

<b>Location:</b>	Leicester Outdoor Pursuits Centre	<b>Date of Assessment:</b>	27/9/12	<b>Last Reviewed:</b>	March 21	<b>Name of Assessor:</b>	Chris Mumin
<b>Activity:</b>	Use of hoist (to transfer in and out of boats )	<b>Assessment Reference No:</b>	4.35			<b>Signature of Assessor:</b>	

<b>ITEM/HAZARD</b>	<b>CONTROL MEASURES</b>
Incorrect lifting and carrying	<ul style="list-style-type: none"> <li>▪ All staff to lift and carry hoist sections in line with manual handling training and guidelines.</li> <li>▪ Where possible two people to work together setting up hoist.</li> <li>▪ If any doubt regarding correct set up, refer to management</li> </ul>
Inserting mast into base	<ul style="list-style-type: none"> <li>▪ Fingers must be kept clear of the spigot that inserts into the base.</li> <li>▪ Mast to be lowered in a controlled fashion.</li> </ul>
Incorrect assembly	<ul style="list-style-type: none"> <li>▪ Hoist must be assembled by staff that have been trained.</li> <li>▪ Hoist only to be assembled in line with the owner's manual and LOPC guidelines.</li> <li>▪ Spreader bar locking screw must be tightened.</li> <li>▪ All orange parts to be checked for tightness and correct location.</li> </ul>
Structural failure	<ul style="list-style-type: none"> <li>▪ Hoist to be inspected in line with LOLER every 6 months.</li> <li>▪ Hoist must be assembled in line with the owner's manual and LOPC guidelines and training.</li> <li>▪ Staff to visually check assembled hoist before use.</li> <li>▪ Hoist only to be assembled and used by trained staff.</li> </ul>
Banging head into structure	<ul style="list-style-type: none"> <li>▪ Awareness of surroundings.</li> <li>▪ Slings setup in line with training- and manufacturers guidelines.</li> <li>▪ Instructor care and attention.</li> </ul>
Incorrect sling used	<ul style="list-style-type: none"> <li>▪ Size charts to be used to check correct sizing is used.</li> <li>▪ Training to cover sling selection.</li> <li>▪ Guidance from individual and visiting staff.</li> </ul>
Inappropriate physical contact	<ul style="list-style-type: none"> <li>▪ Support staff to fit slings where possible.</li> <li>▪ Individuals to assist with fitting of their sling where possible.</li> <li>▪ LOPC training to cover use of slings.</li> <li>▪ Instructor communication with individual detailing upcoming actions.</li> </ul>
Falling in the river	<ul style="list-style-type: none"> <li>▪ Awareness of surroundings.</li> <li>▪ Buoyancy aids must be worn by all involved in the hoisting process the area when the hoist is in use.</li> <li>▪ Surrounding area to be kept clear of surplus people and vacant wheelchairs.</li> </ul>
Wheelchairs rolling away	<ul style="list-style-type: none"> <li>▪ Vacant wheelchairs to be cleared out of the way.</li> <li>▪ Wheelchair brakes to be applied.</li> </ul>
Overreaching	<ul style="list-style-type: none"> <li>▪ Participant only to be lowered into the part of the boat near the riverbank.</li> <li>▪ Boats to be turned round where necessary.</li> </ul>

Uncontrolled landing	<ul style="list-style-type: none"> <li>▪ Staff used to aid person into the boat or chair.</li> <li>▪ Individual encouraged to help themselves.</li> <li>▪ Communication between staff.</li> <li>▪ Careful control of the ram knob.</li> </ul>
Ram falling	<ul style="list-style-type: none"> <li>▪ Ensure webbing strap is around ram before lifting, carrying or dismantling.</li> </ul>
Unauthorised / mis-use	<ul style="list-style-type: none"> <li>▪ Hoist to be stored securely inside when not in use.</li> <li>▪ Staff to setup hoist at latest available opportunity.</li> <li>▪ Staff to put hoist away at the earliest available opportunity.</li> </ul>

