

Arjo Huntleigh Sara Stedy assisted transfer from one seated position to another

Issue Date	Review Date	Version
March 2021	January 2024	1

Purpose

To promote safe practice in the use of the Arjo Huntleigh Sara Stedy assisted transfer from one seated position to another, device thus reducing the risk of musculoskeletal injury to staff, enabling patients and objects to be moved safely. It is to be used in conjunction with the Moving and Handling People and Objects policy, and manufacturer’s instructions.

Who should read this document?

Trust Board and its committees, because it is ultimately the Board’s responsibility and accountability to ensure that relevant Health and Safety legislation is being addressed.

Senior clinicians and senior managers, because they need to know their responsibilities and accountability in respect of promoting safe handling behaviours in their work areas

All staff, because they need to follow the Trusts Standard operating procedures in moving and handling people and objects safely to protect the safety of patients and staff.

Key Messages

This safe operative procedure describes method for Arjo Huntleigh Sara Stedy assisted transfer from one seated position to another

Core accountabilities		
Owner	Sarah Fishwick	
Review	Health and Safety Committee	
Ratification	Deputy Chief Nurse – Bev Allingham	
Dissemination (Raising Awareness)	Health and Safety Committee	
Compliance	The Manual Handling Operations Regulations 1992 (amended 2002).	
Links to other policies and procedures		
Moving and Handling People and Objects Policy. Plus Size Moving and Handling Policy. Health & Safety Policy. Risk Management Policy. Prevention and management of falls policy.		
Version History		
1	2011	Guidance created
2	2018	Updated
1	March 2021	Transferred to SOP and Updated

The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

An electronic version of this document is available on Trust Documents on StaffNET. Larger text, Braille and Audio versions can be made available upon request.

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

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Standard Operating Procedure (SOP)
**Arjo Huntleigh Sara Stedy assisted transfer from one
seated position to another**

1 Introduction

Methods for Safe Movement

University Hospitals Plymouth NHS Trust

2 Definitions

Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do

3 Regulatory Background

Health and Safety of Work Act 1974

Management of Health and Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992 (amended 2002)

Provision and Use of Work Equipment Regulations 1998

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014

15.—(1)

4 Key Duties

All staff are expected to take practical steps to minimise risk to themselves, patients and colleagues. Wherever there is doubt or uncertainty, staff are expected to seek assistance necessary to make the procedure safer.

All staff must report all manual handling incidents, in line with the Trust's Adverse Events policy.

Understand the Trust's procedural documents on managing manual handling risks and ensure that they have an up to date record of completion of required training, as detailed in the Trust's Workforce Induction and Training Policy.

Use only equipment and procedures for which they are trained and competent to use

Seek basic guidance from the manual handling key worker, or the manual handling team for specialist advice, for any situations where they are uncertain of the best approach to use.

Report discomfort or pain possibly associated with their work to their line managers and refer to the Staff to Occupational Health and Wellbeing department as appropriate in line with Trust policy

Ensure that they do not create hazards or increase risks as a result of their working practices and behaviours

Using the Arjo Huntleigh Sara Steady assisted transfer from one seated position to another

Staff: A minimum of 2 person task

Equipment: Arjo Sara Steady

Patient criteria:

- Ability to cooperate and follow instruction
- Standing balance
- Ability to take own weight through his/her legs
- Upper body control and able to grasp handles

Controls:

The patient must be able to maintain standing position prior to the task. If the patient is unable to weight bear adequately DO NOT use this method of transfer, reassess patient's needs.

Always refer to manufacturer's instructions

End user safety checks:

Ensure patient does not exceed safe working load

Brakes in good working order

Visual inspection for signs of damage



- Approach patient, open the two seat halves, open chassis legs.
- Position Sara Steady in front of patient.
- Advise the patient to place their feet on the footboard and shuffle toward the edge of the seat.
- Ensure the patient's knees are against the knee support, and that they lean forward to hold the cross bar.
- Apply the castor brakes when the patient has their feet, and knees in the correct position.



- Advise the patient to stand on the 'S' of stand with the help of the integrated handlebar. If required the handles can facilitate the patient in standing (dependent on their assessment of patient).



- Swivel seat flaps into position.
- Close the two seat halves from either side.



- Ensuring the patient is in the seated position, with the patient's knees firmly against the knee pad, and their hands holding the integrated handlebar.
- o not remove the chair/commode/wheelchair until the two seat halves are closed.



- Release the castor brakes ensuring the patients in the seated position, and then continue with transfer.



- Place the patient over the receiving surface.
- Apply the castor brakes to the Sara Stedy and brakes of receiving surface (if applicable).
- Open the two seat halves from either side.



- Advise the patient to sit on the 'S' of sit with the help of the integrated handlebar. If required the handles can facilitate the patient in sit (dependent on their assessment of patient).

6 Document Ratification Process

The design and process of review and revision of this procedural document will comply with The Development and Management of Formal Documents.

The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be reviewed by the group or committee and ratified by the Deputy Chief Nurse .

Non-significant amendments to this document may be made, under delegated authority from the Deputy Chief Nurse, by the nominated author. These must be ratified by the Deputy Chief Nurse and should be reported, retrospectively, to the group or committee.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes.

7 Dissemination and Implementation

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Formal Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Deputy Chief Nurse and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

8 Monitoring and Assurance

All appropriate staff receives mandatory training, as per Moving and Handling People and Objects Policy.

Moving and handling team regularly monitor incidents via Datix, in line with Moving and Handling People and Objects Policy reporting to the Health and Safety committee who have oversight.

Health and Safety Committee report directly to the Trust board. They are responsible for ensuring that the Trust maintains adequate arrangements to manage and mitigate the risks of injury arising from moving and handling.

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