

This is generic guidance - ALWAYS comply with the individual's Moving & Handling Risk Assessment – that is specific to them

Safety Team Brief

Work Activity: Use of Fire Evacuation Albac Mat (or ResQmat)

Location:

Risk Assessment Ref:

Completed by:

Date:

Hazards and associated risks identified on the risk assessment

Manual Handling of people – risk of strains/sprains, personal injury to self and/or others.
Secondary injuries – impact from falling

Contents

Using any rescue aid	1
In the Event of an Emergency	2
Stairs	3
After Use	3
Signage	4
General Maintenance	4
Cleaning	4

Procedure to be followed



AlbacMat



ResQmat

Using any Rescue Aid

- All staff on duty must know the location of any rescue aids and have been provided information, instruction and training in its use (record)
- Include these training sessions within your fire drills (use staff as the person being evacuated) - Do not cause the people we support unnecessary stress; it would only be utilised in an emergency
- Never take outside of the property for a 'drill', this will cause unnecessary damage to the base of the unit
- Upon completion of the drill, ensure that it is cleaned and wrapped back into position, ready for quick release in the event of an emergency
- Notify the Service Manager if there are defects in the equipment
- Maintain safe moving postures throughout all procedure, keep the load as close to the body, bending with the knees, not at the back, ensuring the route is clear and you are talking to the person throughout the procedure.

This is generic guidance - ALWAYS comply with the individual's Moving & Handling Risk Assessment – that is specific to them

In the Event of an Emergency

- Follow the locations Fire Evacuation Procedures – risk assess your actions
- Ensure the Emergency Services have been notified and those that are able, are alerted to the emergency and to take action
- If there is any risk to yourself or others, ensure people are left as safe as possible, (closing doors between them and the source of the fire) and be ready to notify the emergency services upon their arrival of all site information and location –
- The Site Fire Plan should be included as part of the evacuation procedure

Preparing the ResQmat

- Open the storage bag and release the ResQmat by pulling the white Velcro holding strap apart
- Unfold and open up the ResQmat and place in position ready for use. Ensure that the built-in pillow is at the head end.

Preparing the AlbacMat

- To release the AlbacMat from its self-contained bag, hold the AlbacMat by the yellow hi-vis handle, with the logo facing away from you, release the blue fastening strap and “throw out” the Mat – ensuring that keep hold of the hi vis handle. Once the AlbacMat has been released it is ready for use.

Transferring onto the Mat

- Once unravelled, position the mat beside the person being supported – either on the floor or on the bed. With them on their side, put the Mat to their back and roll them on their back once more so that they are now on the Mat
- Using the straps down each side, strap them in across the chest and the knees. Use the side strap at the head end of the Mat to turn them and lower them from the bed and pull them to safety.

Evacuation

Before moving the Mat from the bed and if time allows, take the bed down to its lowest position. Taking the straps at the head end, hold them short and move the Mat around on the mattress so it is laying across the bed.

If space and resource allow, a second person can take hold of the straps at the foot end. The person at the head end pulls & steps slowly backwards to enable the Mat to slide onto the floor, allowing the pulling straps to slowly move through their hands, keeping a correct posture and taking care to support the persons head. You will find that by keeping moving slowly backwards, the legs & feet will follow. These can be supported by the second person to help ensure a steady descent.

If the person is on the floor, in a narrow area, use the handle (not the strap) at the foot end to pull them to an area where you can then use the handles at the head end for your comfort.

Once they are at the assembly point, they can be left while the support worker returns to evacuate other persons (but only if it is safe to do to).

Two-person rescue

- May be required with a large or difficult person supported
- The process is the same, just with two people working either side of them

This is generic guidance - ALWAYS comply with the individual's Moving & Handling Risk Assessment – that is specific to them

- They each have a free hand to assist another person at the same time, open doors, etc should it be required

Stairs

- The Mats have been tested using various methods of descending stairs and staircases. While it is preferable to have two 'rescuers' when negotiating stairs, it can also be performed by a single person.

Single Personnel: (Not recommended, but if required)

The support worker brings the person supported to the top of the staircase. Their feet need to be over the edge of the stairs, they may need to adjust their handle usage before beginning the descent. The support worker then guides the person we support until their feet/body are resting on top of the stairs.

The support worker positioned at the head end is to guide the person we supports' weight. The Mat will do the work. They need to walk down the stairs almost normally. One of the longer straps may be useful here. The method is to allow the mat to 'skate' over the top of each step, so the lower the person is on the mat, the better weight transference and the easier it will slide down the stairs.

Two personnel: (This is highly recommended)

The evacuation involving stairs can be performed a lot quicker with two support workers. If one person is stationed at the stairs during the evacuation, a staircase can be easily negotiated

The person at the foot end is there as a support to turn the mat at each flight and can slow them if the Mat gets a little fast. This is done simply by raising the feet, using the handle on the foot pocket. They are also available to 'tug' the mat if required if it stalls on the edge of a step (crease in board may rest upon a step).



After Use

Once the emergency is over all Mat's used for evacuation should be inspected by an authorised person for any damage. The stitching on the handles and straps must be inspected closely for any breakages or signs of wear. Please also check the stitching surrounding the polypropylene board. If stitching is worn or broken in any place, it is recommended to replace this item, as the strength of the material will be weakened so re-stitching is not recommended.

This is generic guidance - ALWAYS comply with the individual's Moving & Handling Risk Assessment – that is specific to them

Included in the inspection routine is the under-side of the polypropylene board which needs to be checked for grazing or puncture damage. Slight grazing (no bigger than a fist) and small punctures (from gravel or rough terrain) will not restrict the performance of the Mat, however if grazing is significant the material will lose its slide-ability and therefore its ease of use, so replacement is recommended.

If the Mat passes the inspection it can be cleaned before either rolling or folding up to put back in place for future use.

AlbacMat - When rolling it up for storage, have the left side (reverse angle i.e. person rolling is at head end and facing mat length ways; the rollers left) of the mat on the bottom of the overlap to avoid the joining of the Velcro straps.

Signage

Upon purchasing an Evacuation Mat the service should inform staff of the presence of the Evacuation Aids in the service and explain the location of these, so that staff are reminded and know where to find them, should the need arise.

General Maintenance

Units should be unrolled/opened routinely every three months and reverse rolled loosely once, to ensure memory of the plastic board is not permanent. The unit can then be re-rolled/folded into its correct position ready for use.

Cleaning

Units can be cleaned and/or sanitized with no detriment to the materials, although harsh chemicals are not recommended. A hose or cloth will suffice and towel drying to remove excess water is recommended. Allowing the unit to air dry as well will ensure complete dryness rolling unit into its storage position.

This is generic guidance - ALWAYS comply with the individual's Moving & Handling Risk Assessment – that is specific to them



The above video is produced by Spectrum Health care Link <https://youtu.be/4uUPvnMmhrI>
Contact them for more information www.SpectrumHealthcare.co.uk

Responsible Person/Service Manager:

Equipment and/or tools to be used:

Training Requirements: Completion of Moving & Handling Training / Awareness of Person we Support's Support & Risk Management Plan / Practical training on the Evacuation Equipment

Additional Information: (Control measures/specialist training/restrictions)

Albac Enterprises PTY LTD
PO Box 1093
Bacchus Marsh Vic 3340, Austria – www.albacmat.com

[Spectrum Healthcare.co.uk](http://SpectrumHealthcare.co.uk) – ResQmat
SharePoint H&S Pages – Fire Safety

