



**Ark**<sup>®</sup>  
People  
Housing  
Care

## Work and Lifting Equipment

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### Version Control

Date	Owner	Version	Reason for Change
Mon 2022	Brian Gunn	v 4.0	Cyclical review

### Summary of Changes

Section	Change
Whole Procedure	Change to new format



# Work and Lifting Equipment

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## 1.0 Introduction

This procedure applies to the use of Work and Lifting Equipment and not for the moving and Handling aspects which are covered in the Moving and Handling Policy and Procedure (HS08).

Examples of Work Equipment used in our Ark activities are electrical equipment, Mobile equipment, care equipment etc. Although work equipment is anything which is used at work, this also includes many low risk workplace items that require minimal visual inspection to be deemed safe for use, (Small Items that don't have electrical supply or moving parts).

Lifting equipment is anything which is used for that operation such as bath hoists, wheelchair lifts, tracking hoists etc. Also included are the parts of the lifting equipment such as slings and belts.

## 2.0 Categories of Equipment

### 2.1 New Equipment

All new work equipment must comply with Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER).

### 2.2 Second hand or leased equipment

All second hand, hired or lease equipment brought into an Ark workplace must be treated as new equipment. The hirer of work and lifting equipment has a duty to ensure that it is suitable for its use and that sufficient information is given on its safe use.

### 2.3 Employees own work equipment

Ark employees should be discouraged from bringing their own work equipment into the workplace. Where it has been agreed that an employee can use their own equipment it must satisfy Ark's procedure on its use and condition. Employees should only use their own equipment at work where this has been agreed in advance by their Ark manager, and should only use small types of equipment.

Equipment which could cause harm or injury such as power tools or larger equipment should be not be used in Ark workplaces.

## 2.4 Supported persons own equipment

The definition of 'work equipment' includes the use of supported people's equipment by employees. This includes vacuum cleaners, microwaves, kettles, cookers etc. The use and inspection of these items is included in the HS19 Your Home, My Workplace Policy & Procedure and also within the person's Good Life Plan. These items must be fit for purpose and in a suitable condition.

## 2.5 Bed Rails

Bed rails, also known as side rails or cot sides, are sometimes used in Ark projects or in a person's home to reduce the risk of falls from beds. They can be an effective means of preventing falls when used with the right bed, in the right way, for a supported person.

Poorly fitted bed rails can lead to people becoming trapped in gaps between bed rails, or between the bed rail and the bed, headboard or mattress leading to serious or fatal injuries. Other risks associated with bed rails include rolling over the top of the rail, climbing over the rail, climbing over the footboard, violently shaking and dislodging rails and contact with bed rail parts.

See Appendix 1 for more guidance on bed rail safety.

## 3.0 Work and Lifting Equipment Risk Assessment

Before work or lifting equipment is supplied, purchased, hired or leased a risk assessment should be carried out for its suitability identifying its purpose, the hazards and the workplace precautions required to eliminate or reduce the significant risks.

Appendix 2 contains a guide to the equipment most likely to be used in our work activities and a generic risk assessment for that equipment. This should be adapted as applicable to each workplace. This may involve adding other equipment or other workplace precautions.

When risk assessing you must take into account the people using the equipment e.g. employees, supported people, tenants or other third parties connected to the support package.

For example: where a bath hoist is used by employees to support people with bathing, the employee is using the equipment and the supported person is involved in the process of the lifting procedure.

Where a significant risk exists then you must either eliminate or reduce the risk so far as is reasonably practicable.

Staff must contact their manager, medical professionals, and Ark H&S manager to assist in eliminating or reducing risks associated with work and lifting equipment.

## 4.0 Inspection, Examination, Maintenance and Servicing

### 4.1 Visual Inspection

All types of equipment should be visually inspected before use. This involves checking that there is no apparent damage to the equipment since its previous use.

Some of the things you should look for are:

- any parts cracked or broken;
- any cabling damaged e.g. frayed;
- any unusual colouration – particularly to electric plugs;
- any fraying or unusual loose components e.g. in slings;
- anything which does not look right or is different from when you last used the equipment.

This list is not exhaustive, but if anything unusual is noticed during the visual inspection you should not use the equipment until a thorough check by a responsible or competent person with knowledge of the equipment before being used for its purpose.

You should ask your Ark manager for advice in these circumstances.

### 4.2 Inspection and Examination

Lifting equipment used for transferring people, must be 'thoroughly examined' by a competent person at least every 6 months unless a risk assessment from the supplier / manufacturer states another timescale for examination. This includes any parts associated with the equipment, (slings for hoists etc).

If the manufacturers recommend a different frequency this should be recorded on the Good Life Plan/ Risk Assessment / Inventory.

Other agencies such as Local Authorities and NHS who own equipment should arrange the inspection and testing of equipment that they have supplied.

Lifting or other equipment purchased by supported people / guardians such as stair lifts, riser recliner chairs and adjustable beds may not have been serviced or inspected since purchase.

Depending on the support package to provide health and safety support, we can advise supported people / guardians to service and maintain equipment alongside Ark by inspecting and recording defects if Ark is commissioned to provide this type of support.

Other lifting equipment that does not transfer people should be examined at least every 12 months.

### 4.3 Maintenance and Servicing

Equipment should be maintained and serviced in line with manufacturers' or suppliers' recommendations.

### 4.4 Electrical Testing

Electrical equipment should be regularly tested with annual portable appliance testing (PAT) and fixed installation tests in Ark properties where we are required to comply with electrical safety legislation and in accordance with Ark's HS15 Safety Aspects In Building Maintenance Policy and Procedure.

## 5.0 Information, Instruction and Training

Information – what the equipment is, why it is being used and what you need to know.

Instruction – how to use the equipment may be written e.g. step by step procedure.

Training – giving the skill to use the equipment.

All employees should receive suitable and sufficient information, instruction, training and refresher training if identified, in the use of the equipment that they are likely to use in the course of their employment with Ark.

This may be informal, formal or on the job training or a mixture depending on the equipment and its use.

For lifting equipment where it is used for transferring people then this training must include practical training and be specific to that person and their requirements by Ark's Learning and Development trainers or by other accredited training providers

Ark can provide training for specific lifting equipment if identified as a training need, and refresher training every three years after the initial training.

All Care & Support staff must complete the HS13 elearning module on LearnPro community and refresh every three years.

Information, Instruction and Training includes:

- why the equipment is used;
- who the equipment is used for;
- when the equipment should be used;

- level of training required and refresher training for identified work equipment;
- who should use the equipment;
- how to use the equipment safely;
- how to report any defects in the equipment and
- practical use of equipment, where appropriate.

## 6.0 Inventory of Work and Lifting Equipment

An inventory is required for all specified / regulatory work and lifting equipment is required and will assist in identifying any inspection, servicing or planned maintenance required. If this information is missing it should be sought from the manufacturer or supplier.

If you have specific work and lifting equipment, inventory record sheets in Appendix 3 are available with information on how to complete these forms.

The inventory record sheets should be reviewed when there is any change to equipment or at least every six months to ensure that all equipment is identified, risk assessed and serviced.

## 7.0 Implementation and Review

### 7.1 Implementation

The Chief Executive is responsible for ensuring that this procedure, and the policy that support it, are followed by all employees and Board Members.

### 7.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

## Appendix 1 – Bed Rail Safety

Bed rails will only be used to support Ark supported people with the prior consent of the Ark Operations Manager, and the input of Ark's Health and Safety Manager, as set out in the Restraint Policy and Procedure CS06. Remember that bed rails are not intended to:

- Limit freedom or movement
- Restrain people
- Be used as grab handles

You should always assess the risk of a service user falling from a bed. The assessment should consider whether bed rails are the most appropriate means of managing that risk. Beds that can be lowered to ground level, sensor alarms and crash mats should be considered as more appropriate.

Involve the person, Ark staff, welfare guardians, health professionals and family members when deciding on what equipment will be suitable for managing the risk of the person falling out of their bed. All parties involved sometimes think that bed rails are the best option to use for the safety of the person, not realising the potential risks, and that it may not be the safest option available.

Where bed rails are fitted, Ark staff will need to be aware of the risks and how to manage the person's safety. Information on the person's bed rails should be detailed in the support plan for the player.

### **Correct use of bed rails**

When using bed rails, the compatibility of the bed, mattress, bed rail and other equipment should be considered.

Ensure that the bottom of the bed rail and top of the mattress when compressed that there are no gaps larger than 60mm between the bottom of the bed rail and the top of the mattress.

That the mattress fits snugly with no significant gaps between bed rails on both sides of a bed.

The gap between the end of a bed rail and headboard should be no more than 60mm.

### **The gap between the end of a bed rail and foot board:**

- Should either be 60mm or less;
- Or be greater than 318mm to prevent asphyxiation; and
- If a two section bedrail is used the same distances in between each bedrail will apply.



Entrapment in the space between a bed rail and the edge of a mattress can happen when the following happens:

- A poorly fitted mattress;
- A poorly fitted replacement mattress;
- Poorly fitted bed rail; and
- Bedrail in use on one side of the bed allowing the mattress to move.

The mattress should fit snugly so that it does not allow entrapment of the service user's head or body. Accessories such as bedrail bumpers or gap fillers can be used with bedrails, but should be robust enough so that they cannot be accidentally displaced or damaged.

**Gaps between the bed rail bars should be:**

- 120mm or less for adults and 60mm or less for children; and
- A breathable mesh cover or sock can be placed over the bedrail and used to prevent body parts becoming trapped if there is a risk of this type injury to the person.

**Falls can occur when a person:**

- Tries to climb over the rails, rolls over the rails due to the height of the mattress;
- Ensure that all mattresses, replacement mattresses and mattress overlays do not increase the risk of service users falling out of bed;
- The minimum height/distance between the top of an uncompressed mattress and the top of a bed rail should be 220mm; and
- If your mattress and bed rail does not reach this height a detailed risk assessment should be carried out to implement other safety measures.

**Beds with bed rails should be inspected regularly:**

- To ensure that they are in good working order;
- Check that they haven't been adjusted or altered;
- Check for gaps that can cause entrapment; and
- Check that mattress fits snugly between rails and all accessories are compatible.

**Further Information:**

- Contact ARK Health and Safety Adviser;
- Health and Safety Executive - [www.hse.gov.uk/healthservices/bed-rails.htm](http://www.hse.gov.uk/healthservices/bed-rails.htm) ;
- Health and Safety Executive website - HSG 220 review and updated in 2014;
- British Standards BS EN 60601-2-52:2010 – particular requirements for basic safety and essential performance of medical beds; and
- Medicines and Healthcare products Regulatory Agency – safe use of bed rails [www.mhra.gov.uk](http://www.mhra.gov.uk) .

## Appendix 2 – Generic Risk Assessment for Work and Lifting Equipment

To supplement the risk assessments in location and/or Support Agreement / Good Life Plan

### ALL AREAS

Equipment	Hazards	Risks	Workplace Precautions
All electrical appliances	Electricity	Electric shock, electrocution	Visual check before use. PAT testing, where appropriate. Don't overload sockets – know extension use limits. Faults reporting procedure. Information & training.
Gas appliances e.g. cookers, heaters	Incomplete combustion of gas	Carbon Monoxide, CO poisoning	See HS15 Safety Aspects of Building. Maintenance and M01 Reactive Repairs, Cyclical & Planned Maintenance. Information & training.
Vacuum Cleaners (Hoovers)	Cables	Tripping	When hoovering care taken to avoid others tripping over cables. When not in use, including carrying/moving hoover, cables secured appropriately e.g. on cable holder. Information & training.
Cooling fans e.g. desk fans	Moving parts	Traps, cuts	Guard in place. Information & training.
Fire equipment	Not operating correctly	No warning of fire	See HS05 Fire Safety Policy for details of workplace precautions and equipment checks. Information & Training.

<b>Equipment</b>	<b>Hazards</b>	<b>Risks</b>	<b>Workplace Precautions</b>
Building lifts	Breakdown Lift and floor opening not level	Trapped in lift Tripping over opening	6 monthly servicing and maintenance. Information & training.
Wheelchairs (manual or electric)	Charging batteries Moving and handling e.g. moving person on/off	Fumes from process Strains etc	Charge in well ventilated area. See HS08 Moving and Handling Policy. Information & training
Heaters	Burns	Burns to person and clothing	Have suitable guards. Support Agreement/guidelines on support required to understand risk. Information & training.
Bed Rails	Gaps between mattress, headboard, foot board and bed rail. Mattress not compatible in height with top of bed rail. Fall from Height	Entrapment Asphyxiation Injury to limbs Head injuries	See Appendix 1. Ensure all gaps meet minimum distances. Fill gaps with mesh, fillers or bumpers. Ensure height between top of uncompressed mattress and top of bedrail meets minimum distance. Regular inspection of all equipment.

## KITCHENS

Equipment	Hazards	Risks	Workplace Precautions
Dishwasher	Tablets – hazardous substance. Not cleaning properly	Irritant Dishes still dirty	See HS07 COSHH policy Written instructions on how to use. Information & training
Fridge	Food outwith best by/use by date. Food not stored correctly	Food poisoning Contamination of food	See HS06 Food Safety Policy Information & training
Toasters	Excess crumbs in collecting tray	Overheating and activation of smoke alarms	Clean crumb tray regularly Information & training
Microwaves	Food splashes  Microwaves	Food contamination Burns	See HS06 Food Safety Policy Safety cut out when door opened.  Don't open while in operation Information & training
Cookers	Heat	Burns to person and clothing Burning food/pots etc	Support Agreement/guidelines  Don't leave unattended or check frequently. Information & training.

## GENERAL HOUSEHOLD

Equipment	Hazards	Risks	Workplace Precautions
Tumble driers	Excess fluff in filter 'Exhaust' vapours	Overheating Dampness on walls/floors	Clean filter regularly Fit condenser or have extraction tube to outside.  Information & training
Washing machines	Powder/liquid/tablets – may be hazardous substances  Not cleaning clothes properly	Irritants when concentrated  Biological hazards	See HS07 COSHH Policy. Information & training. Written instructions of use following manufacturer's instructions.
Irons	Heat	Burns e.g. hands arms	Care taken when in use. Consider others who may not be able to be aware of risk.  Information & training.
Hoists, any type e.g. bath, bed transfer etc	Moving and handling  Faults in equipment  Parts missing  Risk Assessment not completed	Falls etc  Eqpt failure	See HS08 Moving and Handling Visual checks before use Regular servicing and maintenance as appropriate to manufacturer's instructions  MUST have individual risk assessments and information & training for all employees involved

<b>Equipment</b>	<b>Hazards</b>	<b>Risks</b>	<b>Workplace Precautions</b>
Stair lifts	Breakdown  Hitting someone else on stairs	Person being stuck on lift until assistance arrives.	Regular checks on operation.  Supported people should be encouraged to get regular servicing of equipment for their own safety.  In Ark premises, Care Homes, HMO's - 6 monthly servicing.  Information & training
Riser recliner chairs	Not operating correctly due to age/condition/breakdown.  No longer suitable for users medical condition	Physical injury to user	Regular checks.  Faults reported to appropriate person.  Re-assessment by professional person e.g. Occupational Therapist.
Adjustable beds	Not operating correctly due to age/condition/breakdown.  No longer suitable for users medical condition.	Physical injury to user	Regular checks.  Faults reported to appropriate person.  Re-assessment by professional person e.g. Occupational Therapist.

**OFFICE**

<b>Equipment</b>	<b>Hazards</b>	<b>Risks</b>	<b>Workplace Precautions</b>
DSE workstation equipment	Ergonomics	Strains	See HS09 Display Screen Equipment Policy Information & training
Shredder	Shredding blades	Loose clothing/long hair/fingers getting caught	Written procedure for use. Information & training.
Photocopiers	Nuisance noise  Heat	Stress  Raised temperatures	For large amounts of copying locate photocopier in another room or separated area.  Locate in well ventilated area.  Information & Training

## Appendix 3 – Inventory of Work and Lifting Equipment

<b>Area</b>		<b>Date</b>	
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<b>Location</b>	
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1. Details		2. Description	3. Manufacturer	4. Supplied by	5. Date supplied	6. Programmed servicing		7. Frequency	8. PAT test Yes/No/n/a	9. Risk assessment completed Yes/No
Id no.	Model					Yes/No	By Whom			

<b>Managers Signature</b> Initial inventory		<b>Managers Signature</b> Updated Inventory	
<b>Name</b>		<b>Name</b>	
<b>Job Title</b>		<b>Job Title</b>	
<b>Date</b>		<b>Date</b>	



## Appendix 3 - Inventory of Work / Lifting Equipment Guidance

<b>Box no.</b>	<b>Description</b>	<b>Details required</b>
1	Eqpt id and/or model number	If the eqpt has an ID number – possibly given by Ark or provider. Model no. - if available, may be model type.
2	Description	What is it - hoist, photocopier etc.
3	Manufacturer	Who made it?
4	Supplied by	Local Authority / NHS / Ark / Family etc.
5	Date Supplied	If date not known put in date ARK started to use it
6	Programmed servicing	Whether it requires regular servicing. If so, who does it , Insurance company, NHS / Local authority / Ark / Family etc.
7	Frequency	How frequent servicing and/or planned maintenance is carried out e.g. six monthly / annually.
8	PAT test	Whether it requires or has PAT testing carried out (PAT records are kept separately) Yes, No or Not Applicable. If yes, check that this is on the PAT register.
9	Risk assessment completed	Whether a risk assessment has been completed or not.