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| **Safety Task Card** |
| **POR 16** | **Portering of patients from Helipad or deck**  |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Manual handling Falling loadsStriking people, stationary objects and structuresUneven and sloping routesWet floor surfaces Falls from Height Wet /windy weatherStruck by rotor blades Height of the helipadNecessity of speed of response to helicopter alert Mechanical failure of powered trolley | Back, muscle and upper limb strainsImpact injuriesCuts and bruisesSlips, trips and fallsBruising, possible fractures to bonesFatalities Slips, trips falls Struck by flying objects Decapitation Vertigo, nausea and dizziness causing potential fainting /falls Falls, tripping , collision with other hospital users Excessive force required to push trolley manually |
| **Safe System of Work** |
| * Trained personnel on receiving alert of helicopter arrival will make their way to the helipad reception point as quickly as possible – observing their own safety and that of those around them.
* Task to be completed only by trained staff- training to clearly document and to include ‘dummy runs’ with the motorised trolley in the helipad environment.
* No untrained staff must access the helipad or gangplank without supervision of responsible person – due to location staff to be chosen who are comfortable with the height including in inclement weather conditions and physically able to steer the trolley.
* Staff always trained in the correct helipad protocol and to follow the instructions of the responsible person- security /helipad controller .
* Trolley to be checked daily at start of the shift to ensure in good working order and any fitted restraints or guards are present. Any damage/defect must be reported immediately and standby trolley to be charged for use. In event of trolley being inoperable – extra support needed to push and control trolley – review regularly to ensure adequate cover.
* Porters to follow guidance of Helicopter crew and responsible person always during the patients transfer.
* Ensure bedding / covers and power cable are tucked in so as not to snag on door handles, tangle in wheels or catch during operation. Any medical equipment to be secured and checked by medical personnel in attendance.
* When signal given that rotor blades have stopped under instruction of responsible person the porter to steer the trolley to the aircraft. On arrival at the aircraft once position of trolley is agreed. Fully engage the trolley brakes. The patient movement onto the trolley is to be completed by medical personnel.
* When medical lead gives the instruction to move, disengage brakes and proceed to gangplank checking clearance and preventing collision with medical team in attendance.
* At areas that the medical team may need to trolley stopped the porter MUST follow instruction,
* When turning the trolley to manoeuvre around corners or through the doors, if concern of attendance may be hit, giving appropriate warnings when necessary.
* All trained personnel to wear hi visibility suitable for weather conditions and gloves (nitrile) for infection control purposes. All personnel to wear toe protecting slip resistant footwear.
* At all times the operator MUST stay within the main gangplank and centre of the Helipad and not go to the edge.
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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** |
| **POR 16** | **Portering of patients from Helipad or deck**  |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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