

 Feidhmeannacht na Seirbhíse Sláinte Health Service Executive	<h1 style="margin: 0;">SAFETY ALERT</h1>		
<b>Ref: SA:004:00</b>	<b>RE: - Wall Mounted, Floor Mounted and Mobile Folding Screens</b>		
<b>Issue date:</b>	May 2014	<b>Review date:</b>	May 2016
<b>Author(s):</b>	National Health & Safety Function - Training Team		
<h2 style="margin: 0;">S</h2>	<b>SITUATION:</b> Wall Mounted, Floor Mounted and Mobile Folding Screens are installed in a number of HSE services and are used as an alternative to curtains around a service user's/patient's bed.		
<h2 style="margin: 0;">B</h2>	<b>BACKGROUND:</b>  <p style="margin-left: 20px;">See example of folding screen, Figure 1.</p> <p>During the period 2009-2014, 23 incidents involving folding screens have occurred across four designated centres for older people within the HSE Dublin Mid Leinster, Dublin North and Dublin City North service area. A number of these incidents resulted in injury to staff and service users.</p>		
<h2 style="margin: 0;">A</h2>	<b>ASSESSMENT:</b> Based on incident investigations, inspection reports and consultation with services, the following issues have been identified: <ul style="list-style-type: none"> <li>(i) There are several different models of folding screens currently in use across these services</li> <li>(ii) The current process for ordering folding screens does not include adequate consultation</li> <li>(iii) Inadequate screen installation including unsafe anchorage/ fixing to walls</li> <li>(iv) The absence of a preventative servicing and maintenance programme for the folding screens. A number of folding screens were found;</li> </ul>		

	<ul style="list-style-type: none"> <li>• with wall bracket screws not tightened</li> <li>• with damaged panels</li> <li>• leaning to one side</li> <li>• with wheel mounting plates twisting out of panels</li> </ul> <p>(v) Inadequate training and instruction to staff and others in the safe use of folding screens resulting in the incorrect use of the screens e.g. moving screens with the brakes on</p>
<h1 style="color: white; font-size: 2em; margin: 0;">R</h1>	<p><b>RECOMMENDATIONS:</b></p> <p><b><u>Service Managers/ Heads of Department Actions:</u></b></p> <ul style="list-style-type: none"> <li>• Prior to the selection of folding screens for a service seek advice from the HSE Procurement Department and Local Maintenance Department regarding the selection and installation</li> <li>• Assess the suitability and safe operation of the screens prior to purchase</li> </ul> <p><b>1.0 Installation of wall mounted and floor mounted folding screens:</b></p> <ul style="list-style-type: none"> <li>• Have in place a procedure to ensure that fixed screens must only be installed by a competent person in accordance with the manufacturer’s instructions</li> <li>• Consult with the Local Maintenance Department to;             <ul style="list-style-type: none"> <li>○ identify appropriate anchorage points to ensure the screen can be securely fixed in place</li> <li>○ assess the area in which the screen is to be installed to ensure it can be securely attached and positioned to prevent contact with equipment (e.g. beds) or exposed to external damaging forces e.g. doors that may crash into them when opened</li> </ul> </li> </ul> <p><b>2.0 Inspections and Servicing:</b></p> <ul style="list-style-type: none"> <li>• Have in place a procedure to ensure that a competent person must undertake periodic inspections and servicing of the screens as per the screen manufacturer’s instructions</li> <li>• A written record must be obtained of all inspections, maintenance and servicing of the screens</li> <li>• Where there are no records of a screen inspection and servicing programme, each service must organise for a competent person to undertake an immediate inspection of the screens as per the screen manufacturer’s instructions and implement any recommendations identified</li> </ul> <p><b>3.0 Usage:</b></p> <ul style="list-style-type: none"> <li>• Provide instruction and training to staff and other relevant persons using the screens inclusive of ;             <ul style="list-style-type: none"> <li>○ the safe usage of the folding screen as per manufacturer’s instructions</li> <li>○ how to visual check the screen prior to use</li> <li>○ the actions to take should the screen appear unsafe</li> </ul> </li> </ul> <p><b>4.0 Hygiene:</b></p> <ul style="list-style-type: none"> <li>• Ensure a procedure is in place for the Cleaning and Disinfection of the folding screens as per manufacturer’s instructions and infection</li> </ul>

	<p>control procedures and guidelines</p> <p><b>5.0 Incidents:</b></p> <ul style="list-style-type: none"> <li>• All incidents involving the screens must be reported and investigated as per HSE Incident Management Policy and Procedures</li> <li>• All incidents involving the folding screens must be reviewed and reported to the Staff Health, Safety and Welfare Department</li> <li>• Incidents involving the screen should be reported to the Irish Medicines Board (or National Consumer Agency, where the screen is not deemed to be a medical device)</li> </ul>
<b>Distribution:</b>	<p>Each Member of the Directorate and National Director HSE                  Each Chief Officer, HSE                  Each Assistant National Director, HR                  Each Employee Relations Manager, HR, HSE                  Each Hospital Group CEO                  Divisional and Corporate Management Teams                  Senior Managers                  Service Managers /Designated Local Managers  <b>Please ensure that this Safety Alert is brought to the attention of all relevant persons in the workplace.</b></p>
<b>Acknowledgments:</b>	<p>Julie Keegan, Health &amp; Safety Advisor, National Health &amp; Safety Function training Team.</p>