







SAFE SYSTEM OF WORK

ACTIVITY / TASK	Fitting and removing a sling on a bed using Full length flat slide sheets (unravelling technique) (2 carers)	
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. • Make sure 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. • Make sure 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. • Make sure that good communication is undertaken with all individuals throughout the task. <p>Report any manual handling difficulties or concerns to your line manager.</p>		

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

SAFE SYSTEM OF WORK

METHOD STATEMENT (2 carers)

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

Safety points to remember when using slide sheets;

- The use of slide sheets would be identified in the manual handling plan
- Always 2 carers to use them
- Never leave the individual unattended whilst the slide sheets are underneath them
- Never leave the slide sheets on the floor



Both carers to stand facing each other holding both slide sheets
(Make sure that the handles of the slide sheet are both facing out)



Fold both slide sheets down approx 3-4 inch (use the stitching box as a guide) continue to fold until you reach the bottom of the slide sheets



Carers to position themselves either side of the bed, then raise the bed to a height that suits both carers



Lead carer to place the folded slide sheet on top of the bed (**Roll of the slide sheet on the bed, loose material on top**) and then pass the slide sheet underneath the pillow using the hollow of individual's neck through to the other carer

Both carers to hold the top of the slide sheet with their outside hand and their inside hand will unravelling the slide sheet.

SAFE SYSTEM OF WORK



Both carers to face and position their outside foot forward.



Lead carer to ask **Are you ready? Followed by the words of command ready, steady, Roll**

Together on the command roll both carers to unravel the slide sheets underneath the individual (you may find it easier to press down on the mattress whilst unravelling. Keep unravelling until the sheet is completely underneath the individual.



important – never leave the individual unattended on the slide sheets

To fit the sling -

Always use the natural hollows of the body (neck, waist & knees) when passing the sling under the individual's body

One carer always must hold the slide sheets, if the other is doing a task

Lead carer to feed the leg strap that is on their side of the bed between the slide sheets under the individual's waist to the other carer.



Lead carer then holds the top sheet while the other carer pulls the strap through and down towards the individual's knee.

SAFE SYSTEM OF WORK



Lead carer then feed's the shoulder strap in between the slide sheets underneath the individual's neck to the other carer.



Lead carer to hold top slide sheet to stop movement whilst the other carer straightens the sling into the correct position.



Ensure the sling is in the correct position;

- **Top of the sling level to shoulders**
- **Bottom of sling at coccyx**
- **Sling centred, same amount on either side**



Remove the **top** slide sheet –

Lead carer to fold the corner under itself and pass it underneath the individual neck.



The other carer to hold the corner which was passed to them and gently walk down the bed thus removing the slide sheet.

SAFE SYSTEM OF WORK



Carer to fold the slide sheet that has been removed and position it underneath the individual's knee to aid in the fitting of the leg straps.

Fit the leg strap of the sling by passing one at a time, under the individual's knees for the other carer to pull through into position. **(do not lift leg straps)**

There is no need to remove the second slide sheet from under the sling to hoist.

Lower the bed and follow the hoisting instructions.



To remove the sling using slide sheets

Before the individual is hoisted back to bed ensure that one flat slide sheet with the handles facing down is positioned on the bed.

Both carers to stand facing each other holding the single slide sheet (Ensure that the handles of the slide sheet are both facing out)

Fold both slide sheets down approx 3-4 inch (use the stitching box as a guide) continue to fold until you reach the bottom of the slide sheets.

Carers to position themselves either side of the bed, then raise the bed to a height that suits both carers.

Remove the legs straps of the sling by folding away from individual's body and bring underneath the knee and lay them flat on the bed.

Lead carer to place the folded slide sheet on top of the **sling (Roll of the slide sheet on the sling, loose material on top)** and then pass the slide sheet underneath the pillow using the hollow of individual's neck through to the other carer.



SAFE SYSTEM OF WORK



Shuffle the slide sheet back and forth to ensure that it is completely on the sling.

Lead carer to ask **Are you ready? Followed by the words of command ready, steady, Roll**

Together on the command roll both carers to unravel the slide sheets underneath the individual (you may find it easier to press down on the mattress whilst unravelling. Keep unravelling until the sheet is completely underneath the individual.



One carer to hold the handles of the top slide sheet tight to avoid the individual from moving. Whilst the other carer removes the sling by pulling the shoulder and leg strap together. Pull the sling all the way out.



Before removing the slide sheets check that the individual is comfortable if not re-position by using the slide sheets.

SAFE SYSTEM OF WORK

To remove the slide sheets-

Remove the **bottom** sheet first

Lead carer to fold the corner under itself and pass it underneath the individual's neck.

The other carer to hold the corner which was passed to them and gently walk down the bed thus removing the slide sheet.



Lead carer to fold the corner under itself and pass it underneath the individual's neck.

The other carer to hold the corner which was passed to them and gently walk down the bed thus removing the slide sheet.

Lower the bed and ensure that the individual is comfortable.

Clean the hoist and return to charge.

Check the sling either return to storage or launder

Check the slide sheets either return to storage or launder

