



# Diocese of Middlesbrough Pilgrimage

## Hoist Policy

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## Purpose

To describe the arrangements in place at Lourdes Pilgrimage for the safe, effective and compliant maintenance and management of lifting and handling equipment. This policy should be read and implemented alongside the Moving and Handling Policy.

## Scope

The following roles may be affected by this policy:

- Doctors
- Nurses
- Brancardiers
- Handmaids

The following may be affected by this policy:

- Supported pilgrims

## Objectives

To outline the arrangements implemented at the Lourdes Pilgrimage to ensure that the lifts and hoisting equipment, used in the delivery of its services, are fit for purpose and specifically designed to meet the needs of the supported pilgrim.

To describe how the Lourdes Pilgrimage complies with relevant legislation and the applicable British Standards in relation to the use of lifting and hoisting equipment.

To outline the arrangements in place at the Lourdes Pilgrimage to ensure that all volunteers have the skills, experience and competence to work with lifts and hoists to protect and support supported pilgrims safely.

To describe the framework in place during the Lourdes Pilgrimage and detail all volunteers' duties and responsibilities when working with lifts and hoists.

## Policy

The Lourdes Pilgrimage selects, uses and maintains all lifting and handling equipment in accordance with applicable legislation and ensures that the risks associated with its use are assessed and controlled.

Lourdes Pilgrimage ensures that all volunteers are fully trained and competent in the use and operation of lifting and handling equipment, as well as being made aware of their individual legal duty to comply with all health and safety policies & procedures.

Various types of lifts and hoists are used in Lourdes Pilgrimage, ranging from passenger lifts to fixed and mobile hoists. All share a common feature in that, if they are not properly maintained and subjected to a thorough inspection by a competent person, failure of the lift/hoist may result in serious injury and even death.

It is our policy to:

- Provide lifts and hoists that are suitable for their intended use.
- Ensure that all lifts and hoists, including slings and fastenings, are in good order.
- Ensure that all lifts and hoists are thoroughly examined by a competent person.
- Train members of volunteers in how to use the lifts and hoists.
- Ensure that supported pilgrims are accompanied by a volunteer at all times when using a lift or hoist
- Remove from service any lifting equipment which is identified as unsafe due to the presence of defects identified in any maintenance, examination or pre-use check activity.

All volunteers using passenger and goods lifts shall observe the following rules:

- Only use the lift for its intended purpose.
- Do not exceed the stated maximum number of passengers in any lift.
- Do not exceed the stated maximum load for any lift.
- Lifts must not be used in the event of fire alarm activation, unless it is a lift specifying that it can be used for evacuation purposes (i.e. a Fire-fighting Lift).

## Procedure

The Organising Committee will arrange training for all volunteers who may use the equipment and carry out visual in-house checks. All volunteers are responsible for visual observation of the equipment and for the checking of safety features, e.g. passenger alarms, interlocks, brakes, slings, etc. They will report any defects immediately, remove the equipment from use and report this to the Duty Lead.

Volunteers will ensure the equipment in use is clean and in good order. Volunteers will also monitor and review the effectiveness of equipment used on the Lourdes Pilgrimage. If it is felt that it is no longer fit for purpose, this will be discussed with Duty Lead and such equipment will not be used without the expressed consent of Duty Lead. The Duty Lead will ensure that labels applied by the maintenance contractor confirming the lift or hoist have been tested will state:

- The examination and maintenance carried out is thorough and has been completed in compliance with LOLER 1998.
- The date of the service.
- The next examination dates.

All volunteers will report any defects with equipment to the Duty Lead, who will then immediately take the equipment out of service, ensuring that it is clearly marked 'do not use' and store it until the problem has been rectified.

Any incident involving a medical device should be reported to the Duty Lead if:

- Someone is injured (or almost injured) by a medical device, either because its labelling or instructions are not clear.
- It is broken or has been misused.

- A Service User's treatment is interrupted because of a faulty device.

Training will cover:

- Moving and handling risk factors and how injuries can occur.
- How to carry out safe moving and handling, including good handling techniques.
- Appropriate systems of work for the individual's tasks and environment.
- Use of mechanical aids.

When using the lift, volunteers will be shown its key functions and use on induction.

Volunteers will also be informed of when not to use the lift and what action to take in the event of lift failure.

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Various types of lifts and hoists are used in Lourdes, ranging from passenger lifts to mobile hoists. All share a common feature in that, if they are not properly maintained and subjected to a thorough inspection by a competent person, failure of the lift/hoist may result in serious injury and even death.

It is our policy to:

- Provide lifts and hoists that are suitable for their intended use
- Ensure that all lifts and hoists, including slings and fastenings, are regularly inspected and maintained
- Ensure that all lifts and hoists are thoroughly examined by a competent person in accordance with statutory requirements
- Train volunteers in how to use the lifts and hoists
- Ensure that Supported pilgrim are accompanied by a member of volunteers at all times when using a lift or hoist
- Remove from service any lifting equipment which has not been examined in accordance with the required frequency
- Remove from service any lifting equipment which is identified as unsafe due to the presence of defects identified in any maintenance, examination or pre-use check activity.

All volunteers using passenger and goods lifts shall observe the following rules:

- Only use the lift for its intended purpose
- Do not exceed the stated maximum number of passengers in any lift
- Do not exceed the stated maximum load for any lift
- Lifts must not be used in the event of fire alarm activation, unless it is a lift specifying that it can be used for evacuation purposes (i.e. a Fire-fighting Lift)