop

SIGNATURE:

DATE:

# Activity C20: Hoisting - from chair using Osprey transfer sling – loop attachments

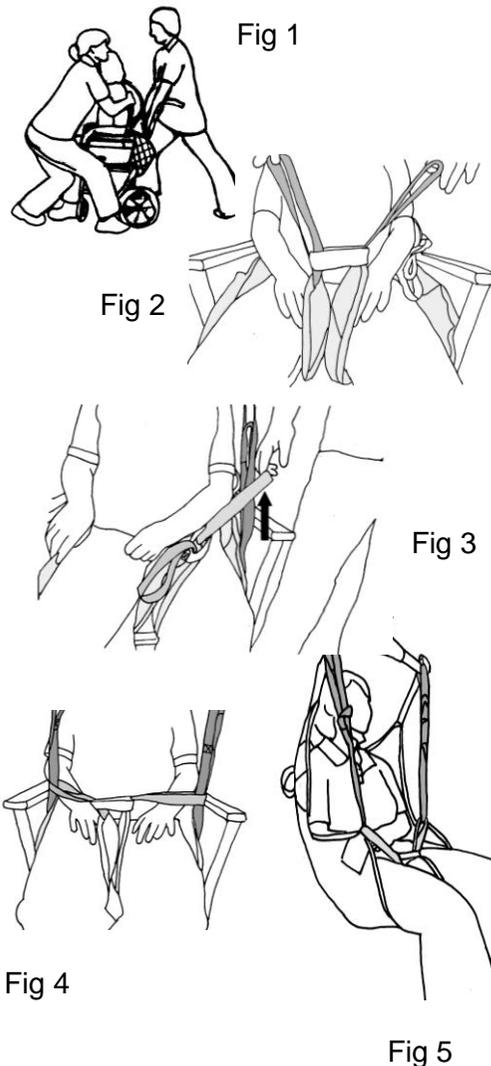
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

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DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward.
- Slide sling down person's back and position lower edge of sling to base of spine (tailbone) (Fig. 1).
- Kneel in front of person. Carer raises the person's foot on to carer's thigh. Grasp the end of one leg piece of the sling and gently pull it forward along the side of the leg. Repeat for the other leg. Ensure the sling is round edge of buttocks.
- Place the leg piece of the sling under raised thigh and bring up between legs, leaving the long straps at outside of thigh. Repeat for other leg.  
Pass short strap of leg piece through small, coloured loop on strap of other leg piece (Fig. 2)
- Pass long strap (beside the outer thigh) through short strap at end of leg piece. Repeat on other side (Fig.3 & 4). The long straps will attach to the hanger bar, the short straps will not.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.  
Attach shoulder straps of sling (on the \_\_\_\_\_ \* loop), then attach leg straps (on the \_\_\_\_\_ \* loop).
- Once raised ensure that person is secure before moving hoist away from chair (Fig 5).
- Steady person to prevent swinging while transfer in progress.

When hoisting on to a bed, raise backrest and knee break of bed prior to transferring person onto it. Roll the person to remove the sling when they are lying on the bed. When transferred to another chair, uncross leg piece straps then turn each leg piece underneath itself to slide out. Ask person to lean forward to remove sling from behind.

\* identify loops

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DATE:

# Activity C20A: Hoisting - from bed using Osprey transfer sling – loop attachments

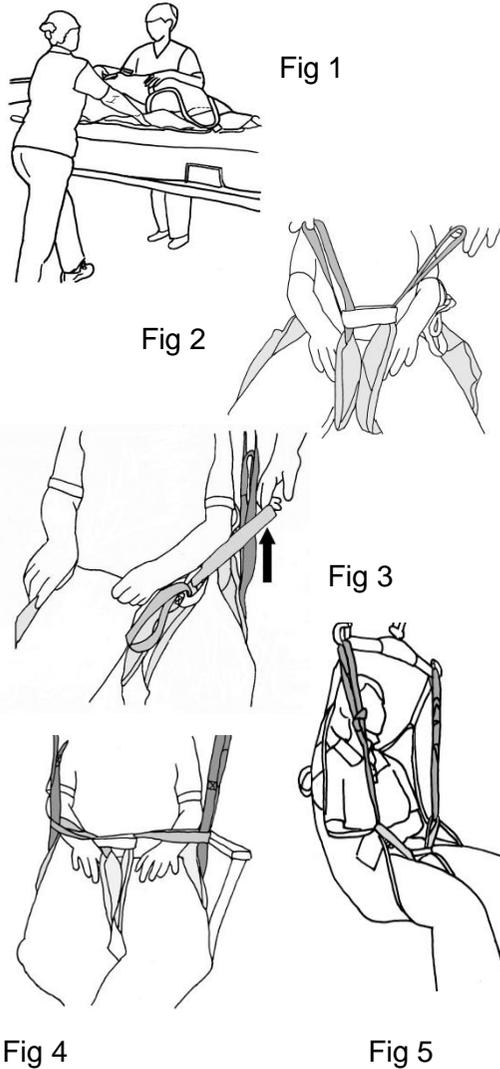
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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### Details of method and equipment



Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, ensuring lower edge at base of spine (tailbone) (Fig. 1).
- Allow person to lie back on to sling. Other carer unroll sling at other side.
- Bend person's knee and bring the leg pieces under and up between thighs, leaving the long straps at outside of thigh. Repeat for other leg.
- **Raise the headrest and knee break of the bed.**
- Pass short strap of leg piece through small, coloured loop on strap of other leg piece (Fig. 2)
- Pass long strap (beside the outer thigh) through short strap at end of leg piece. Repeat on other side (Fig.3 & 4). The long straps will attach to the hanger bar, the short straps will not.
- Position the hoist with the hanger bar placed centrally over person. Do **NOT** apply brakes.
- Attach shoulder straps of sling (on the \_\_\_\_\_\* loop), then attach leg straps (on the \_\_\_\_\_\* loop).
- Before raising person in the hoist, always ensure sling is properly attached to the hanger bar (Fig 5).
- Steady person to prevent swinging while transfer in progress.
- Lower person on to the wheelchair / commode. Detach the sling from the hoist.

To remove the sling, kneel in front of person, uncross leg pieces, and then raise person's feet, one at a time on to carer's knee. Turn each leg piece underneath itself to slide out, then ask or assist person to lean forward to remove sling from behind.

\* identify loops

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**C21 – C29 - OVERHEAD HOISTS - OVERHEAD HOISTING WITH 4  
POINT SPREADER BAR AND CLIP SLING**

- C21 Overhead Hoisting – inserting a transfer sling while person in sitting – clip attachments
- C22 Overhead Hoisting - inserting transfer sling while person sitting Carer assisting forward – clip attachments
- C23 Overhead Hoisting - inserting a transfer sling by sliding down behind person – clip attachments
- C24 Overhead Hoisting - inserting a transfer sling behind person using slide sheet – clip attachments
- C25 Overhead Hoisting – inserting a transfer sling while person is lying – clip attachments
- C26 Overhead Hoisting – hoisting a person from chair to commode or toilet using toilet/hygiene sling – clip attachments
- C27 Overhead Hoisting - hoisting a person from wheelchair to commode via bed using transfer sling – clip attachments
- C28 Overhead Hoisting - Inserting a transfer sling while person in bed and able to sit forward-clip attachments
- C29 Overhead Hoisting – hoisting a person from bed to commode using toilet/hygiene sling – clip attachments

**Activity C21: Overhead Hoisting – inserting a transfer sling while person in sitting – clip attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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**Activity C22: Overhead Hoisting - inserting transfer sling while person sitting Carer assisting forward – clip attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Assist person to lean forward on the chair.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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# Activity C23: Overhead Hoisting - inserting a transfer sling by sliding down behind person – clip attachments

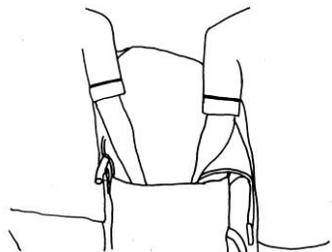
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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NAME:

DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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DATE:

## Activity C24: Overhead Hoisting - inserting a transfer sling behind person using slide sheet – clip attachments

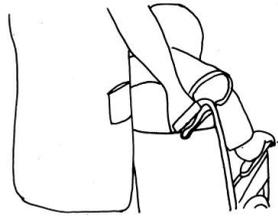
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Tuck slide sheet between person's back and back of wheelchair.
- Slide the sling down person's back and position the lower edge of the sling to the base of the spine. The slide sheet will assist with this.
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure sling is around edge of buttocks.
- Carer raises the person's feet, one at a time, on to carer's thigh.
- The leg pieces of sling are placed under the person's thighs and brought up between them. The clips should not be in contact with the skin.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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**Activity C25: Overhead Hoisting – inserting a transfer sling while person is lying – clip attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height.
- Roll person (see activity B1)
- Insert sling, ensuring lower edge at base of spine (tailbone).
- Allow person to lie back on to sling.
- Other carer unroll sling at other side.
- Bend person's knee and bring the leg pieces under and up between thighs.
- Raise headrest and knee break of the bed.
- Position the spreader bar centrally over person.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

**SIGNATURE:**

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**Activity C26: Overhead Hoisting – hoisting a person from chair to commode or toilet using toilet/hygiene sling – clip attachments**

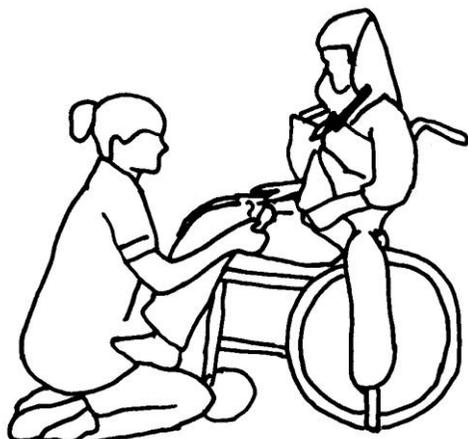
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



Lowering the person's clothes



Raising the person's clothes

**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Lower clothing as far as possible. Encourage person to lean forward.
- Slide the sling down person's back and position the lower edge of the sling to waist level. Fasten shoulder buckles.
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Raise person, transfer over toilet and adjust clothing in preparation for toileting. Lower person on to commode / toilet\*
- Carer kneels and places the person's feet, one at a time on to carer's thigh to remove leg pieces and further adjust clothing.
- To return to chair / bed, carer places the person's feet, one at a time on to carer's thigh and ensures clothing is above the level of the leg piece. Apply leg pieces under thighs and re-attach to hoist.
- Raise person, attend to hygiene and continue with adjustment of clothing before transferring on to chair or bed.

**NB** If a person's shoulders are pulled up by the sling or the person appears to be slipping through the sling an urgent reassessment is required.

\* delete as appropriate

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**DATE:**

**Activity C27: Overhead Hoisting – hoisting a person from wheelchair to commode via bed using transfer sling – clip attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward.
- Slide the sling down person's back and position the lower edge of the sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg. Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Transfer person on to bed, detach sling from hoist and roll person to adjust clothing.
- Reapply sling and transfer person on to the commode using hoist.
- Detach the sling from the hoist. Remove leg pieces of the sling and move sling away from the person's bottom.
- To return person to wheelchair, reapply sling and attach to hoist.
- Raise person in hoist, attend to hygiene and transfer back on to the bed.
- Detach the sling from the hoist, then roll person to complete hygiene and readjust clothing
- Reapply sling, attach to hoist and transfer person to wheelchair.

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# Activity C28: Overhead Hoisting - Inserting a transfer sling while person in bed and able to sit forward-clip attachments

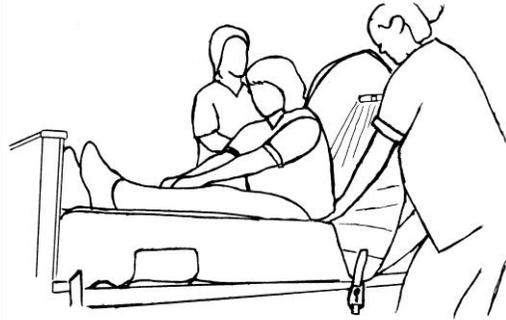
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### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of bed are on.
- Raise the bed to appropriate working height.
- Bring headrest of bed forward.
- Encourage person to sit forward ( they may use a bed ladder)
- Slide sling down persons back, ensuring lower edge at base of spine.
- Ask person to lie back on to sling. Lower headrest of bed.
- Ask person to bend their knee (or carer bend knee) and carer bring the leg pieces under and up between thighs.
- Raise headrest and knee break of the bed.
- Position the spreader bar centrally over person.
- Attach the shoulder clips, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.



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# Activity C29: Overhead Hoisting – hoisting a person from bed to commode using toilet/hygiene sling – clip attachments

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

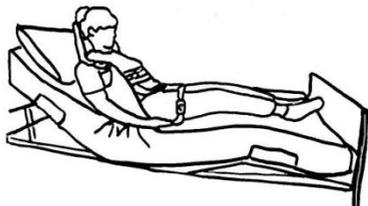
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### Details of method and equipment

Fig 1



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use). The person must have been assessed for their suitability to use a toilet sling.**

- Ensure brakes of the bed are on and raise the bed to appropriate working height (between hip and waist level).
  - Roll person (see activity B1) and insert sling, positioning the lower edge of the sling at person's waist.
  - Allow person to lie back on to sling. Second carer unrolls sling at other side.
  - Bend person's knees and bring the leg pieces under and up between thighs.
  - **Raise headrest and knee break of the bed (Fig 1). Never hoist the person off the bed from flat.**
  - Position the hoist with the spreader bar placed centrally over person.
  - Attach the shoulder clips of the sling, then adjust the position of the spreader bar to attach the leg clips.
  - Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
  - Raise hoist and hold person over bed for few seconds to ensure person does not slide down in sling. Steady person to prevent swinging while transfer in progress. Ensure brakes of commode are on and position person over commode.
  - Adjust clothing in preparation for toileting (Fig. 2) and lower person onto commode.
  - Carer kneels and places the person's feet, one at a time onto carer's thigh to remove leg pieces and further adjust clothing.
  - To return to chair / bed, carer places the person's feet, one at a time onto carer's thigh and ensures clothing is pushed up above the level of the leg piece (Fig. 3). Apply leg pieces under thighs and re-attach to hoist.
  - Raise person and continue with hygiene and adjustment of clothing before transferring on to chair or bed.
- NB If a person's shoulders are pulled up by the sling or the person appears to be slipping through the sling an urgent reassessment is required.**

Fig 2

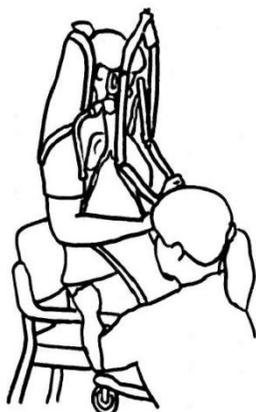


Fig 3



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**C31 – C40A - OVERHEAD HOISTING WITH YOKE (COAT HANGER  
STYLE) SPREADER BAR AND LOOP SLING**

- C31 Overhead Hoisting - inserting a transfer sling while person sitting – loop attachments
- C32 Overhead Hoisting - inserting transfer sling while person sitting, carer assisting to lean forward – loop attachments
- C33 Overhead Hoisting - inserting a transfer sling by sliding down behind person – loop attachments
- C34 Overhead Hoisting - inserting transfer sling behind person using slide sheet – loop attachments
- C35 Overhead Hoisting - inserting a transfer sling while person is lying – loop attachments
- C36 Overhead Hoisting - from chair to commode or toilet using toilet/hygiene sling – loop attachments
- C37 Overhead Hoisting - person from wheelchair to commode via bed using transfer sling – loop attachments
- C38 Overhead Hoisting - Inserting transfer sling while person in bed and able to sit forward - loop attachments
- C39 Overhead Hoisting - from bed to commode using toilet/hygiene sling – loop attachments
- C40 Overhead Hoisting - from chair using Osprey transfer sling – loop attachments
- C40A Overhead Hoisting - from bed using Osprey transfer sling – loop attachments

# Activity C31: Overhead Hoisting - inserting a transfer sling while person sitting – loop attachments

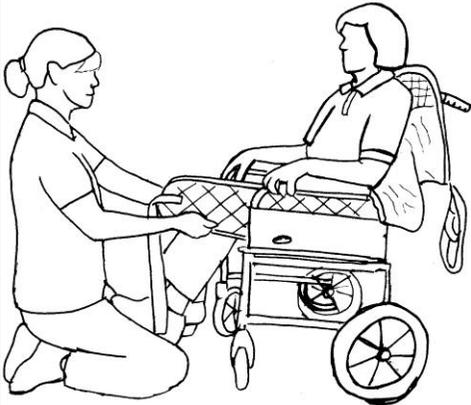
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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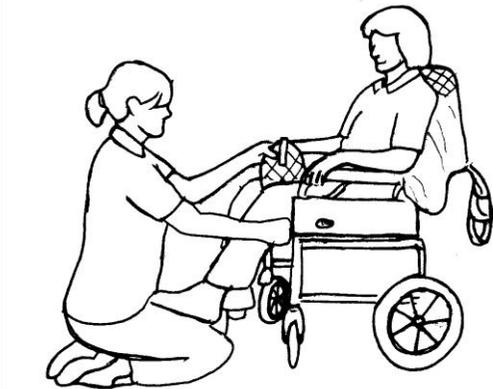
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### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of the chair are on.
- Encourage person to put their hands on the arms of the chair and lean forward.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg
- Ensure the sling is round edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder straps (on the \_\_\_\_\_\* loop), the side straps (on the \_\_\_\_\_\* loop) and the leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.



SIGNATURE:

DATE:

## Activity C32: Overhead Hoisting - inserting transfer sling while person sitting, carer assisting to lean forward – loop attachments

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

#### Details of method and equipment

Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).

- Position person beneath hoist track and ensure brakes of the chair/commode are on.
- Assist person to lean forward on the chair.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure the sling is round edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder straps (on the \_\_\_\_\_\* loop), the side straps (on the \_\_\_\_\_\* loop) and the leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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# Activity C33: Overhead Hoisting - inserting a transfer sling by sliding down behind person – loop attachments

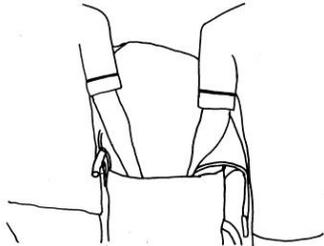
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure the sling is round edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder straps (on the \_\_\_\_\_\* loop), the side straps (on the \_\_\_\_\_\* loop) and the leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

SIGNATURE:

DATE:

# Activity C34: Overhead Hoisting - inserting transfer sling behind person using slide sheet – loop attachments

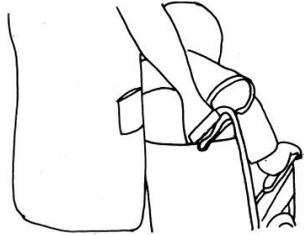
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Tuck slide sheet between person's back and back of wheelchair.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone). The slide sheet will assist with this.
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg.
- Ensure the sling is round edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder straps (on the \_\_\_\_\_\* loop), the side straps (on the \_\_\_\_\_\* loop) and the leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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DATE:

## Activity C35: Overhead Hoisting - inserting a transfer sling while person is lying – loop attachments

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of bed are on.
- Raise the bed to appropriate working height.
- Roll person
- Insert sling, ensuring lower edge at base of spine (tailbone).
- Allow person to lie back on to sling.
- Other carer unroll sling at other side.
- Bend person's knee and bring the leg pieces under and up between thighs.
- Cross leg pieces, one through the other.
- Raise the headrest and knee break of the bed.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder straps (on the \_\_\_\_\_\* loop), the side straps (on the \_\_\_\_\_\* loop) and the leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

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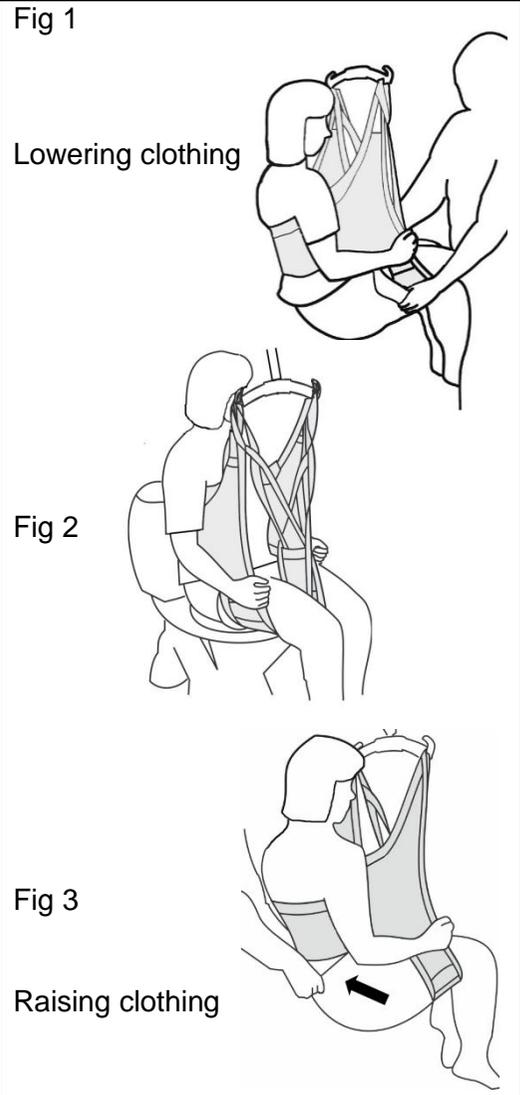
**Activity C36: Overhead Hoisting - from chair to commode or toilet using toilet/hygiene sling – loop attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

<b>NAME:</b>	<b>DOB:</b>
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	<b>Details of method and equipment</b>
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**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use). The person must have been assessed for their suitability to use a toilet sling.**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Lower clothing as far as possible. Encourage person to lean forward.
- Slide the sling down person's back and position the lower edge of the sling to waist level.
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg. Cross leg pieces, one through the other.
- Position the hoist close to person.
- Attach shoulder straps of the sling (on the \_\_\_\_\_\* loop), then attach leg straps on the \_\_\_\_\_\* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Raise hoist and hold person over chair for few seconds to ensure person does not slide down in sling. Steady person to prevent swinging while transfer in progress. Position person over commode/toilet\*\*, adjust clothing in preparation for toileting (Fig. 1) and lower person (Fig. 2).
- Carer kneels and places the person's feet, one at a time on to carer's thigh to remove leg piece and further adjust clothing.
- To return to chair / bed, carer places the person's feet, one at a time on to carer's thigh and ensures clothing is above the level of the leg piece. Apply leg pieces under thighs and re-attach to hoist.
- Raise person and continue with hygiene and adjustment of clothing (Fig. 3) before transferring on to chair or bed.

**NB If a person's shoulders are pulled up by the sling or the person appears to be slipping through the sling an urgent reassessment is required.**

\* identify loop    \*\*delete as appropriate

<b>SIGNATURE:</b>	<b>DATE:</b>
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**Activity C37: Overhead Hoisting - from wheelchair to commode via bed using transfer sling – loop attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward.
- Slide sling down person's back and position lower edge of sling to the base of the spine (tailbone).
- Carer kneels in front of person, grasps the end of one leg piece of the sling and gently pulls it forward along the side of the leg. Repeat for the other leg. Ensure sling is around edge of buttocks.
- Carer raises the person's foot on to carer's thigh. Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Cross leg pieces, one through the other. Position the spreader bar of the hoist in front of the person.
- Attach the shoulder straps (on the \_\_\_\_\_\* loop), the side straps (on the \_\_\_\_\_\* loop) and the leg straps on the \_\_\_\_\_\* loop.
- Transfer person on to bed, detach sling from hoist and roll person to adjust clothing.
- Reapply sling and transfer person on to the commode using hoist.
- Detach the sling from the hoist. Remove leg pieces of the sling and move sling away from the person's bottom.
- To return person to wheelchair, reapply sling and attach to hoist.
- Raise person in hoist, attend to hygiene and transfer back on to the bed.
- Detach the sling from the hoist, then roll person to complete hygiene and readjust clothing
- Reapply sling, attach to hoist and transfer person to wheelchair.



\*identify loop

**SIGNATURE:**

**DATE:**

**Activity C38: Overhead Hoisting - Inserting transfer sling while person in bed and able to sit forward - loop attachments**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of bed are.
- Raise the bed to appropriate working height.
- Bring headrest of bed forward.
- Encourage person to sit forward ( they may use a bed ladder)
- Slide sling down persons back, ensuring lower edge at base of spine.
- Ask person to lie back on to sling. Lower headrest of bed.
- Ask person to bend their knee (or carer bend knee) and carer bring the leg pieces under and up between thighs.
- Cross leg pieces, one through the other.
- Raise the headrest and knee break of the bed.
- Position the spreader bar centrally over person.
- Attach the shoulder straps (on the \_\_\_\_\_ \* loop), then attach the leg straps on the \_\_\_\_\_ \* loop.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady the person to prevent swinging while transfer in progress.

\*identify loops

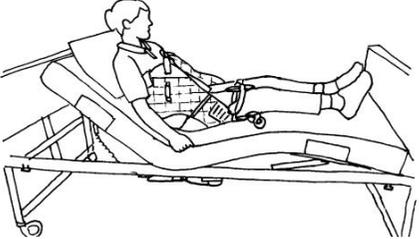
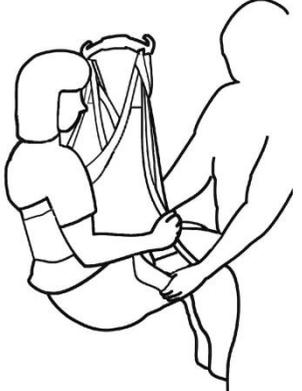
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# Activity C39: Overhead Hoisting - from bed to commode using toilet/hygiene sling – loop attachments

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:		DOB:
<p>Fig 1</p>  <p>Fig 2</p>  <p>Fig 3</p> 		<p align="center"><b>Details of method and equipment</b></p> <p><b>Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use). The person must have been assessed for their suitability to use a toilet sling.</b></p> <ul style="list-style-type: none"> <li>• Ensure brakes of the bed are on and raise bed to appropriate working height (between hip and waist level).</li> <li>• Roll person (see activity B1) and insert sling, positioning the lower edge of the sling at person's waist.</li> <li>• Allow person to lie back on to sling. Second carer unrolls sling at other side.</li> <li>• Bend person's knees and bring the leg pieces under and up between thighs. Cross leg pieces, one through the other.</li> <li>• <b>Raise headrest and knee break of the bed (Fig 1). Never hoist the person off the bed from flat.</b></li> <li>• Position the hoist with the hanger bar placed centrally over person.</li> <li>• Attach shoulder straps of the sling (on the _____* loop), then attach leg straps (on the _____* loop).</li> <li>• Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.</li> <li>• Raise hoist and hold person over bed for few seconds to ensure person does not slide down in sling. Steady person to prevent swinging while transfer in progress. Ensure brakes of commode are on and position person over commode.</li> <li>• Adjust clothing in preparation for toileting (Fig. 2) and lower person onto commode.</li> <li>• Carer kneels and places the person's feet, one at a time on to carer's thigh to remove leg pieces and further adjust clothing.</li> <li>• To return to chair / bed, carer places the person's feet, one at a time on to carer's thigh and ensures clothing is above the level of the leg piece (Fig. 3). Apply leg pieces under thighs, cross leg pieces one through the other and re-attach to hoist.</li> <li>• Raise person and continue with hygiene and adjustment of clothing before transferring on to chair or bed.</li> </ul> <p><b>NB If a person's shoulders are pulled up by the sling or the person appears to be slipping through the sling an urgent reassessment is required.</b></p> <p align="right">*identify loops</p>
SIGNATURE:		DATE:

# Activity C40: Overhead Hoisting - from chair using Osprey transfer sling – loop attachments

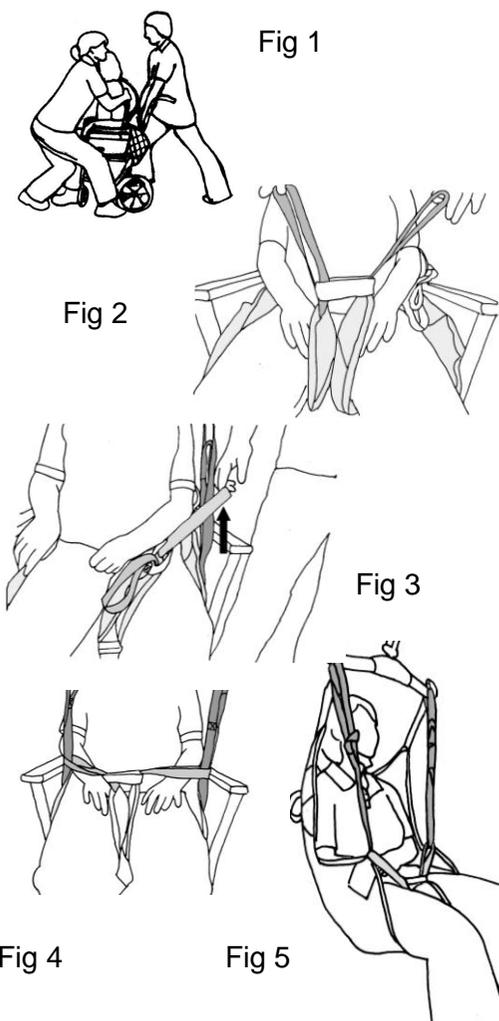
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward.
- Slide sling down person's back and position lower edge of sling to base of spine (tailbone) (Fig. 1).
- Kneel in front of person. Carer raises the person's foot on to carer's thigh. Grasp the end of one leg piece of the sling and gently pull it forward along the side of the leg. Repeat for the other leg. Ensure the sling is round edge of buttocks.
- Place the leg piece of the sling under raised thigh and bring up between legs, leaving the long straps at outside of thigh. Repeat for other leg.  
Pass short strap of leg piece through small, coloured loop on strap of other leg piece (Fig. 2)
- Pass long strap (beside the outer thigh) through short strap at end of leg piece. Repeat on other side (Fig.3 & 4). The long straps will attach to the hanger bar, the short straps will not.
- Position the hoist close to person.  
Attach shoulder straps of sling (on the \_\_\_\_\_\* loop), then attach leg straps (on the \_\_\_\_\_\* loop).
- Once raised ensure that person is secure before moving hoist away from chair (Fig 5).
- Steady person to prevent swinging while transfer in progress.  
When hoisting on to a bed, raise backrest and knee break of bed prior to transferring person onto it. Roll the person to remove the sling when they are lying on the bed. When transferred to another chair, uncross leg piece straps then turn each leg piece underneath itself to slide out. Ask person to lean forward to remove sling from behind.

\* identify loops

SIGNATURE:

DATE:

# Activity C40A: Overhead Hoisting - from bed using Osprey transfer sling – loop attachments

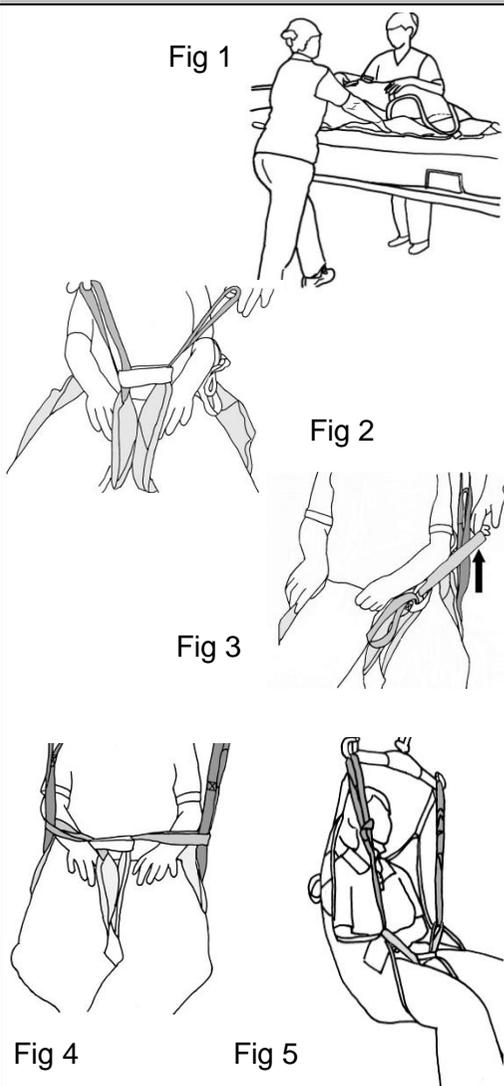
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, ensuring lower edge at base of spine (tailbone) (Fig. 1).
- Allow person to lie back on to sling. Other carer unroll sling at other side.
- Bend person's knee and bring the leg pieces under and up between thighs, leaving the long straps at outside of thigh. Repeat for other leg.
- **Raise the headrest and knee break of the bed.**
- Pass short strap of leg piece through small, coloured loop on strap of other leg piece (Fig. 2)
- Pass long strap (beside the outer thigh) through short strap at end of leg piece. Repeat on other side (Fig.3 & 4). The long straps will attach to the hanger bar, the short straps will not.
- Position the hoist with the hanger bar placed centrally over person.
- Attach shoulder straps of sling (on the \_\_\_\_\_\* loop), then attach leg straps (on the \_\_\_\_\_\* loop).
- Before raising person in the hoist, always ensure sling is properly attached to the hanger bar (Fig 5).
- Steady person to prevent swinging while transfer in progress.
- Lower person on to the wheelchair/commode. Detach the sling from the hoist.

To remove the sling, kneel in front of person, uncross leg pieces, and then raise person's feet, one at a time on to carer's knee. Turn each leg piece underneath itself to slide out, then ask or assist person to lean forward to remove sling from behind.

\* identify loops

SIGNATURE:

DATE:

## **C41 – C48 – HOISTING WITH A MOBILE HOIST AND AN AMPUTEE SLING**

- C41 Hoisting - from chair using an Arjo double amputee sling – clip attachments
- C42 Hoisting - Inserting an Arjo double amputee sling while person is lying – clip attachments
- C43 Hoisting - from chair using Liko amputee sling – loop attachments
- C44 Hoisting - inserting a Liko amputee sling while patient is lying – loop attachments
- C45 Hoisting - from chair using Romedic amputee sling – loop attachments
- C46 Hoisting - inserting a Romedic amputee sling while patient is lying – loop attachments
- C47 Hoisting - from chair using a Glove deluxe/Arjo deluxe loop/Osprey amputee sling – loop attachments
- C48 Hoisting - inserting a Glove deluxe/Arjo loop deluxe/Osprey amputee sling while patient is lying – loop attachments

# Activity C41: Hoisting - from chair using an Arjo double amputee sling – clip attachments

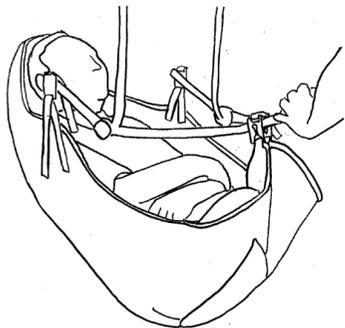
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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NAME:

DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward, taking care that the person does not tip out of the chair.
- Slide the sling down person's back and position the seam around the sling seat insert at the base of the spine (tailbone).
- Kneel in front of the person. Ask or assist person to tilt to one side to raise hip off the chair. Grasp the leg piece on this side and gently pull it forward along the side of the leg/stump.
- Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Ensure sling is underneath the person completely supporting them.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder clips of the sling, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady person to prevent swinging while transfer in progress.
- When hoisting on to a bed, raise the backrest and knee break of the bed prior to transferring the person on to the bed.
- Roll the person to remove the sling when they are lying on the bed. When transferred to another chair ask or assist person to tilt to one side then the other to remove sling from underneath them, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.

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DATE:

## Activity C42: Hoisting - Inserting an Arjo double amputee sling while person is lying – clip attachments

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

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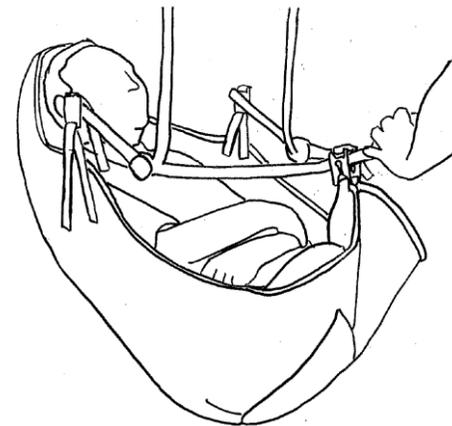
DOB:

#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, positioning the seam around the sling seat insert at the base of the spine (tailbone)..
- Allow person to lie back on to sling. Second carer unroll sling at other side.
- Bring the leg pieces under and up between legs/stumps.
- **Once the sling has been inserted raise the headrest and knee break of the bed.**
- Ensure sling is underneath the person completely supporting them.
- Position the spreader bar of the hoist close to the person. Do NOT apply brakes.
- Attach the shoulder clips of the sling, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady person to prevent swinging while transfer in progress.
- Ensure brakes of the wheelchair/commode are on.
- Lower person on to the wheelchair/commode, then detach the sling from the hoist.
- Ask or assist person to tilt to one side then the other to remove sling from underneath them, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.



SIGNATURE:

DATE:

## Activity C43: Hoisting - from chair using Liko amputee sling – loop attachments

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward, taking care that person does not tip out of the chair.
- Slide the sling down person's back and position the lower edge of the sling to the base of the spine (tailbone).
- Kneel in front of person, grasp the leg piece of the sling on the side of the amputation and gently pull it forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Pass the strap through the loop on the inside of the sling.
- Repeat with the other leg piece, passing it under the first leg piece. Pass the strap through the loop on the outside of the sling. This will form a supporting cradle.
- Ensure the sling is round the edge of the buttocks.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder straps of the sling to the hanger bar, then attach the leg straps.
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Once raised ensure that person is secure before moving hoist away from chair.
- Steady person to prevent swinging while transfer in progress.
- When hoisting on to bed, raise the backrest and knee break of the bed prior to transferring the person onto the bed.
- Roll the person to remove the sling when they are lying on the bed. When transferred to another chair turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.

SIGNATURE:

DATE:

# Activity C44: Hoisting - inserting a Liko amputee sling while patient is lying – loop attachments

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, ensuring lower edge at base of spine (tailbone).
- Allow person to lie back on to sling. Other carer unrolls sling at other side.
- Gently pull the leg piece on the side of the amputation forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Pass the strap through the loop on the inside of the sling.
- Repeat with the other leg piece, passing it under the first leg piece. Pass the strap through the loop on the outside of the sling. This will form a supporting cradle.
- Ensure the sling is round the edge of the buttocks.
- **Once the sling has been inserted raise the headrest and knee break of the bed.**
- Position the hanger bar of the hoist close to the person. Do NOT apply brakes.
- Attach the shoulder straps of the sling to the hanger bar, then the leg straps.
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Raise person and check sling secure and person well supported. Steady person to prevent swinging while transfer in progress.
- Ensure brakes of the wheelchair/commode are on.
- Lower person on to the wheelchair / commode taking care to avoid tipping person forward. Detach the sling from the hoist.
- To remove the sling, turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward or assist forward to remove sling from behind.



SIGNATURE:

DATE:

# Activity C45: Hoisting - from chair using Romedic amputee sling – loop attachments

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

NAME:

DOB:

### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward, taking care that person does not tip out of the chair.
- Slide the sling down person's back and position the lower edge of the sling to the base of the spine (tailbone).
- Kneel in front of person, grasp the leg piece of the sling on the side of the amputation and gently pull it forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Pass the strap through the red loop on the edge of the sling.
- Repeat with the other leg piece, passing it under the first leg piece. Pass the strap through the red loop on the edge of the sling. This will form a supporting cradle.
- Ensure the sling is round the edge of the buttocks.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach the shoulder straps of the sling to the hanger bar, then attach leg straps (on the \_\_\_\_\_ \* loop)..
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Once raised ensure that person is secure before moving hoist away from chair.
- Steady person to prevent swinging while transfer in progress.
- When hoisting into a bed, raise the backrest and knee break of the bed prior to transferring the person onto the bed.
- Roll the person to remove the sling when they are lying on the bed. When transferred to another chair turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.



SIGNATURE:

DATE:

# Activity C46: Hoisting - inserting a Romedic amputee sling while patient is lying – loop attachments

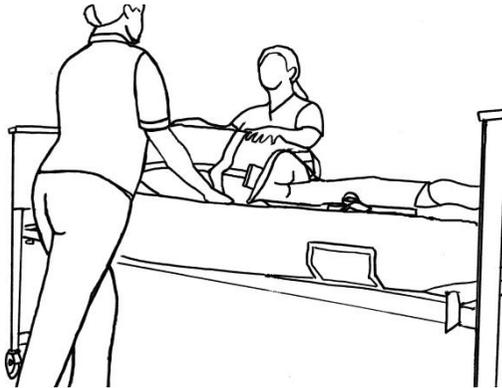
## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, ensuring lower edge at base of spine (tailbone).
- Allow person to lie back on to sling. Other carer unroll sling at other side.
- Gently pull the leg piece on the side of the amputation forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Pass the strap through the red loop on edge of the sling.
- Repeat with the other leg piece, passing it under the first leg piece. Pass the strap through the red loop on edge of the sling. This will form a supporting cradle.
- Ensure the sling is round the edge of the buttocks.
- **Once the sling has been inserted raise the headrest and knee break of the bed.**
- Position the hanger bar of the hoist close to the person. Do NOT apply brakes.
- Attach shoulder straps of the sling to the hanger bar, then attach leg straps (on the \_\_\_\_\_\* loop).
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Raise person and check sling secure and person well supported. Steady person to prevent swinging while transfer in progress.
- Ensure brakes of the wheelchair/commode are on.
- Lower person on to the wheelchair / commode taking care to avoid tipping person forward. Detach the sling from the hoist.
- To remove the sling, turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward or assist forward to remove sling from behind them.

\* identify loop

SIGNATURE:

DATE:

**Activity C47: Hoisting - from chair using a Glove deluxe/Arjo deluxe loop/Osprey amputee sling – loop attachments**

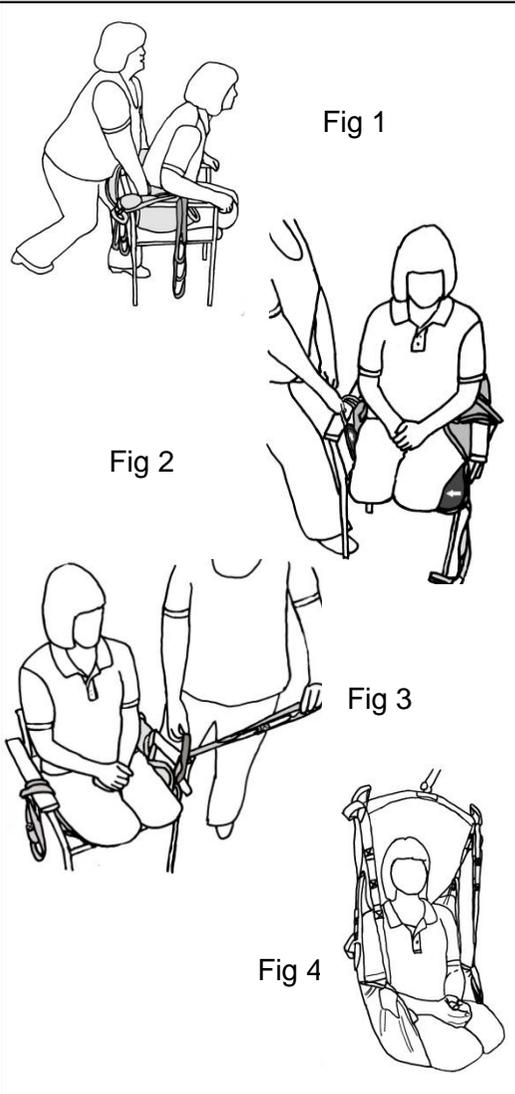
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward, taking care that person does not tip out of the chair.
- Slide the sling down person's back and position the lower edge of the sling to the base of the spine (tailbone) (Fig. 1).
- Kneel in front of person, grasp the leg piece of the sling on the side of the amputation and gently pull it forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side (Fig.2). Repeat with the other leg piece, passing it under the first leg piece.
- Pass long strap (beside the outer thigh) through short strap at end of leg piece (Fig.3). Repeat on other side. The long straps will attach to the spreader bar, the short straps will not. This will form a supporting cradle.
- Position the hoist close to person. Do NOT apply the brakes on the hoist.
- Attach shoulder straps of sling (on the \_\_\_\_\_\* loop), then attach leg straps (on the \_\_\_\_\_\* loop).
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar (Fig. 4).
- Once raised ensure that person is secure before moving hoist away from chair.
- Steady person to prevent swinging while transfer in progress.
- When hoisting on to a bed, raise backrest and knee break of bed prior to transferring the person onto it.
- Roll the person to remove the sling when they are lying on the bed. When transferred to another chair turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.

\* identify loops

**SIGNATURE:**

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**Activity C48: Hoisting - inserting a Glove deluxe/Arjo loop deluxe/Osprey amputee sling while patient is lying – loop attachments**

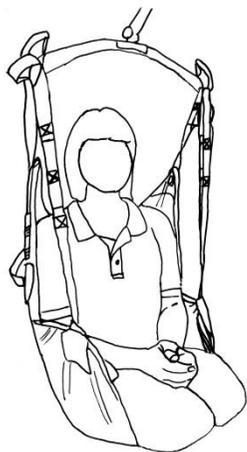
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, ensuring lower edge at base of spine (tailbone).
- Allow person to lie back on to sling. Other carer unroll sling at other side.
- Gently pull the leg piece on the side of the amputation along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Repeat with the other leg piece, passing it under the first leg piece.
- Pass long strap (beside the outer thigh) through short strap at end of leg piece. Repeat on other side. The long straps will attach to the hanger bar, the short straps will not. This will form a supporting cradle.
- **Once the sling has been inserted raise the headrest and knee break of the bed.**
- Position the hanger bar of the hoist in front of the person. Do NOT apply brakes.
- Attach shoulder straps of sling (on the \_\_\_\_\_ \* loop), then attach leg straps (on the \_\_\_\_\_ \* loop).
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Raise person and check sling secure and person well supported. Steady person to prevent swinging while transfer in progress.
- Ensure brakes of the wheelchair/commode are on.
- Lower person on to the wheelchair / commode taking care to avoid tipping person forward. Detach the sling from the hoist.
- To remove the sling, turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.

\* identify loops

**SIGNATURE:**

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## **C51 – C58 – HOISTING WITH AN OVERHEAD HOIST AND AN AMPUTEE SLING**

- C51 Overhead hoist - Hoisting from chair using an Arjo double amputee sling – clip attachments
- C52 Hoisting - Overhead hoist - Hoisting - Inserting an Arjo double amputee sling while person is in lying – clip attachments
- C53 Overhead hoist - Hoisting from chair using Liko amputee sling – loop attachments
- C54 Overhead hoist - Hoisting - inserting a Liko amputee sling while patient is in lying – loop attachments
- C55 Overhead hoist - Hoisting- from chair using Romedic amputee sling – loop attachments
- C56 Overhead hoist - Hoisting - inserting a Romedic amputee sling while patient is in lying – loop attachments
- C57 Overhead hoist - Hoisting from chair using a Glove deluxe/Arjo deluxe loop/Osprey amputee sling – loop attachments
- C58 Overhead hoisting - Hoisting - inserting a Glove deluxe/Arjo loop deluxe/Osprey amputee sling while patient is lying – loop attachments

## Activity C51: Overhead hoisting - from chair using an Arjo double amputee sling – clip attachments

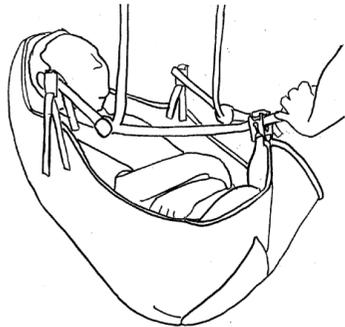
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward, taking care that the person does not tip out of the chair.
- Slide the sling down person's back and position the seam around the sling seat insert at the base of the spine (tailbone).
- Kneel in front of the person. Ask or assist person to tilt to one side to raise hip off the chair. Grasp the leg piece on this side and gently pull it forward along the side of the leg/stump.
- Place the leg piece of the sling under raised thigh and bring up between legs. Repeat for other leg.
- Ensure sling is underneath the person completely supporting them.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder clips of the sling, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady person to prevent swinging while transfer in progress.
- When hoisting on to a bed, raise the backrest and knee break of the bed prior to transferring the person on to the bed.
- Roll the person to remove the sling when they are lying on the bed. When transferred to another chair ask or assist person to tilt to one side then the other to remove sling from underneath them, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.

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**Activity C52: Overhead hoisting - Inserting an Arjo double amputee sling while person is in lying – clip attachments**

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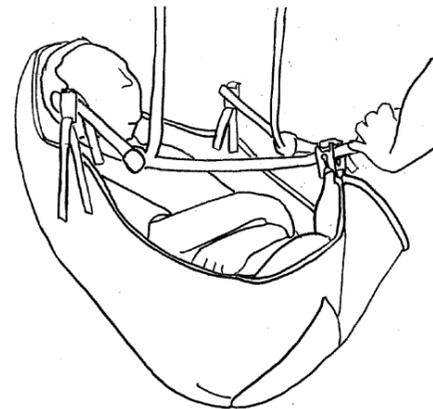
**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, positioning the seam around the sling seat insert at the base of the spine (tailbone).
- Allow person to lie back on to sling. Second carer unroll sling at other side.
- Bring the leg pieces under and up between legs/stumps.
- **Once the sling has been inserted raise the headrest and knee break of the bed.**
- Ensure sling is underneath the person completely supporting them.
- Position the spreader bar of the hoist close to the person.
- Attach the shoulder clips of the sling, then adjust the position of the spreader bar to attach the leg clips.
- Before raising person in the hoist, always ensure the sling is properly attached to the spreader bar.
- Steady person to prevent swinging while transfer in progress.
- Ensure brakes of the wheelchair/commode are on.
- Lower person on to the wheelchair / commode, then detach the sling from the hoist.
- Ask or assist person to tilt to one side then the other to remove sling from underneath them, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.



**SIGNATURE:**

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**Activity C53: Overhead hoisting - from chair using Liko amputee sling – loop attachments**

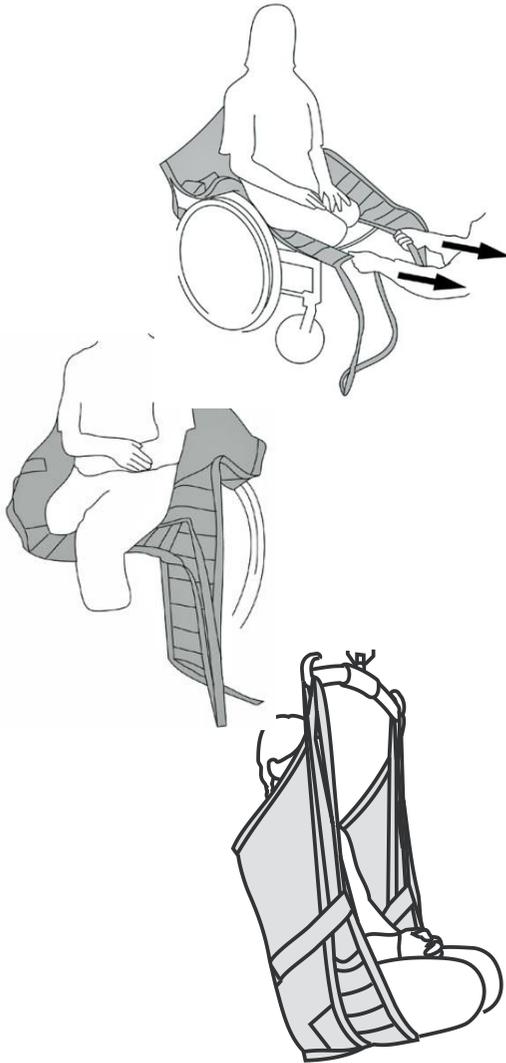
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**DOB:**

**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward, taking care that person does not tip out of the chair.
- Slide the sling down person's back and position the lower edge of the sling to the base of the spine (tailbone).
- Kneel in front of person, grasp the leg piece of the sling on the side of the amputation and gently pull it forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Pass the strap through the loop on the inside of the sling.
- Repeat with the other leg piece, passing it under the first leg piece. Pass the strap through the loop on the outside of the sling. This will form a supporting cradle.
- Ensure the sling is round the edge of the buttocks.
- Position the spreader bar of the hoist in front of the person.
- Attach shoulder straps of sling, then attach leg straps.
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Once raised ensure that person is secure before moving hoist away from chair.
- Steady person to prevent swinging while transfer in progress.
- When hoisting on to bed, raise the backrest and knee break of the bed prior to transferring the person onto the bed.
- Roll the person to remove the sling when they are lying on the bed. When transferred to another chair turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.

**SIGNATURE:**

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## Activity C54: Overhead hoisting - inserting a Liko amputee sling while patient is lying – loop attachments

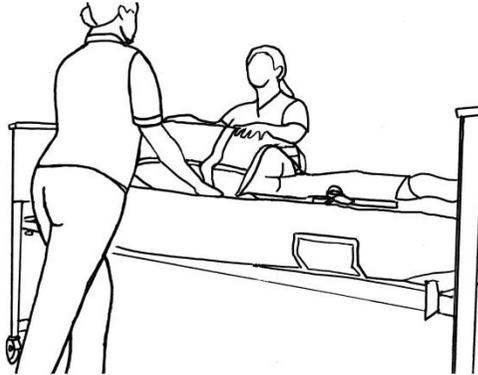
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, ensuring lower edge at base of spine (tailbone).
- Allow person to lie back on to sling. Other carer unroll sling at other side.
- Gently pull the leg piece on the side of the amputation forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Pass the strap through the loop on the inside of the sling.
- Repeat with the other leg piece, passing it under the first leg piece. Pass the strap through the loop on the outside of the sling. This will form a supporting cradle.
- Ensure the sling is round the edge of the buttocks.
- **Once the sling has been inserted raise the headrest and knee break of the bed.**
- Position the hanger bar of the hoist close to the person.
- Attach the shoulder straps of the sling to the hanger bar, then attach the leg straps.
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Raise person and check sling secure and person well supported. Steady person to prevent swinging while transfer in progress.
- Ensure brakes of the wheelchair/commode are on.
- Lower person on to the wheelchair / commode taking care to avoid tipping person forward. Detach the sling from the hoist.
- To remove the sling, turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward or assist forward to remove sling from behind.

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## Activity C55: Overhead hoisting - from chair using Romedic amputee sling – loop attachments

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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NAME:

DOB:

#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward, taking care that person does not tip out of the chair.
- Slide the sling down person's back and position the lower edge of the sling to the base of the spine (tailbone).
- Kneel in front of person, grasp the leg piece of the sling on the side of the amputation and gently pull it forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Pass the strap through the red loop on the edge of the sling.
- Repeat with the other leg piece, passing it under the first leg piece. Pass the strap through the red loop on the edge of the sling. This will form a supporting cradle.
- Ensure the sling is round the edge of the buttocks.
- Position the spreader bar of the hoist in front of the person.
- Attach the shoulder straps of the sling to the hanger bar, then attach the leg straps (on the \_\_\_\_\_ \* loop).
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Once raised ensure that person is secure before moving hoist away from chair.
- Steady person to prevent swinging while transfer in progress.
- When hoisting into a bed, raise the backrest and knee break of the bed prior to transferring the person onto the bed.

Roll the person to remove the sling when they are lying on the bed. When transferred to another chair turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.

\*identify loop

SIGNATURE:

DATE:

## Activity C56: Overhead hoisting - inserting a Romedic amputee sling while patient is in lying – loop attachments

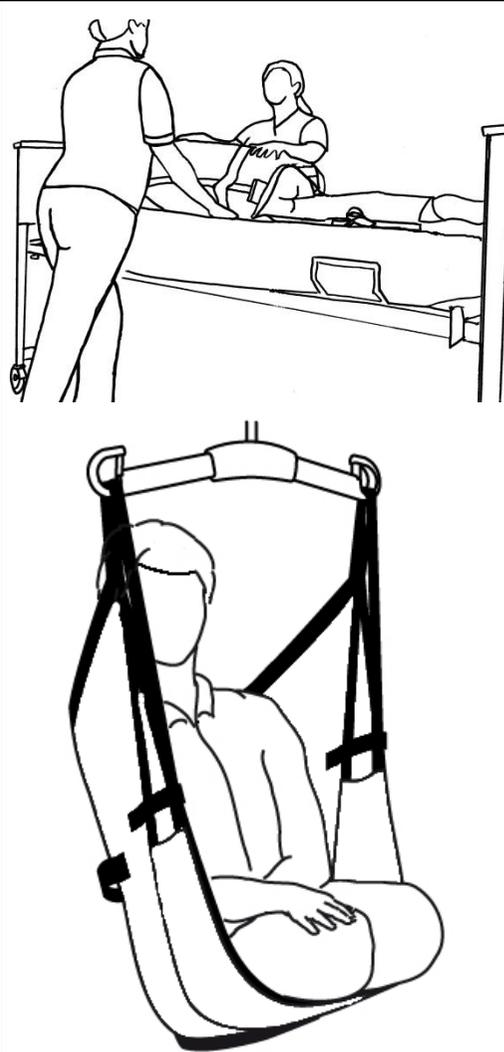
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, ensuring lower edge at base of spine (tailbone).
- Allow person to lie back on to sling. Other carer unroll sling at other side.
- Gently pull the leg piece on the side of the amputation forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Pass the strap through the red loop on the edge of the sling.
- Repeat with the other leg piece, passing it under the first leg piece. Pass the strap through the red loop on the edge of the sling. This will form a supporting cradle.
- Ensure the sling is round the edge of the buttocks.
- **Once the sling has been inserted raise the headrest and knee break of the bed.**
- Position the hanger bar of the hoist close to the person.
- Attach shoulder straps of the sling to the hanger bar, then attach leg straps (on the \_\_\_\_\_\* loop).
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Raise person and check sling secure and person well supported. Steady person to prevent swinging while transfer in progress.
- Ensure brakes of the wheelchair/commode are on.
- Lower person on to the wheelchair / commode taking care to avoid tipping person forward. Detach the sling from the hoist.
- To remove the sling, turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward or assist forward to remove sling from behind them.

\* identify loop

SIGNATURE:

DATE:

**Activity C57: Overhead hoisting - from chair using a Glove deluxe/Arjo deluxe loop/Osprey amputee sling – loop attachments**

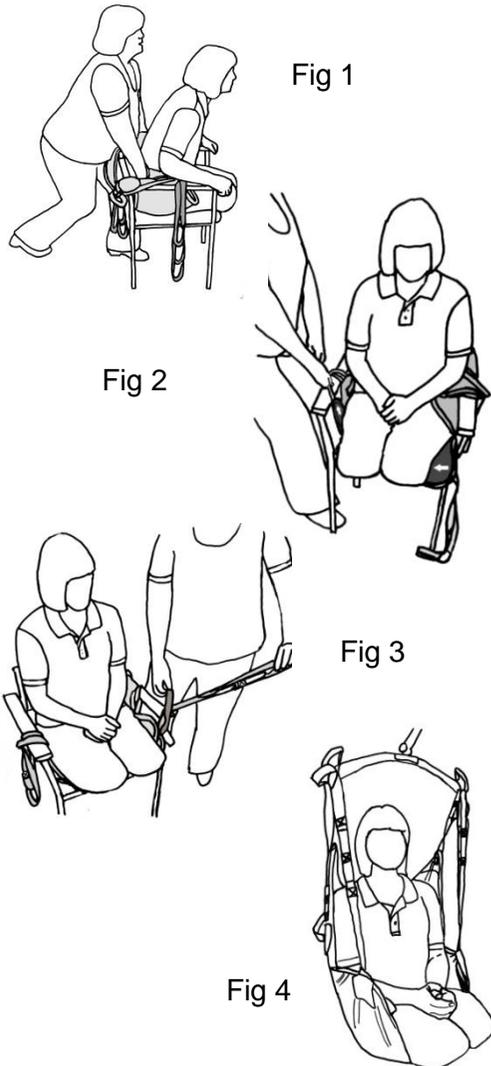
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**Details of method and equipment**



**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use).**

- Position person beneath hoist track and ensure brakes of the chair/commode are on.
- Encourage person to put their hands on the arms of the chair and lean forward or assist forward, taking care that person does not tip out of the chair.
- Slide the sling down person's back and position the lower edge of the sling to the base of the spine (tailbone) (Fig. 1).
- Kneel in front of person, grasp the leg piece of the sling on the side of the amputation and gently pull it forward along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side (Fig.2). Repeat with the other leg piece, passing it under the first leg piece.
- Pass long strap (beside the outer thigh) through short strap at end of leg piece (Fig.3). Repeat on other side. The long straps will attach to the spreader bar, the short straps will not. This will form a supporting cradle.
- Position the spreader bar of the hoist in front of the person.
- Attach shoulder straps of sling (on the \_\_\_\_\_\* loop), then attach leg straps (on the \_\_\_\_\_\* loop).
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar (Fig. 4)
- Once raised ensure that person is secure before moving hoist away from chair.
- Steady person to prevent swinging while transfer in progress.
- When hoisting on to a bed, raise backrest and knee break of bed prior to transferring the person onto it.
- Roll the person to remove the sling when they are lying on the bed. When transferred to another chair turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.

\* identify loop

**SIGNATURE:**

**DATE:**

**Activity C58: Overhead hoisting - inserting a Glove deluxe/Arjo loop deluxe/Osprey amputee sling while patient is lying – loop attachments**

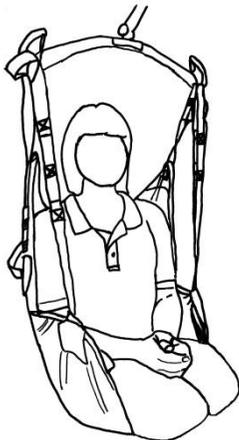
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**Details of method and equipment**



Long straps passed through short straps at end of leg pieces

**Inspect sling and equipment for signs of wear and tear and report any defects immediately (If dangerous do not use)**

- Ensure brakes of the bed are on.
- Raise the bed to appropriate working height and roll person (See activity B1)
- Insert sling, ensuring lower edge at base of spine (tailbone).
- Allow person to lie back on to sling. Other carer unroll sling at other side.
- Gently pull the leg piece on the side of the amputation along the side of the leg, then pass it under both legs/stumps, bringing it out at the far side. Repeat with the other leg piece, passing it under the first leg piece.
- Pass long strap (beside the outer thigh) through short strap at end of leg piece. Repeat on other side. The long straps will attach to the hanger bar, the short straps will not. This will form a supporting cradle.
- **Once the sling has been inserted raise the headrest and knee break of the bed.**
- Position the hanger bar of the hoist close to the person.
- Attach shoulder straps of the sling (on the \_\_\_\_\_\* loop), then attach leg straps (on the \_\_\_\_\_\* loop).
- Before raising person in the hoist, always ensure the sling is properly attached to the hanger bar.
- Raise person and check sling secure and person well supported. Steady person to prevent swinging while transfer in progress.
- Ensure brakes of the wheelchair/commode are on.
- Lower person on to the wheelchair / commode taking care to avoid tipping person forward. Detach the sling from the hoist.
- To remove the sling, turn each leg piece underneath itself to slide out, then stand in front of person (to prevent them falling forward) and ask person to lean forward to remove sling from behind.

\*identify loop

**SIGNATURE:**

**DATE:**

# **SECTION D - STANDARDS – MANUAL AND MECHANICAL**

## D1 – D15

- D1 Sabina standaid (narrow spreader bar) with high back safetyvest
- D2 Sabina standaid (narrow spreader bar) with support vest
- D3 Sabina standaid (wide spreader bar) with comfortvest
- D4 Sara 3000 standaid with standing sling
- D5 Transferring person with an Arjo Stedy
- D6 Transferring a person with an Arjo Stedy with assistance
- D7 Transferring person with an Etac/Patient Turner
- D8 Transferring person with a Rotunda
- D9 Transferring person with a Quickmove
- D10 Transferring a person with a Quickmove with assistance
- D11 Transferring person with a Romedic ReTurn
- D12 Transferring person with a Romedic ReTurn with a ReTurn belt
- D13 Transferring person with an Arjo Sara Stedy (with leg/base widening)
- D14 Transferring a person with an Arjo Sara Stedy - with assistance of one (with leg/base widening)
- D15 Transferring a person with an Oxford Journey standaid

# Activity D1: Sabina standaid (narrow spreader bar) with high back safetyvest

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

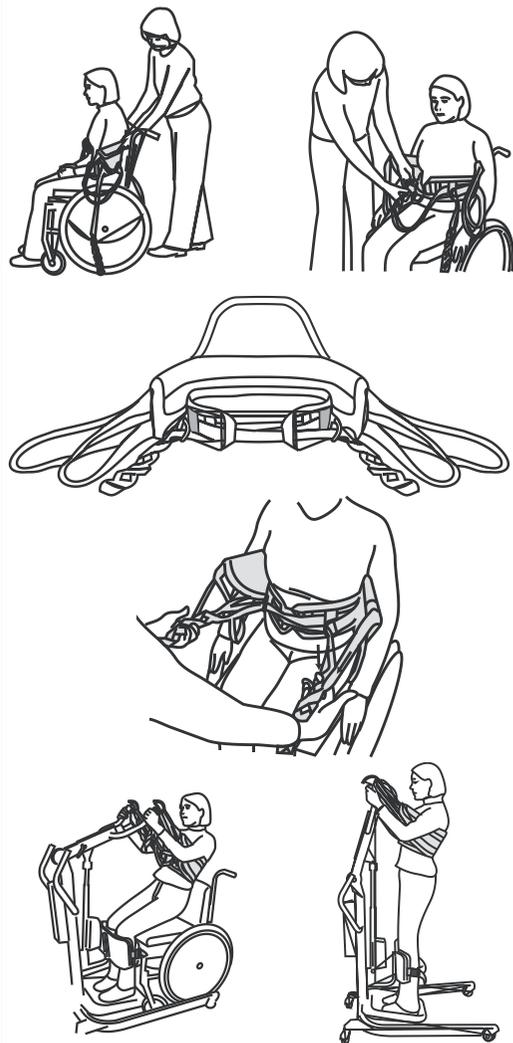
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### Details of method and equipment

**Inspect sling for signs of wear and tear and report any defects immediately. Do not use if dangerous.**



- Ensure brakes of chair are on.
- Ask person to lean forward. Place sling around their back and position both parts of the sling under their arms.
- Cross the plaited strap from one side, first through the green loop on the same side, then the green loop and the metal D ring on the other side. Repeat this with the other plaited strap. Pull straps and check that sling is secure.
- Bring the standaid towards person. Ask them to raise their feet and position them on the foot platform (if necessary apply the brakes while attaching the sling). Secure the knee strap.
- Attach the plaited loops to the hanger bar at the \_\_\_\_\_ loop\* from the end, then attach the outer shorter/longer \*\* loops. (\*\*delete as appropriate)
- Release brakes if previously applied.
- Before raising person check their feet are well positioned on the foot platform.
- Encourage person to hold on to the spreader bar. Raise standaid, encouraging them to lean back as the standaid raises. Raise only as far as person comfortable.
- When lowering person on to chair, ask them to push their bottom back to achieve a good seated position. Detach sling and knee strap.

\*identify loop

SIGNATURE:

DATE:

## Activity D2: Sabina standaid (narrow spreader bar) with support vest

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#### Details of method and equipment



**Inspect sling for signs of wear and tear and report any defects immediately. Do not use if dangerous.**

- Ensure brakes of chair are on.
- Ask person to lean forward and place sling around their back at waist level.
- Adjust the waist belt gently to fit person's waist and fasten the buckle.
- Bring the standaid towards person. Ask them to raise their feet and position them on the foot platform (if needed apply the brakes while attaching the sling). Secure the knee strap.
- Attach the straps to the spreader bar at the shorter/longer\* loops.
- Before raising standaid check person's feet are well positioned on the foot platform.
- Release brakes if previously applied.
- Encourage person to hold on to the spreader bar. Raise, encouraging person to lean back as the standaid raises. Raise only as far as person comfortable.
- When lowering on to chair, ask person to push their bottom back to achieve a good seated position. Detach sling and knee strap.

\* delete as appropriate

SIGNATURE:

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**Activity D3: Sabina standaid (wide spreader bar) with comfortvest**

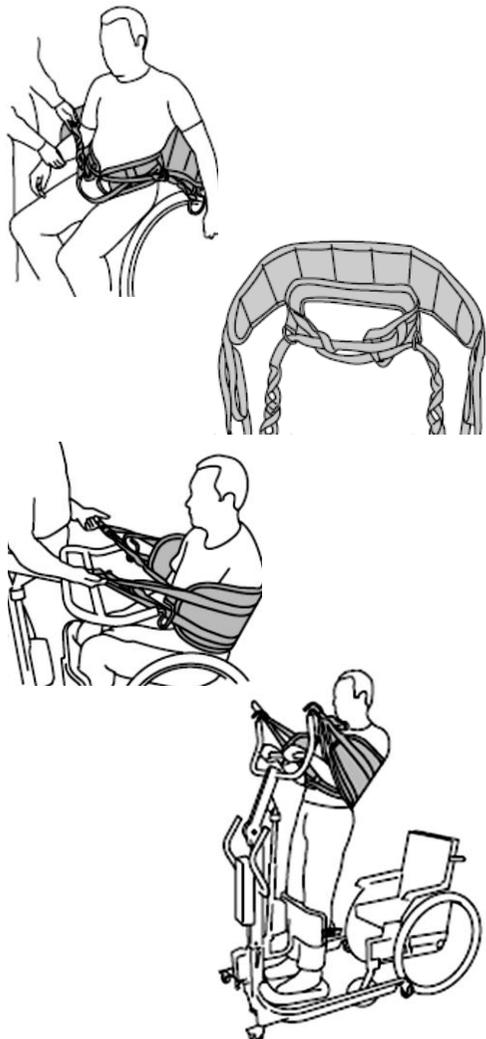
**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**Details of method and equipment**



**Inspect sling for signs of wear and tear and report any defects immediately. Do not use if dangerous.**

- Ensure brakes of chair are on.
- Ask person to lean forward. Place sling around their back with the inner waist belt around the waist and the outer vest around the outside of their arms.
- Cross the plaited strap from one side through the green loop and the metal D ring on the other side. Repeat this with the other plaited strap. Pull straps and check for tightening.
- Bring the standaid towards person. Ask them to raise their feet and position them on the foot platform (if needed apply the brakes while attaching the sling). Secure the knee strap.
- Attach the plaited loops to the hanger bar at the \_\_\_\_\_ loop\* from the end, then attach the outer vest on the shorter/longer\*\*loops. (\*\*delete as appropriate)
- Release brakes if previously applied.
- Before raising person check their feet are well positioned on the foot platform.
- Encourage person to hold on to the spreader bar. Raise standaid, encouraging person to lean back as the standaid raises. Raise only as far as person comfortable.
- When lowering person on to chair, ask them to push their bottom back to achieve a good seated position. Detach sling and knee strap.

\* identify loop

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**Activity D4: Sara 3000 standaid with standing sling**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

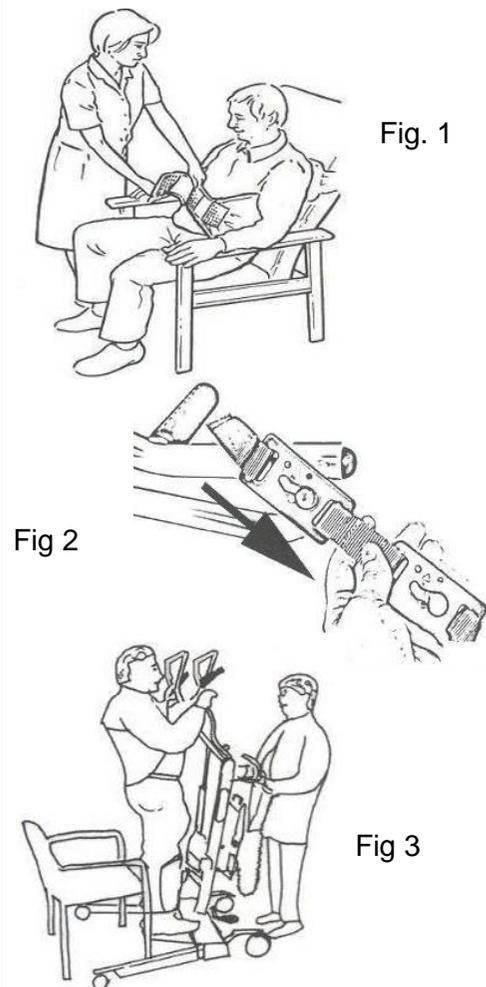
**V2 31/03/2014**

**NAME:**

**DOB:**

**Details of method and equipment**

**Inspect sling for signs of wear and tear and report any defects immediately. Do not use if dangerous.**



- Ensure brakes of chair are on.
- Ask person to lean forward and place sling around their back at waist level.
- Adjust the waist belt gently to fit person's waist and fasten the buckle. Pull until secure (Fig 1)
- Bring the standaid towards person. Ask them to raise their feet and position them on the foot platform (if needed apply the brakes while attaching the sling).
- Attach the clips to the spreader bar at the shorter/longer\* clips (Fig 2).
- Before raising standaid check person's feet are well positioned on the foot platform.
- Release brakes if previously applied.
- Encourage person to hold on to the spreader bar or handles. Place a hand on the bottom of the sling to prevent it sliding up.
- Raise standaid, encouraging person to lean back as the standaid raises (Fig 3). Raise only as far as person comfortable.
- Check sling is still secure, tighten if needed.
- When lowering on to chair, ask person to push their bottom back to achieve a good seated position. Detach sling.

\* delete as appropriate

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## Activity D5: Transferring person with an Arjo Stedy

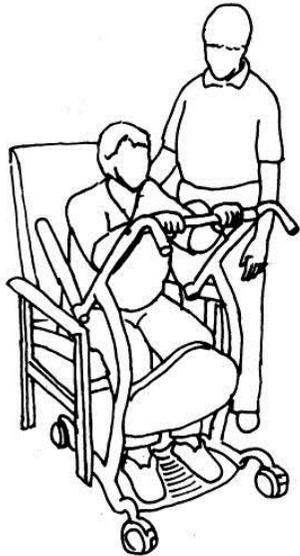
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



- Ensure brakes of chair are on and that there is adequate space around the chair to perform the transfer.
- Lift the two seat paddles upwards.
- Bring the Stedy in front of the person.
- Ask person to lift their feet onto the foot platform and place the front of their legs against the kneepad.
- Apply the brakes.
- Ask the person to take hold of the crossbar and pull themselves up into standing.
- Lower the seat paddles to allow the person to sit down while they continue to hold onto the crossbar.
- Position the sling (if assessed as needed) around the person's waist and attach to the Stedy
- Release the brakes and move the client to required position.
- Ensure brakes are applied before person lowers on to seat.

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## Activity D6: Transferring a person with an Arjo Stedy with assistance

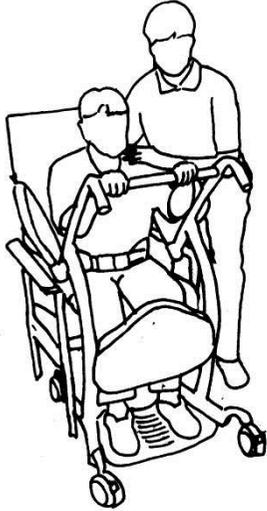
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

#### Details of method and equipment



- Ensure brakes of chair are on and that there is adequate space around the chair to perform the transfer.
- Lift the two seat paddles upwards.
- Bring the Stedy in front of the person.
- Ask person to lift their feet onto the foot platform and place the front of their legs against the kneepad.
- Apply the brakes.
- Ask the person to take hold of the crossbar.
- Carer stands beside and close to person, with one foot in front of the other.
- Carer bends their knees, taking their weight through their back leg and reaches across person's back with their near arm, towards person's far hip.
- The carer's outside hand cups the front of the person's shoulder.
- A gentle forward and upward rocking movement can be used, if necessary
- On ready, steady, stand, assist the person to stand, encouraging them to pull up into standing.
- Once person is standing lower the seat paddles to allow them to sit down as they continue to hold onto the crossbar.
- Position the sling (if assessed as needed) around the person's waist and attach to the Stedy.
- Release the brakes and move the client to required position.
- Ensure brakes are applied before person lowers on to seat.

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# Activity D7: Transferring person with an Etac/Patient Turner

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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### Details of method and equipment

Fig 1



1 carer assisting

- Ensure brakes of chair are on.
- Position the Patient Turner so that the person's feet are on the foot platform.
- Position the second chair at right angles to the chair/bed\* the person is sitting on.
- Carer grips the top of the handle with both hands and places one foot on the brake pad.
- Ask the person to reach forward and grasp the lower handle of the Patient Turner.
- On '**ready, steady, stand**' ask the person to pull themselves to their feet.
- The carer places one foot on the base (Fig. 1) and counterbalances the weight of the person as they stand.
- Once the person is standing, the carer removes their foot from the brake pad and rotates the patient turner to position the person in front of the second chair.
- The carer returns their foot to the brake pad and asks the person to lower themselves onto the chair. The carer counterbalances the weight of the person as before (Fig. 2).
- The person is encouraged to lift their feet so that the Patient Turner can be removed and wheeled away.

Fig 2



2 carers assisting

- If 2 carers are assisting 1 may assist person to stand

\* delete as appropriate

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# Activity D8: Transferring person with a Rotunda

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

### Details of method and equipment



1 carer assisting

- Ensure brakes of chair are on.
- Position the Rotunda so that the person's feet are on the foot platform.
- Position the second chair at right angles to the chair/bed\* the person is sitting on.
- Ensure the hand 'brake' on the Rotunda is applied.
- On '**ready, steady, stand**' ask the person to stand, encourage them to use their legs and to push on the arms of the chair/bed\* with their hands **OR** ask the person to reach forward, grasp the frame of the Rotunda and pull themselves to their feet.
- Once the person is standing, the carer releases the hand brake, rotates the person to position them in front of the second chair, reapplies the hand brake and asks the person to lower themselves onto the chair.
- The person is encouraged to lift their feet so that the Rotunda can be removed and wheeled away.

2 carers assisting

- If 2 carers are assisting 1 may assist person to stand

\* delete as appropriate

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### Activity D9: Transferring person with a Quickmove

#### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

V2 31/03/2014

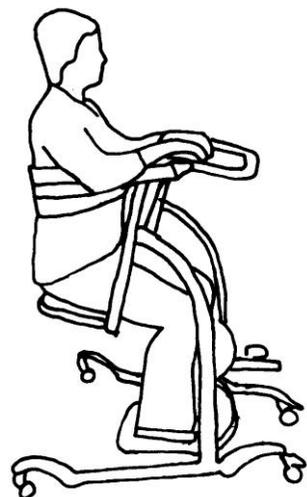
NAME:

DOB:

#### Details of method and equipment



- Ensure brakes of chair are on and that there is adequate space around the chair to perform the transfer.
- Lift the two seat paddles upwards or rotate outwards.
- Bring the Quickmove in front of the person.
- Ask person to lift their feet onto the foot platform and place the front of their legs against the kneepad.
- Apply the brakes.
- Fasten leg straps.
- Ask the person to take hold of the crossbar and pull themselves up into standing.
- Reposition the seat paddles to allow the person to sit down while they continue to hold onto the crossbar.
- Position the sling (if assessed as needed) around the person's waist and attach to the Quickmove
- Release the brakes and move the client to required position.
- Ensure brakes are applied before person lowers on to seat.



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## Activity D10: Transferring a person with a Quickmove with assistance

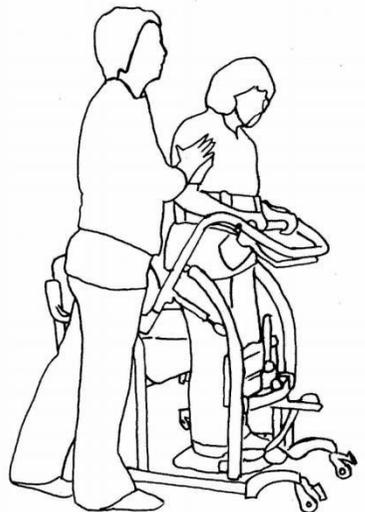
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



- Ensure brakes of chair are on and that there is adequate space around the chair to perform the transfer.
- Lift the two seat paddles upwards or rotate outwards.
- Bring the Quickmove in front of the person.
- Ask person to lift their feet onto the foot platform and place the front of their legs against the kneepad.
- Apply the brakes and fasten leg straps.
- Ask the person to take hold of the crossbar.
- Carer stands beside and close to person, with one foot in front of the other.
- Carer bends their knees, taking their weight through their back leg and reaches across person's back with their near arm, towards person's far hip.
- The carer's outside hand cups the front of the person's shoulder.
- A gentle forward and upward rocking movement can be used, if necessary
- On ready, steady, stand, assist the person to stand, encouraging them to pull up into standing.
- Once person is standing reposition the seat paddles to allow the person to sit down while they continue to hold onto the crossbar.
- Position the sling (if assessed as needed) around the person's waist and attach to the Quickmove
- Release the brakes and move the client to required position.
- Ensure brakes are applied before person lowers on to seat.

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# Activity D11: Transferring person with a Romedic ReTurn

## SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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### Details of method and equipment



- Ensure brakes of chair are on and that there is adequate space around the chair to perform the transfer
- Bring the Romedic ReTurn in front of the person
- Ask the person to lift their feet onto the foot platform and place their knees against the knee supports
- Apply the brakes
- The carer places one foot on the base of the Return to counterbalance the weight of the person as they stand.
- Ask the person to hold onto the ladder and pull themselves up into standing
- Allow the person to get their balance once in standing
- Release the brakes and move the person to the required position (short distance only)
- Ensure the brakes are applied before person lowers onto the seat and provide counterbalance as before.



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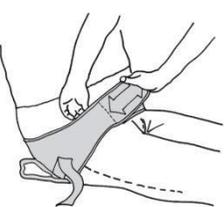
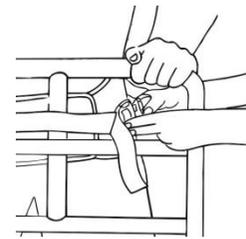
## Activity D12: Transferring person with a Romedic ReTurn with a ReTurn belt

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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		Details of method and equipment
<p>Fig 1</p>  <p>Fig 2</p>  <p>Fig 3</p>  <p>Fig 4</p>  <p>Fig 5</p> 	<ul style="list-style-type: none"> <li>• Ensure brakes of chair are on.</li> <li>• Fit the belt by placing the rigid section below the elastic section.</li> <li>• Lean the patient forward and to one side and guide the lower rigid section of the belt under the persons hips (Fig. 1).</li> <li>• Secure the belt firmly with the Velcro straps (Fig. 2).</li> <li>• Ensure that there is adequate space around the chair to perform the transfer</li> <li>• Bring the Romedic ReTurn in front of the person</li> <li>• Ask the person to lift their feet onto the foot platform and place their knees against the knee supports</li> <li>• Apply the brakes</li> <li>• The carer places one foot on the base to counterbalance the weight of the person as they stand (Fig. 3).</li> <li>• Ask the person to hold onto the ladder and pull themselves up into standing (Fig. 4).</li> <li>• Allow the person to get their balance once in standing</li> <li>• Attach the thin locking strap of the belt by looping around the ReTurn ladder and clip into the clip on the rigid section of the belt (Fig. 5). This provides more security.</li> <li>• Release the brakes and move the person to the required position (short distance only)</li> <li>• Apply brakes and release thin locking strap. Provide counterbalance as before and ask person to sit down.</li> </ul>	
SIGNATURE:		DATE:

## Activity D13: Transferring person with an Arjo Sara Stedy (with leg/base widening)

### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



- Ensure brakes of chair are on and that there is adequate space around the chair to perform the transfer.
- Lift the two seat paddles upwards and bring the Sara Stedy in front of the person. Open base if required by using the foot pedal.
- Ask person to lift their feet onto the foot platform and place the front of their legs against the kneepad.
- Apply the brakes.
- Ask the person to take hold of the crossbar and pull themselves up into standing.
- Lower the seat paddles to allow the person to sit down while they continue to hold onto the crossbar.
- Position the sling (if assessed as needed) around the person's waist and attach to the Sara Stedy
- Release the brakes and pull the Sara Stedy back from the chair. **If the leg base is open ensure it is closed before attempting to turn or transport the person on the Sara Stedy.** Move person to desired position.
- Ensure brakes are applied and raise seat paddles before person lowers onto seat.

**NB** When turning the Sara Stedy, **AVOID** placing feet in one position, instead walk around with the Sara Stedy to turn it.



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## Activity D14: Transferring a person with an Arjo Sara Stedy - with assistance of one (with leg/base widening)

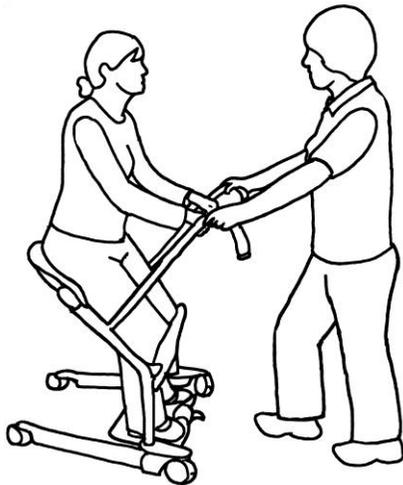
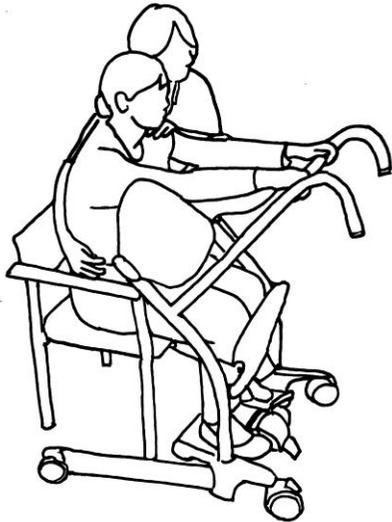
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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DOB:

#### Details of method and equipment



- Ensure brakes of chair are on and that there is adequate space around the chair to perform the transfer.
- Lift the two seat paddles upwards and bring the Sara Stedy in front of the person. Open base if required by using the foot pedal
- Ask person to lift their feet onto the foot platform and place the front of their legs against the kneepad
- Apply the brakes
- Ask the person to take hold of the crossbar
- Carer stands beside and close to person, with one foot in front of the other
- Carer bends their knees, taking their weight through their back leg and reaches across person's back with their near arm, towards person's far hip
- The carer's outside hand cups the front of the person's shoulder
- A gentle forward and upward rocking movement can be used, if necessary
- On **ready, steady, stand**, assist the person to stand, encouraging them to pull up into standing
- When in standing, lower the seat paddles to allow person to sit down while they continue to hold onto the crossbar
- Position the sling (if assessed as needed) around the person's waist and attach to the Sara Stedy
- Release the brakes and pull the Sara Stedy back from the chair. **If the leg base is open ensure it is closed before attempting to turn or transport the person on the Sara Stedy.** Move person to desired position
- Ensure brakes are applied and raise seat paddles before person lowers on to seat

**NB When turning the Sara Stedy, AVOID placing feet in one position, instead walk around with the Sara Stedy to turn it.**

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## Activity D15: Transferring a person with an Oxford Journey standaid

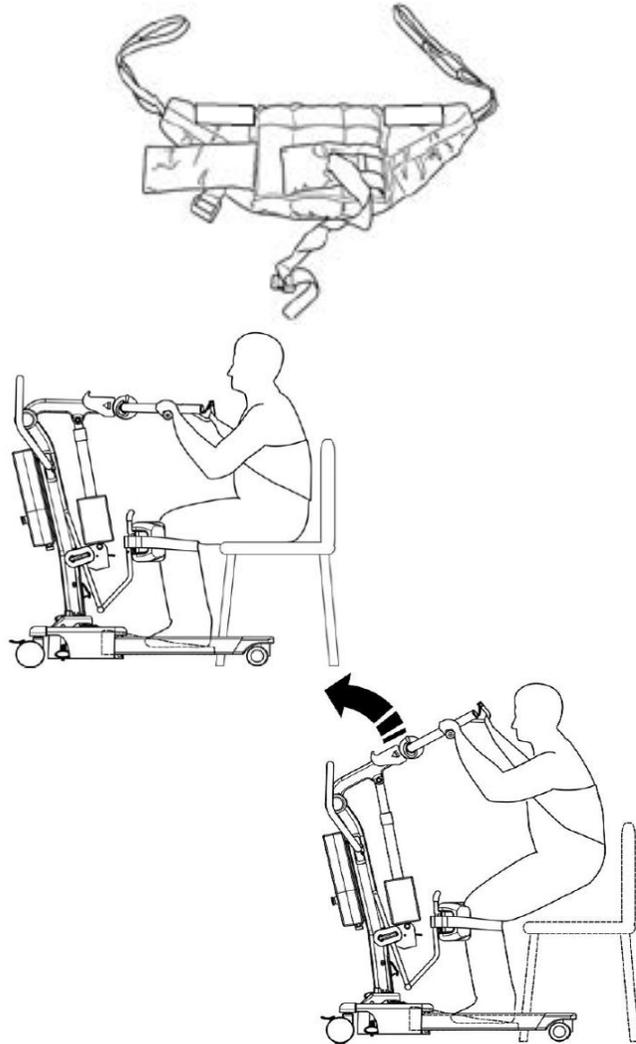
### SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN

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#### Details of method and equipment



**NB: Inspect sling for signs of wear and tear and report any defects immediately. If dangerous do not use.**

- Ensure brakes of chair are on.
- Carer kneels on floor
- Ask person to lean forward and place sling around their back at waist level.
- Adjust the waist belt gently to fit person's waist and fasten the buckle.
- Bring the standaid towards person. Ask them to raise their feet and position them on the foot platform (if needed apply the brakes while attaching the sling). Secure the knee strap.
- Using handset, lower the spreader bar.
- Attach the straps to the spreader bar (on the \_\_\_\_\_\* loops).
- Before raising standaid check person's feet are well positioned on the foot platform.
- Release brakes if previously applied.
- Ensure that the person's arms are outside the sling
- Encourage person to hold onto the spreader bar.
- Raise standaid and encourage person to lean back as the standaid rises.
- Raise only as far as person comfortable.
- When lowering onto chair, ask person to push their bottom back to achieve a good seated position
- Detach sling and knee strap.

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**Activity:**

**SECTION D: PATIENT/CLIENT MOVING AND HANDLING PLAN**

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**Details of method and equipment**

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