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| **Safety Task Card** | | | | |
| **POR 06** | **Portering of hospital patients** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Manual handling  Falling loads  Striking people, stationary objects and structures  Uneven and sloping routes  Wet floor surfaces  Violent reaction from patient  Transmission of infection | | | Infection by Micro-organisms, for example:  MRSA  HIV  Hepatitis  Typhoid  COVID -19  Back, muscle and upper limb strains  Impact injuries  Cuts and bruises  Slips, trips and falls  Bruising, possible fractures to bones  Violence and assault | |
| **Safe System of Work** | | | | |
| * Task to be completed only by trained staff * On allocation of job to identify if 1 or 2 porters required or the use of a mechanical bed mover. * Task and access to area to be completed by trained operative not identified as vulnerable group or risk to patient from infection (barrier care). * Once informed of any special requirements including the required PPE to be implemented – prior to starting the move and on arrival to follow correct doffing (removal of PPE) * Task to be completed by an appropriate number of staff and escort by medical staff / family member if required. * Wheelchairs and beds to be checked before use to ensure they are in good working order and any fitted restraints or guards are present. Damaged/defective wheelchairs and beds to be removed from use, labelled as defective and isolated until repaired by a competent person. * Porters to check with ward staff of any risks of violent reaction or unexpected behaviour from the patient before transporting. Necessary, escort to be organised: ward staff/security. * If necessary, obtain assistance to help the patient into and out of the wheelchair at the beginning and end of the journey. * Ensure bedding or covers are tucked in so as not to snag on door handles, tangle in wheels or catch in lift openings * Make progress carefully and steadily avoiding obstructions and other pedestrians, sudden changes in direction or sudden stops, giving appropriate warnings when necessary. * Wherever reasonably practicable, avoid routes with uneven floor surfaces, changes in level and wet surfaces * Never leave the patient unattended. * Ensure that the patient’s head and limbs are contained within the bed or wheelchair and cannot be injured. * Check with medical staff that any medical or ancillary equipment attached to the patient cannot become entangled, snagged or detached during the journey. * For patients comfort: avoid stopping in poorly lit or draughty areas,keep the patient informed of progress * Implement manual handling safety precautions. * Implement manual handling guidance and POR 17 use of bed puller. | | | | |
| **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 06** | **Portering of hospital patients** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
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