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| Address: Telephone: | Diagnosis and relevant medical information: | PMH: | Assessor Name:Designation: Signature:Telephone:Date:Review Date |
| Falls History: | Height: Weight: | GP and Surgery: |
| Equipment in situ at patient/service user’s home (Including make and size):  | Carer Contact Details:NOK Contact Details: | Manual Handling equipment to be used by:* Care Agency/Care Home Carers

Date risk assessment sent to agency/care home:* Family members

Demonstration date:Demonstration completed by: |

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| Date | Summary of transfer assessments carried out on the ward/community e.g. method of transfer and equipment used | Conclusion |
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| **Task:** |  | **Comments:** |
| Strenuous pushing or pulling? |  |  |
| Twisting/Stooping/Reaching? |  |  |
| Sudden or unpredictable movement? |  |  |
| Insufficient rest or recovery? |  |  |
| **Individual:** |  |  |
| Skill Level? |  |  |
| Specific health considerations inclusive of physical and/or cognitive capabilities? |  |  |
| Family and/or carer preferences? |  |  |
| **Load:** |  |  |
| Weight? |  |  |
| Sitting balance? |  |  |
| Involuntary/unpredictable movement of patient? |  |  |
| History of falls? |  |  |
| Pain/Stiffness? |  |  |
| Communication? |  |  |
| Understanding? |  |  |
| Agitated/Challenging Behaviour? |  |  |
| Pressure care needs? |  |  |
| Continence (frequency, pads, catheter) |  |  |
| **Environment:** |  |  |
| Environmental Considerations? |  |  |
| Inadequate lighting? |  |  |
| Space/access difficulties? |  |  |
| Inappropriate flooring? |  |  |
| Tripping/slipping hazards? |  |  |
| **Any other considerations:** |  |
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**Action to be taken to reduce any identified risks**

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| **Task** |   |
| **Individual** |  |
| **Load** |  |
| **Environment** |  |

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| General Safety Guidelines:1. The Minilift 125 should only be used in accordance with the instructions below for the named individual.
2. Always refer to the Manufacturer’s instructions.
3. Carers must have up to date moving and handling training.
4. The weight of the person must not exceed the safe working load indicated on the Stand Aid Hoist
5. Ensure wheelchair/wheeled commode/hospital bed brakes are on prior to transfer.
6. Ensure Minilift 125 brakes are on prior to transfer.
7. Do not move Mrs X from room to room whilst in the Stand Aid Hoist
8. Ensure that battery from the Minilift 125 is placed on charge following each transfer.
9. Carers to monitor slings for any signs of fraying or damage with each use.
10. Carers to adjust furniture appropriately and adopt correct posture at all times and avoid bending, twisting and stooping movements.
11. Particular care should be taken to avoid sheering and friction of Mrs X’s skin
12. Carers should not attempt tasks that are beyond their own or Mrs X’s capability. If in doubt, contact senior staff.
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|  | Transfer: | Equipment for transfer: | No. of carers | Techniques recommended: |
| R11. | Bed to wheelchair/wheeled commode and backOr / andSitting to sittingi.e. Wheeled commode to chair and back | Minilift 125 (enter brand)Sling: (enter type and size)Slide Sheet: (enter type and size)Hospital bed: (enter mattress type, if bed safety rails etc)Wheeled commode/wheelchair | 1 or 2 | * If transferring from the bed, assist/encourage Mrs X to bring her legs round into a sitting position on the bed.
* Position wheelchair/commode next to bed / chair / commode at 45 degree angle.
* Place Thorax sling behind the person in the small of their back, there is a pocket on the sling that can be used to help slide the sling behind the person into the correct position and fasten the belt as per manufacturer’s instructions and demonstrated by OT
* Position Minilift 125 so it is directly in front of Mrs X.
* Assist/encourage Mrs X to place feet correctly on base of the minilift
* Move the minilift as close as possible, ensuring that their shins are resting against the leg support.
* Please specify whether brakes need to be applied
* Release the locking handle knobs on the lift arm and pull the lift arm out as far as safely possible towards the person.
* Attach the appropriate loop As advised by OT to the sling bar hooks.
* Pull the lift arm back so that the straps on the sling are stretched, then tighten the locking handle knob back into starting position.
* Allow and encourage Mrs X to reach and hold bars on the Minilift 125 Encourage to hold on tightly.
* Use minilift controls and proceed with the lift ensuring Mrs X’s feet still in correct position. At all times ensure Mrs X is being told what you are doing.
* As Mrs X stands, carers to check sling is fitted correctly and that Mrs X is comfortable before rising to a full standing position. If not, then lower and refit sling as above.
* Take brakes off and position Mrs X over chair/commode/bed, adjusting the legs of the Minilift 125 to allow for positioning..
* Lower gently into sitting position, ensuring Mrs X is sitting with her bottom touching the back of the chair/commode / bed – remind Mrs X to bend her legs to enable sitting if necessary.
* Release the locking handle knobs and move lift arm towards the person so that the sling loops are loosened.
* Detach sling hooks from Minilift 125 and remove sling as per manufacturer’s instructions.
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