

# Northern Ireland Ambulance Service

## Safer Moving and Handling of Patients

This training course will involve moving and handling techniques. If you have any medical condition that may affect your ability to engage in such physical activity, such as injury to your back, shoulders, knees or if you are pregnant or think that you may be, then you should not participate in the course.

I confirm that I am fit to participate in the Safer Moving and Handling Patients Course.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **MAXI BELT DELUX MINI BELT**

A comfortable padded belt in 2 widths designed to help transfer patients from one position to another. The belt allows transfer without having to hold the patient's clothing or body, which may be uncomfortable and restrict the patient's movement. The belt offers firm handholds for a secure and confident grip.

Commonly the belt allows 3 transferring tasks to be carried out :-

- 1) Transfer from sitting to standing position
- 2) Transfer from one place to another allowing a patient to be steadied whilst walking.
- 3) Used in conjunction with the LOCOMOTOR SLIDE SHEET to provide a firm grip when sliding a patient back up the bed to a sitting position.

### **INSTRUCTIONS FOR USE**

#### **1) Transfer from sitting to standing**

Place the belt around the patient's waist, clip the snap lock buckle into place and pull the webbing strap until firm.

The MAXI BELT & MAXI PLUS have 4 vertical handholds and 3 lateral handholds to allow a variety of grips for the nurse/carer. The MINI BELT has 2 vertical handholds and 2 lateral handholds.

Either 1 or 2 nurses/carers can take hold of the handloops and using approved techniques assist the patient from sitting to standing.

Always ensure that the patient can weight-bear.

#### **2) For Walking**

The belt is placed around the patient's waist and the nurse/carer takes hold of the handloops to steady the patient whilst walking.

This leaves the patient's arms free to hold a stick or frame and does not restrict the patient's movement. The handling belt is not designed to take a patient's weight, only to give grip and control for the nurse/carer during a transfer.

#### **3) Transfer up the bed**

The belt is placed around the patient's waist with padded area to the front, and the nurse/carer takes hold of the handloops and assists the patient back up the bed whilst seated on the slide sheet.

### **IMPORTANT**

All patient moving and handling tasks should be carried out in accordance with approved patient handling techniques and after a full assessment of the patient and the environment in which the operation is to take place.

## **SPECIFICATION**

Plastic buckle  
Polyester outer cover  
Polyester wadding/foam padding  
Webbing belt and handloops

## **DIMENSIONS**

To fit waist 610mm (24") to 1114mm (45")

## **CARE & USE**

Wash at 71 degrees if required – otherwise wash at 40 degrees standard coloured wash cycle. Do not tumble dry. Regularly check for signs of wear and tear and do not use if there is any sign of deterioration.

## **FULL LENGTH SLIDE SHEETS**

Use of the pair of full-length slide sheets

### **WARNING:**

This equipment is not a lifting device and must not be used for that purpose. Slide sheets must not be left on the floor as they will present a hazard.

## **CARE & MAINTENANCE OF THE SLIDE SHEETS**

This item should be visually inspected before use to ensure that the material or handles are not damaged. It should be cleaned in accordance with the instruction on the label attached to each slide sheet.

## **USES OF THE SLIDE SHEET**

Subject to a risk assessment determining suitability, this item maybe used for a number of techniques including:

1. Moving a person up or down a bed
2. To turn a person in bed
3. To move a person from a chair or seat to the floor in an emergency
4. To move a person laterally where heights are similar and a gap of no more than 4 inches exists between the 2 points
5. To move a person from a confined space on the floor.

## **USE OF THE SLIDE SHEET**

The slide sheet should only be used by people who have received appropriate training in their use.

The principles are that both sheets should be placed under the patient. This may be done by log rolling the patient.

The handles that are attached to the slide sheet should be on the uppermost side.

Only take hold of the handles on the slide sheet directly under the patient and at the appropriate time slide (do not lift) the top sheet cover over the bottom sheet to the destination.

In the case of a lateral transfer between a bed and a trolley 1 sheet should be placed directly under the patient, if available attach the extension handles to this sheet, one in line with the patients shoulders and the other in line with patients hips. Place about 6 inches of the second sheet under the sheet already under the patient. The gently pull the patient towards you ensuring the top slides over the bottom sheet.

## **CARRYING SHEET**

### **WARNING:**

This equipment should only be used by staff trained and competent in the use of this item. It is tested to take a maximum weight of 160kgs.

### **CARE & MAINTENANCE OF THE CARRYING SHEET**

This item should be visually inspected before use to ensure the material or handles are not damaged. It should be cleaned with soap and water only.

### **USE OF THE CARRYING SHEET**

Subject to a risk assessment determining suitability, this item may be used for a number of techniques including:

1. Moving a person to and from the floor
2. Carrying a person up or down a staircase
3. Dragging a person along the ground to a place of safety

### **USE OF THE CARRYING SHEET**

The carrying sheet should only be used by people who have received appropriate training in its use. Risk assessment will determine the number of people required to lift lower, carry or support a person. However, in the case of moving an adult person such a move may require atleast 4 handlers.

The person may be placed onto the carrying sheet using the log rolling method. Ensure that the person's feet are inside the envelope at the bottom of the carrying sheet.

When carrying a person only do so for the shortest distance possible. If carrying down a flight of stairs take the person feet first. Subject to risk assessment handlers may be positioned as follows:

1. One handler positioned on each of both sides of the carrying sheet facing in towards the patient
2. One handler positioned at the head of the patient facing down the stairs

3. One handler positioned at the foot of the carrying sheet facing up the stairs.

Alternatively 2 handlers may be positioned on each of both sides of the carrying sheet facing inwards towards the person. If dragging a person along the floor do so by the head end.

## **CURVED TRANSFER BOARD**

### **INTENDED USES**

To compensate for a disability by helping a person transfer from one sitting surface to another.

### **USAGE INSTRUCTIONS**

Not for people who have an allergic reaction to PVC or who have a tendency to develop dermatitis.

### **INSTRUCTIONS FOR USE**

With the slip-resistant pads down, position one end of the board under the user's body and the other end on the destination surface. Position the board so it supports the full body weight during transfer and the curve facilitates the transfer. The smooth surface of the board is best suited for clothed transfers. For bare-skin transfers, a towel can be placed over the board for a smoother transfer.

### **CARE AND CLEANING**

The polypropylene board with PVC can be cleaned with a household disinfectant or mild detergent and water.

### **CAUTIONS:**

It is recommended that the Curved Transfer Board not be used without previous training by a healthcare professional. For some people, attempting a transfer without assistance from a caregiver is not recommended.

The board is not to be used to support more than 152kg/336lbs/24st.

Inspect the board prior to each use for signs of wear. Do not use the board if it appears weakened.

Be sure the board is securely in place before putting weight on it.

If unusual swelling, skin discolouration or discomfort occurs, use should be discontinued and a healthcare professional consulted.

# Personal Risk Assessment (T.I.L.E.)

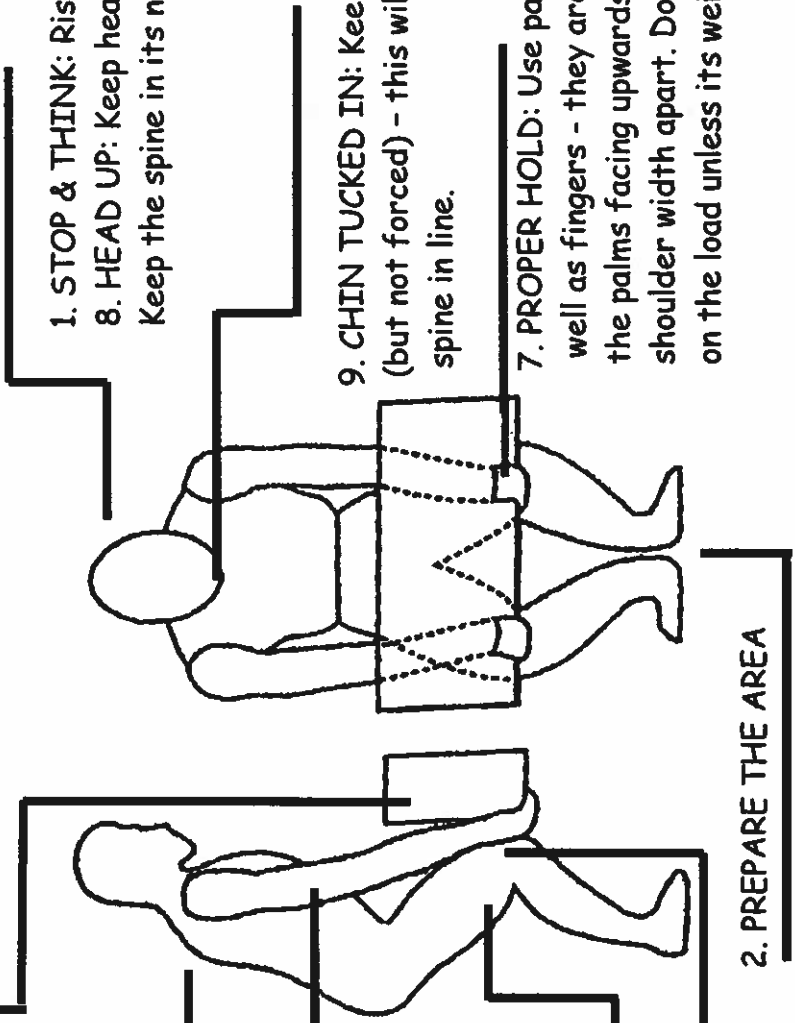
If the Task Involves:

- Head Down? Stop!
- Stooping? Stop!
- Twisting? Stop!
- Holding load away from trunk? Stop!
- Strenuous Manual Handling? Stop!  
(not in a reasonably relaxed and Comfortable manner)
- Carrying a Long Distance?(>10m) Stop!
- Poor Hold or Grip? Stop!
- Incorrect Foot Position? Stop!

Unless a Snatch Rescue, All efforts should be made to overcome High Risk Activities before moving.

# Principles of Safer Manual Handling

- 6. **Hold Close:** Be aware of your centre of gravity. Hold the load as close to your body and centre of gravity as possible.
- 11. **USE MOMENTUM OF LOAD:** Rocking a load builds momentum, which can aid the lifting process. Consider the load surface. Reducing friction encourages movement.



4. **SPINE IN LINE:** The back is at its strongest when in its Natural curves.

12. **ARMS STRAIGHT:** When pushing or Pulling keep arms fairly straight but do not lock elbows. They will act as shock absorbers should the load stop suddenly.

10. **USE POWERFUL LEG MUSCLES:** These muscles are the strongest in the Body providing the main power for lifting.

5. **HIPS & KNEES FLEXED:** They act as shock absorbers to minimise stresses involved in handling weights. If any sudden stress this position allows us to make best use of our body weight, transferring it from one foot to the other.

2. **PREPARE THE AREA**

3. **FOOT POSITION:** stand as close to the load as possible, place feet shoulder width apart ideally either side of the load to give a balanced distribution of weight to the body and provide a stable base. Place one foot in front of the other to aid balance. At least one foot should be pointing in the intended direction of movement.

1. **STOP & THINK:** Risk Assessment  
8. **HEAD UP:** Keep head upright. This helps Keep the spine in its natural position.

9. **CHIN TUCKED IN:** Keep tucked in (but not forced) - this will help keep the spine in line.

7. **PROPER HOLD:** Use palms of the hand as well as fingers - they are far stronger - keep the palms facing upwards and grip about shoulder width apart. Do not change your grip on the load unless its weight is supported.

# Personal Risk Assessment

## T. TASK

- What is the urgency of the task?
- What is involved in the task?
- Are there any problems?
- What equipment is available?
- Where am I going to and from?
- Will distance to travel cause fatigue?
- Is it possible to reduce stooping, stretching or twisting?

## I. INDIVIDUAL

- Have I any medical or physical limitations?
- Can I and my colleagues perform this activity in a reasonably relaxed and comfortable manner?
- Am I the best person to perform the task?
- Do I know enough to perform the task safely?
- Sufficient staff/ Assistance required?
- Are my/my colleagues clothing, footwear and PPE Suitable?

## T.I.L.L.E.

## E. ENVIRONMENT

- Is destination route free from obstruction
- Is floor surface uneven or slippery?
- What distances/changes in height are involved?
- What space constraints or obstacles are there?
- Is lighting adequate?
- What equipment is appropriate for the task?
- Will temperature/weather cause problems?

## L. LOAD

- Are there any special needs?
- Can the patient weight bear/help themselves?
- How independently mobile/and for how far?
- Where is the patient's centre of gravity?
- Could the patient move with aids/guidance?
- What handling constraints are there?
- What physical characteristics affect the move?
- What behavioural characteristics affect the move?
- Is the patients clothing/footwear suitable?

# Remember !

## The 4P's of lifting

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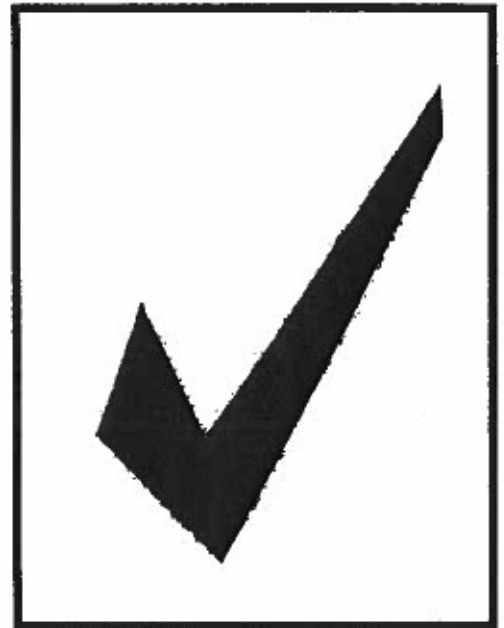


❖ **Plan**

❖ **Prepare**

❖ **Position**

❖ **Perform**



## **HOW TO KEEP YOUR BACK HEALTHY**

In order for trainees to take reasonable care of their own health and safety they should take steps to maintain a good level of physical fitness. They should consider a regime, including the following exercises, many of which will strengthen the back and legs. Some may also be used to warm-up immediately prior to a lifting task where circumstances permit.

### **Warm-up Exercises**

Prior to moving and handling activities should be a part of the handler's daily routine who should consider repetitions of:

**Arm Circles** stretch and loosen shoulder and arm muscles. Stand or sit with your arms straight out from your sides. Slowly move your arms in increasing circles. Continue for thirty seconds. Rest and repeat three times.

**Back Bends** relax and relieve overworked shoulder, back and hip muscles. Stand and place your palms on your lower back. Lean your upper body back without over-stretching the neck. Hold for a count of five and repeat three times.

**Deep Squats** are good for whenever your back, hips and leg muscles feel tight. Stand with your knees bent, feet apart (shoulder width) and heels flat on the floor. Squat as low as you can, keeping your heels on the floor. Squat as low as you can, keeping your heels on the floor. Feel the stretch in your hips. Hold for a count of five and repeat three times.

**Side Bends** loosen tight muscles in the back and side and improves their blood supply. Stand or sit with your hands clasped over your head. Lean to one side as far as possible. Feel a slight pull from your shoulder and waist. Hold for a count of five and repeat three times on each side.

### **Strengthening**

**Knee Raises** strengthen your back muscles. Lie on your back. Use your arms, pull one knee up to your chest. Lower the leg to the starting position and repeat twenty times with each leg.

**Knee Swings** strengthen your back muscles. Keep the knees together and shoulders and trunk still. Move legs gently to the left, then back to the right. Let your knees go as far as possible and return to the central position. Do this for five repetitions.

**Pelvic Tilt** strong stomach muscles provide good back support. Stand or sit and tighten your stomach muscles. Squeeze buttocks and hold for a count of five. Repeat two to three times every thirty minutes.

**Wall Slides** strengthen leg muscles used in pulling and pushing. Stand with your back against a wall and with your feet apart (shoulder width). Slide into a half sitting position. Hold for a count of ten, slide back up and repeat three times.