







SAFE SYSTEM OF WORK

ACTIVITY / TASK	<u>Physical rolling to fit and remove a sling on an individual in bed</u>	
DEPARTMENT:	Communities	
Other safety documentation related to this Activity (if applicable): <ul style="list-style-type: none"> • Risk Assessments, • Safe Systems of Work, • Procedures • Guidance etc. 	TITLE	REFERENCE
	Manual Handling Risk Assessment	
	Safe System of work	
	Method videos	

	GENERAL SAFETY REQUIREMENTS	
<ul style="list-style-type: none"> • All staff involved in this activity should have attended Carmarthenshire County Council's Client Handling Foundation manual handling training, or viewed the appropriate video provided as part of the online Essential Skills Package • Staff to ensure that they are wearing the correct clothing and using the Personal Protective Equipment (PPE) that has been issued to undertake this task. • Ensure that you have read and understood the manual handling risk assessment for the individual that you are going to be assisting. • Staff to carry out a 'Personal Risk Assessment' prior to task - TILEO - consider Task, Individual, Load, Environment, Other. • Ensure that you have checked all the equipment that is needed to undertake this task. • Staff to apply the 'Principles of Safe Manual handling' whilst undertaking any manual handling activities. • Identify a team leader, this person will give the instructions to ensure that the task is carried out safely. • Ensure that good communication is undertaken with all individuals throughout the task. • Report any manual handling difficulties or concerns to your line manager 		

	COMPETENCY / TRAINING	
The below training is required to carry out the activity		
TRAINING	COURSE / CERTIFIED / QUALIFICATION / EXPERIENCE	
Manual Handling bespoke contingency planning Training	Working Safety Team	

	LEGISLATION / MANAGEMENT STANDARDS	
The activity / task should be carried out in accordance with the legislation /standards listed below		
<ul style="list-style-type: none"> ✓ Health and Safety at Work Act 1974 ✓ Management of Health and Safety at Work Regulations 1999 ✓ Manual Handling Operations Regulations 1992 amended 2002 (MHOR) 		



METHOD STATEMENT (2 Person)

How to carry out the task and use relevant work equipment safely



Carers are to decide which side of the bed they prefer to work on, they then need to raise the bed to a height that is suitable for both.

Decide what side of the bed the individual is going to be rolled towards

Ask the individual to; (if they can't then carers to assist)

- Raise their head to enable the carer to re-position the individual's pillow to the side of the bed that they are being rolled to
- Place their arm to the edge of the bed that they are being rolled towards.
- Place their opposite arm across their chest
- Raise their opposite knee or cross their opposite foot over the other foot.



The carer that is going to receive the individual (2nd carer) to position their hands on the individual's shoulder and raised knee

The other carer (Lead carer) to position their hands on the individual's hip and shoulder

The lead carer to initiate the move and use the words of commands "Are you ready? ready, steady, roll"

Lead carer to push, 2nd carer to roll the individual (ensure the correct postures and technique is used)



2nd carer to support the individual on their side whilst lead carer fits the sling behind the individual

Position the sling flat behind the individual ensuring it is correctly positioned in line to the shoulder and coccyx. Tuck the shoulder strap that is closer to the individual underneath the pillow or neck, tuck the leg strap underneath the knee



Find the centre of the sling and fold it over towards the individual placing it on top of the sling that is flat on the bed



Roll the individual back onto their back on top of the sling

Ask the individual to; (if they can't then carers to assist)

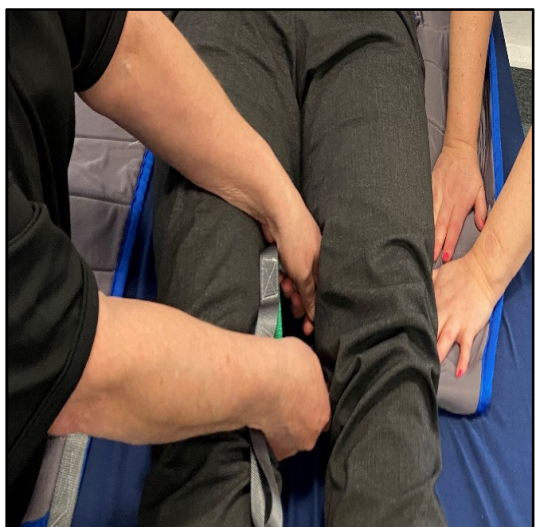
- Raise their head to enable the carer to re-position the individuals pillow to the side of the bed that they are being rolled to
- Place their arm to the edge of the bed that they are being rolled towards.
- Place their opposite arm across their chest
- Raise their opposite knee or cross their opposite foot over the other foot.



Carer to roll the individual over to the other side to enable them to pull the out from underneath the individual.



Roll the individual back onto their back on top of the sling. The sling should now be fully flat on the bed underneath the individual



Carer to pass the leg strap underneath the individual's knee,



2nd carer to pull it through diagonally (do not lift)



Repeat the same process with the other leg strap



Check that both leg straps are level and interlock the straps



Check that the top of the sling is in line with the shoulders and that the bottom of the sling is near the coccyx.

Lower the bed and you are now ready to hoist



Removing the sling in bed

After hoisting the individual back to bed, raise the bed to an appropriate height to suit both carers. (**Waist level**)

Decide which carer is taking the lead

Lead carer to pass the shoulder strap that is closest to them to underneath the individuals lower back to the 2nd carer

2nd carer to slightly pull on the shoulder strap (**do not pull it all the way out**)

Lead carer to then pass the leg strap that is closest to them underneath the individuals lower back to the 2nd carer

2nd carer to pull on the leg strap that has been passed to them until the sling has completely come out from underneath the individual

As soon as the sling has been removed, **remember to lower the bed**