

# **Disability hoist – Operational procedures**

## **Staffing**

All persons operating the disability hoist must have equipment specific training with the individual hoist and also have completed object handling training.

Correct safety equipment must be worn by all persons when on the jetty, pontoon or any boats.

## **Equipment**

The disability hoist is designed to be fitted to the floating pontoon, to allow transfer from a wheelchair to suitable watercraft. It must not be attached to any other object. The hoist must be serviced at least 6 monthly.

An appropriate sling must be used with the hoist. The sling must be of the correct size and fitted by a trained person. All slings must be serviced at least 6 monthly.

If a disabled person provides their own sling it must carry an in-date service tag. If it does not have an in-date service tag it must not be used. If the operator is unsure how the sling is to be fitted they must not use it.

If a suitably sized sling is not available the hoist must not be used. If a sling is incorrectly fitted the disabled person must be lowered and the sling re-fitted.

## **General procedure**

Hoist to be assembled by a trained person.

Hoist, jetty & pontoon to be checked before each use.

Check service tags on hoist and slings.

Hoist operation in line with equipment specific training.

Ensure correct fitting of sling.

Position boat correctly and secure before loading / unloading.

## **Requirements**

Hoist to be checked by external contractor at least every six months, in line with LOLER regulations.

All persons operating the hoist must be appropriately trained.

Hoist, jetty and pontoon to be checked before every use.

**The risk assessment must be reviewed on arrival on site to take into account prevailing**

conditions and recent changes, and monitored throughout the activity session.

Risk	Control	Acceptable?
Incorrect lifting and carrying	All staff to lift and carry hoist sections in line with manual handling training and guidelines. Where possible two people to work together setting up hoist.	Yes
Inserting mast into base	Fingers must be kept clear of the spigot that inserts into the base. Mast to be lowered in a controlled fashion.	Yes
Incorrect assembly	Hoist must be assembled by staff that have been trained.	Yes
Structural failure	Hoist to be inspected in line with LOLER every 6 months. Staff to visually check assembled hoist before use.  Hoist only to be assembled and used by trained staff.	Yes
Banging head into structure	Awareness of surroundings. Sling setup in line with training.  Instructor care and attention.	Yes
Incorrect sling used	Training to cover sling selection.  Guidance from individual and visiting staff.	Yes
Inappropriate physical contact	Support staff to fit slings where possible.  Individuals to assist with fitting of their sling where possible.  Training to cover use of slings.  Instructor communication with individual detailing upcoming actions.	Yes

Falling in the water	Awareness of surroundings. Boats to be secured before loading / unloading. Buoyancy aids must be worn by all in the area when the hoist is in use. Surrounding area to be kept clear of surplus people and vacant wheelchairs.	Yes
Wheelchairs rolling away	Vacant wheelchairs to be cleared out of the way. Wheelchair brakes to be applied.	Yes
Over reaching	Participant only to be lowered into the nearside of the boat.  Boats to be positioned correctly.	Yes
Uncontrolled landing	Staff used to aid person into the boat or chair.  Individual encouraged to help themselves.  Communication between staff.  Careful control of hoist.	Yes
Unauthorised / mis-use	Hoist to be stored securely inside when not in use.  Staff to supervise hoist when erected / prevent unauthorised access.  Staff to put hoist away at earliest available opportunity.	Yes

Review date: before use

