


FloorBed and Empresa Lifting Pole Instruction Manual

IFU-FL1-009EN Rev 04

Accora

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Welcome

Dear Customer,

Thank you for purchasing an Accora healthcare product. Before using this Lifting Pole, you must read and understand all the instructions in this manual. All actions and handling of the Lifting Pole must be performed in accordance with the instructions in this manual.

Please ensure that the manual is available to users and operators throughout the bed's service life.

If you need further information, please contact us. See Section 16 for region specific contact details.

General

The Lifting Pole is classified as a Class 1 Medical Device in accordance with the Medical Device Regulation 2017/745.



Notice to User

If a serious incident occurs in relation to this medical device, affecting the user or the patient, then the user or patient should report the serious incident to the medical device manufacturer (or distributor) and, in the European Union, the user should also report the serious incident to the Competent Authority in the member state where they are located.

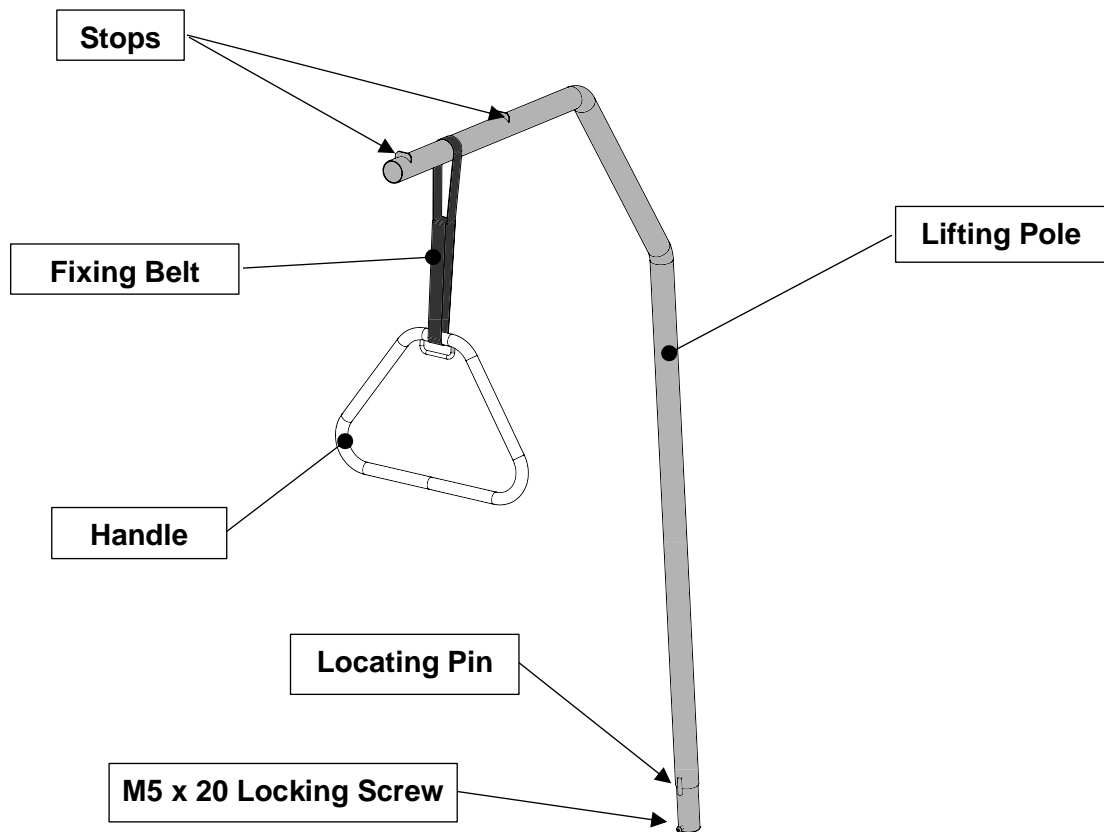


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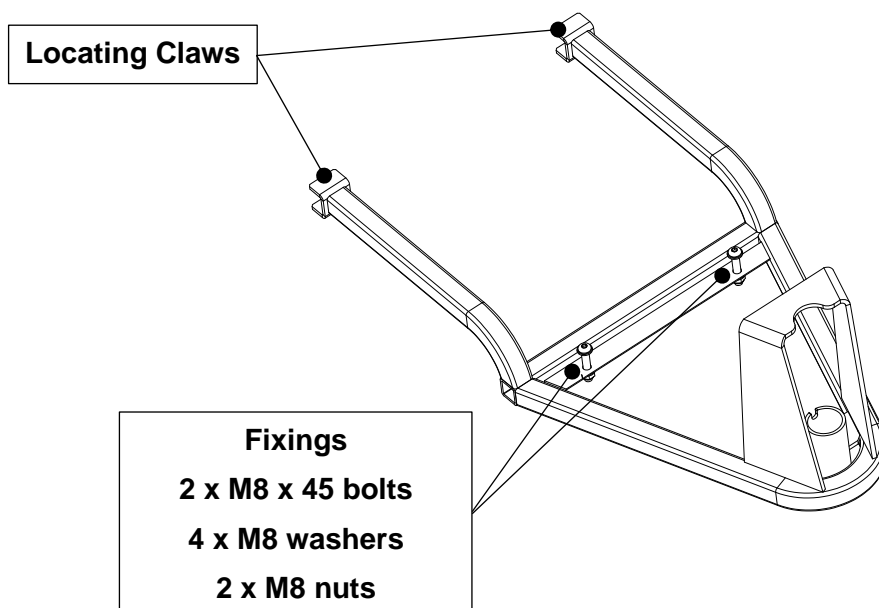
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Product Overview – Lifting Pole



Product Overview – Empresa Lifting Pole Bracket





General warnings

1. Keep this Instruction Manual available for future reference.
2. These instructions must be observed to ensure the safe and effective use of this bed and the safety of users and caregivers.
3. This Lifting Pole must be assembled, positioned and used in accordance with these instructions.
4. The safety features for operating the Lifting Pole and instructions must be strictly observed.
5. This Lifting Pole must not be exposed to smoke, naked flame, extreme temperature, flammable gases or other hazardous substances or situations.
6. Accora shall not be held liable for any damage, injuries or accidents arising from unauthorised modifications, non-genuine spare parts, negligence or use that is at variance with this manual which can result in serious injury or death.
7. When routing cables for other electronic equipment used with the bed (e.g. air mattress pump), ensure cables cannot be squeezed, crushed or damaged by the Lifting Pole.
8. Never attach anything to the Lifting Pole.
9. Do not move the bed by pushing or pulling on the Lifting Pole.
10. Patients or users should be risk assessed to ensure that they understand this manual and use the Lifting Pole without risk to themselves or others.
11. Accora shall not be held liable for any damage, injuries or accidents arising from negligence or use that is of variance with this manual.
12. The Lifting Pole is an aid.

1. Means of Delivery-----

The Lifting Pole and Lifting Pole Bracket will be supplied individually boxed.

An inspection must take place upon receipt to ensure the delivery is complete and undamaged.

Any missing parts, faults or damage must be reported immediately to the carrier and Accora in writing immediately.

2. Safety Instructions -----

1. Before using the Lifting Pole, you must read the instruction manual and use the bed in accordance with it.
2. The Lifting Pole must not be used if faults have been detected on it that may injure the patient, staff or a third person, the bed or the surroundings.
3. Before cleaning the Lifting Pole, the electrical supply must be disconnected from the bed.

3. Intended use-----

The Lifting Pole is used to help a patient position themselves in the bed.

4. Technical Specification-----

Part number	Description
LIFOL-0-FL1-000	Lifting Pole, fits FloorBed 1, FloorBed 2, FloorBed 1-Plus
LIFOL-0-FL6-000	Lifting Pole, fits Empresa. Includes LIFOL-0-FL1-000 and LIFOLBKT-0-FL6-000
LIFOLBKT-0-FL6-000	Lifting Pole Bracket, fits Empresa

Environmental information:

Condition	Temperature Range	Relative Humidity	Atmospheric pressure	Meters above sea level
Operating	+5°C to +40°C +41°F to +104°F	20% to 80% (Non-condensing)	700 hPa to 1060 hPa	Max. 3000 meters
Transport/storage	-10°C to +50°C 14°F to +122°F			

5. Compatibility -----

The Lifting Pole may be fitted to the following FloorBed and Empresa models:

Part number	Description	Lifting Pole part number
NSB-0-FL1-200	FloorBed 1	LIFOL-0-FL1-000
NSB-0-FL2-200	FloorBed 2	LIFOL-0-FL1-000
NSB-0-FL5-200	FloorBed 1-Plus	LIFOL-0-FL1-000
NSB-0-FL6-000	Empresa, castor brakes at both ends	LIFOL-0-FL6-000
NSB-1-FL6-000	Empresa, castor and central brakes	LIFOL-0-FL6-000
NSB-2-FL6-000	Empresa, central brakes at both ends	LIFOL-0-FL6-000

Note: some bed part numbers may be suffixed to indicate region (for instance EU, US).

6. Assembly - Floorbed 1, FloorBed 2 and FloorBed 1-Plus-----



WARNING

Assembly **MUST** be carried out by suitably trained and qualified personnel.

All functions **MUST** be tested and approved after assembly by suitably trained and qualified personnel.

Assembly **MUST** take place in a clear, uncluttered area and children and pets should be kept away.

If the Lifting Pole has become soiled or contaminated during transit refer to cleaning and disinfection instructions.

Ensure the castor brakes are locked before fitting the Lifting Pole.

Ensure there is not a patient in the bed when fitting the Lifting Pole.

Check that the following items have been received:

1. 1 x Lifting Pole
2. 1 x Handle
3. 1 x M5 x 20mm Locking Screw

If any of the parts are missing or damaged it must be reported immediately to the carrier and Accora in writing.

Before installing the Lifting Pole, raise the bed to its maximum height to ease installation. Ensure that there is sufficient height above the bed to install the Lifting Pole.

The Lifting Pole can be fitted to either side of the bed (see Figure 6.1).

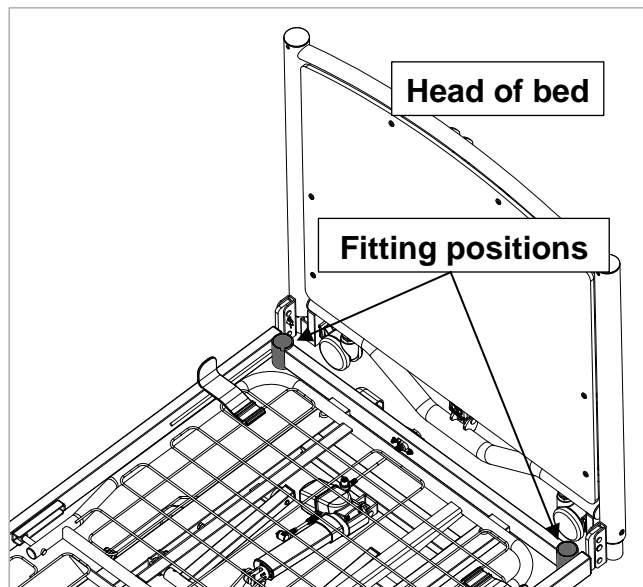


Figure 6.1

1. Choose which side of the bed that the lifting pole will be fitted. For illustration purposes the Lifting Pole is being fitted to the right-hand side of the bed (see Figure 6.2).

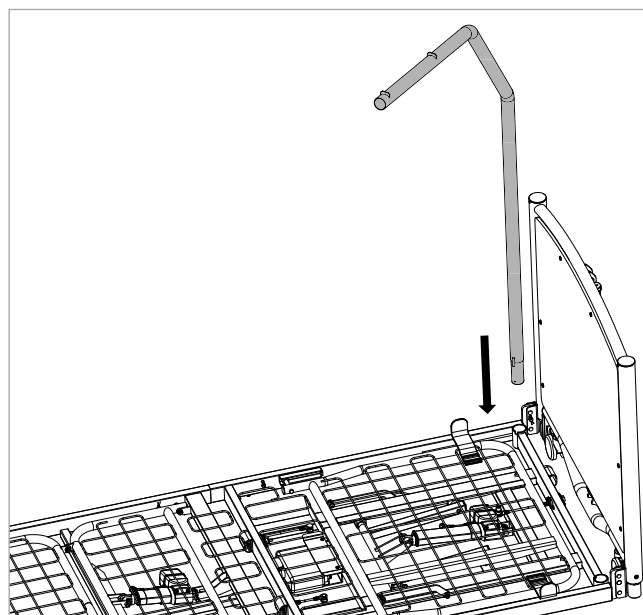


Figure 6.2

2. Insert the Lifting Pole into the fitting hole in the bed frame. Ensure that the locating pin locates in the slot on the bed tube (see Figure 6.3).

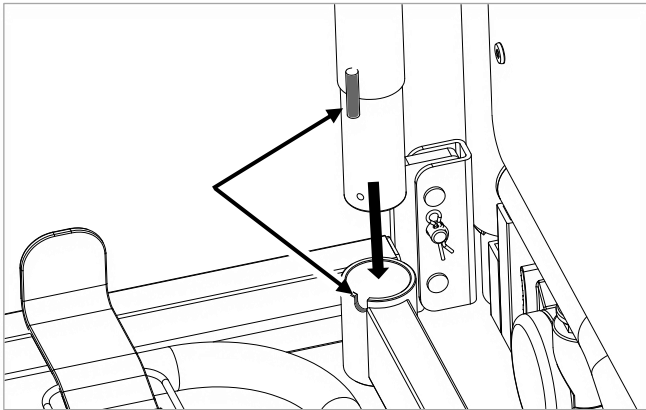


Figure 6.3

3. When the Lifting Pole is fully inserted into the bed tube it should not be possible to rotate it (see Figure 6.4).

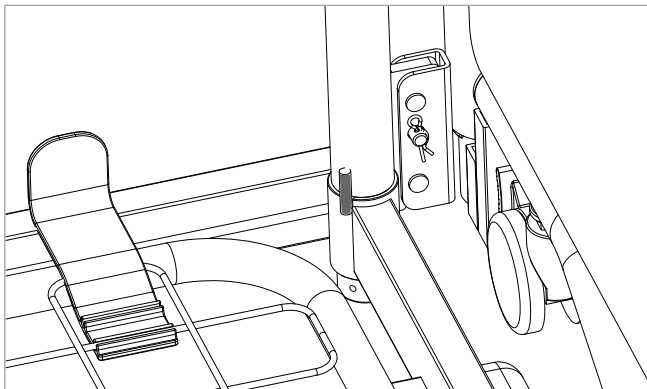


Figure 6.4

4. Fit the M5 x 20mm screw to the threaded hole of the lifting pole as shown in Figure 6.5 and tighten with a 4mm Allen key.

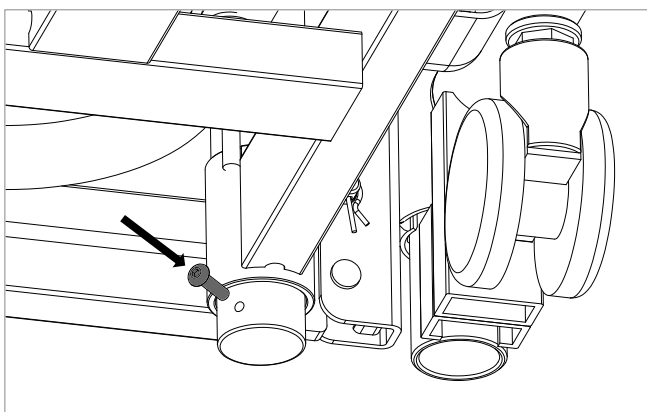


Figure 6.5

5. Once the screw has been fitted, the Lifting Pole should be fully secured (see Figure 6.6).

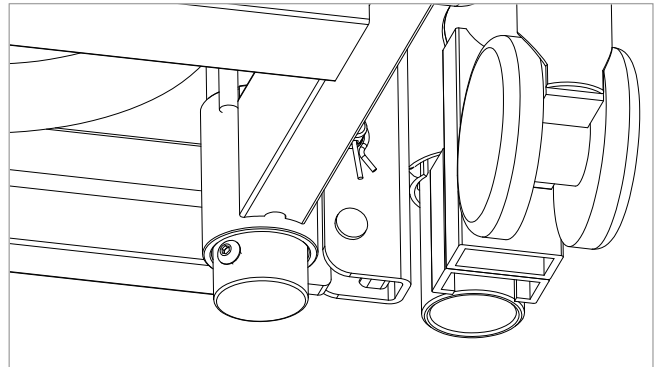


Figure 6.6

6. Spread open the loop of the Fixing Belt and slide over the Lifting Pole (see Figure 6.7).

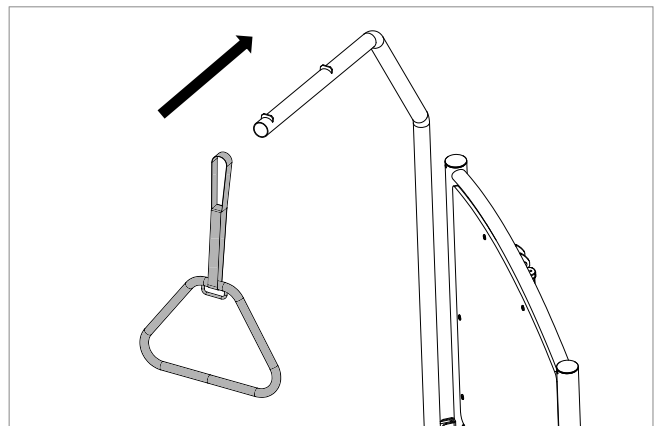


Figure 6.7

7. Ensure that the Fixing Belt is located between the two stops. This ensures that the Handle will not slip off the Lifting Pole during use (see Figure 6.8).

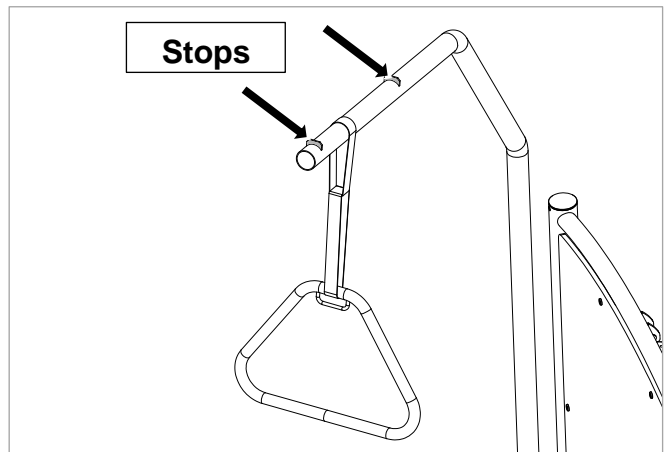


Figure 6.8

7. Assembly - Empresa -----



WARNING

Assembly **MUST** be carried out by suitably trained and qualified personnel.

All functions **MUST** be tested and approved after assembly by suitably trained and qualified personnel.

Assembly **MUST** take place in a clear, uncluttered area and children and pets should be kept away.

If the Lifting Pole has become soiled or contaminated during transit refer to cleaning and disinfection instructions.

Ensure the castor brakes are locked before fitting the Lifting Pole.

Ensure there is not a patient in the bed when fitting the Lifting Pole.

Check that the following items have been received:

1. 1 x Lifting Pole
2. 1 x Handle
3. 1 x M5 x 20mm Locking Screw
4. 1 x Lifting Pole Bracket
5. 2 x M8 x 45mm bolts
6. 2 x M8 nuts
7. 4 x M8 washers
8. 1 x 5mm Allen key
9. 1 x 13mm spanner

If any of the parts are missing or damaged it must be reported immediately to the carrier and Accora in writing.

Before installing the Lifting Pole, raise the bed to its maximum height to ease installation. Ensure that there is sufficient height above the bed to install the Lifting Pole.

1. Remove the 4 caps from the holes in the frame crossbar and the head end of the bed as shown in Figure 7.1. Do not throw these caps away as they may need to be re-fitted if the Lifting Pole Bracket is removed later.

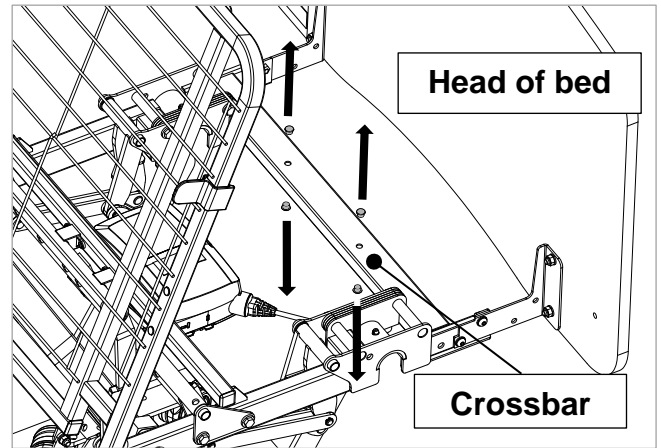


Figure 7.1

2. The Lifting Pole Bracket is fitted from under the bed. For ease of fitting, ensure the back rest is elevated as shown in Figure 7.2.

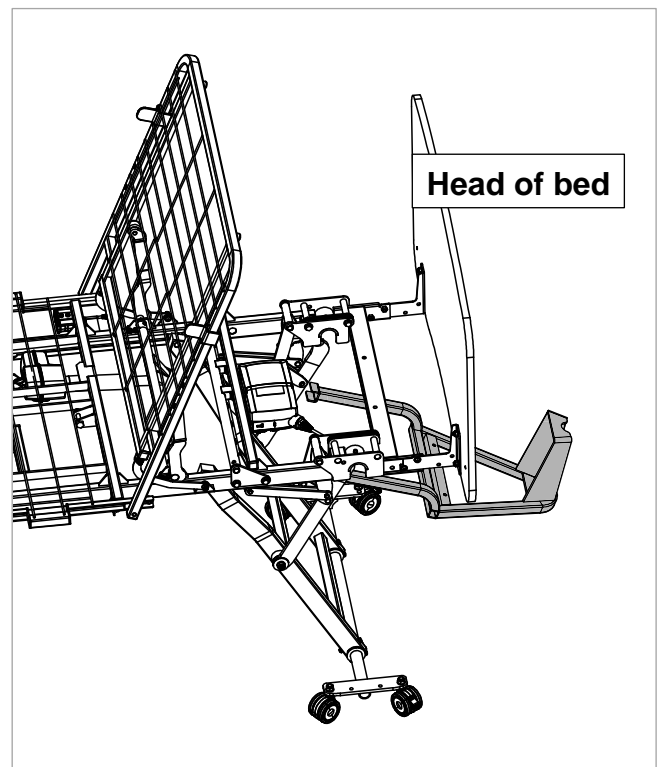


Figure 7.2

3. Place the Lifting Pole Bracket in position under the bed as shown in Figure 7.3.

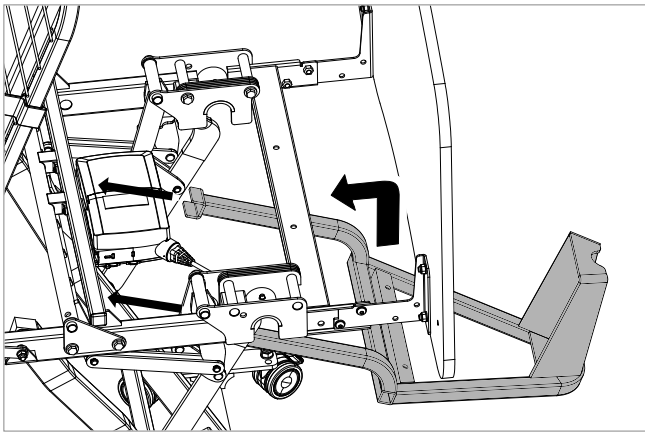


Figure 7.3

4. Locate the claws of the Lifting Pole Bracket onto the bed frame bar and lift upwards so that the holes in the bed frame crossbar align with the holes in the Lifting Pole Bracket. Ensure that no cables are trapped during installation (see Figure 7.4).

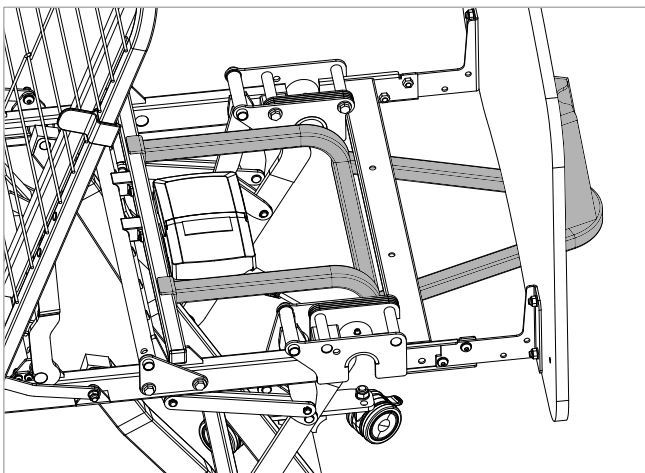


Figure 7.4

5. Fix the Lifting Pole Bracket in position with the M8 bolts, nuts, and washers (see Figure 7.5). Tighten the bolts and nuts using the 5mm Allen key and the 13mm spanner. Ensure the bracket is securely fitted and there is no movement between the bracket and bed frame bar.

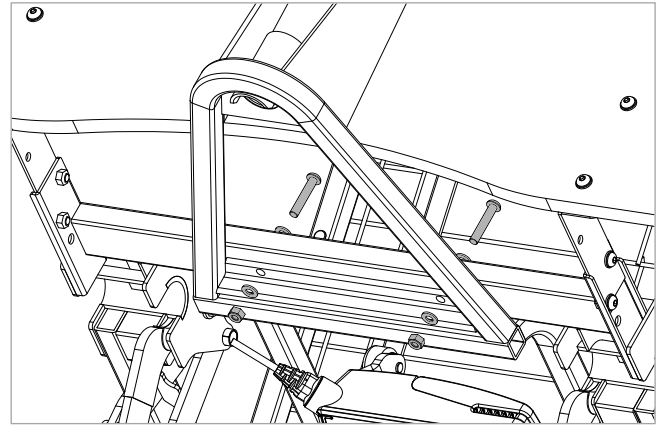


Figure 7.5

6. Insert the Lifting Pole into the Lifting Pole Bracket as shown in Figure 7.6.



Figure 7.6 – headboard removed for clarity

7. Ensure that the locating pin locates in the slot on the bed tube. Once inserted into the bracket it should not be possible to rotate it (see Figure 7.7).

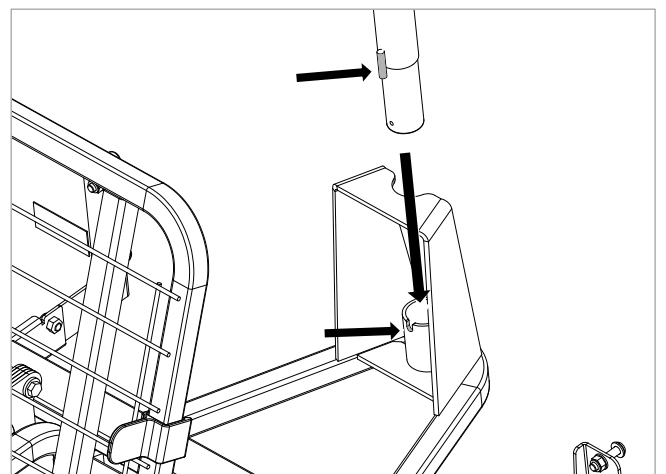


Figure 7.7 – headboard removed for clarity

8. Fit the M5 x 20mm screw to the threaded hole of the lifting pole as shown in Figure 7.8 and tighten with a 4mm Allen key.

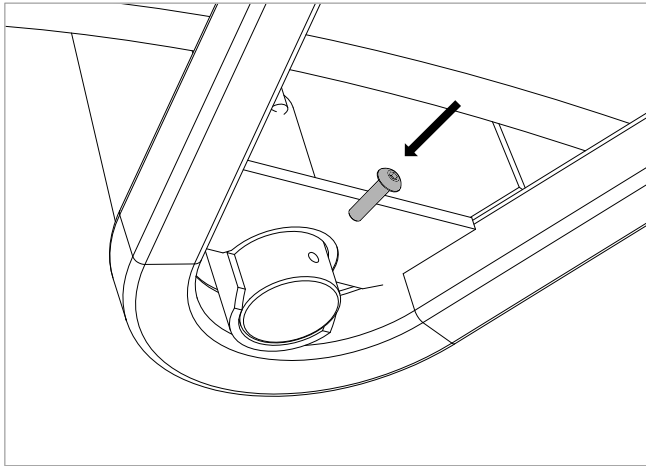


Figure 7.8

9. Once the screw has been fitted, the Lifting Pole should now be fully secured (see Figure 7.9).

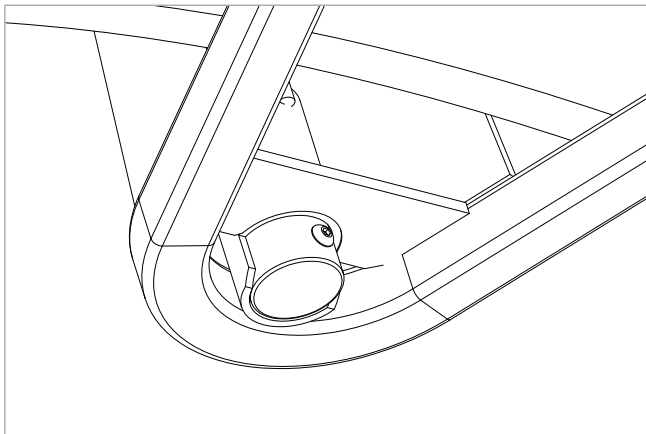


Figure 7.9

10. Spread open the loop of the Fixing Belt and slide over the Lifting Pole (see Figure 7.10).

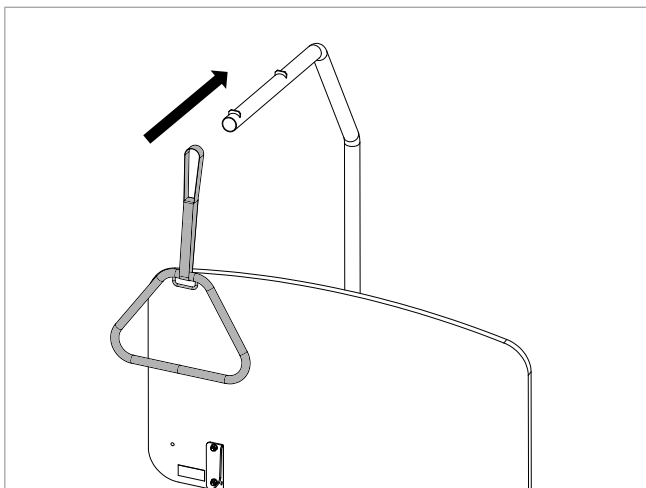


Figure 7.10

11. Ensure that the Fixing Belt is located between the two stops. This ensures that the Handle will not slip off the Lifting Pole during use (see Figure 7.11).

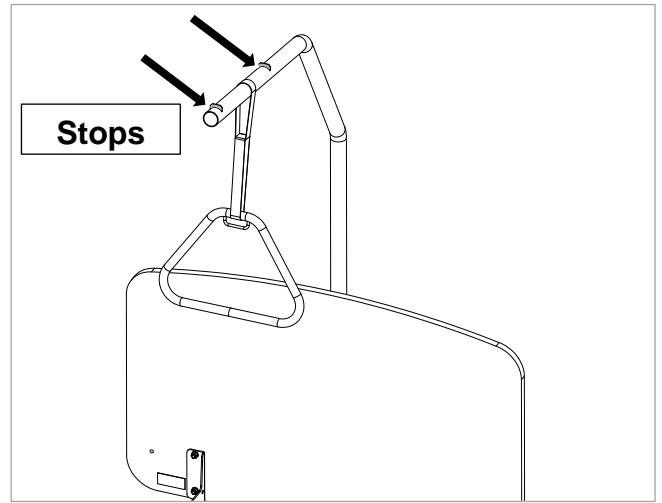


Figure 7.11

8. Functionality check -----



WARNING

Functionality check **MUST** be carried out by suitably trained and qualified personnel.

Always engage the brakes when the bed is stationary or left unattended.

1. Ensure that the Lifting Pole and Bracket (where fitted) are securely fitted and that all bolts and nuts are tight.
2. Ensure that the Lifting Pole cannot be lifted out of the bed or rotated.

9. Cleaning & Disinfection -----



WARNING

The bed must be disconnected from the power supply when being cleaned or disinfected.

All functions **MUST** be tested and approved by a competent person after cleaning or disinfection.

The bed and accessories **MUST** be cleaned and disinfected before re-using the bed for a different patient

Cleaning Information:

To disinfect the bed and accessories:

- Only use detergents designed for use in healthcare.
- Do not use abrasives, scourers or other materials that could damage the coating.
- Do not use corrosives, caustics or strong acids.
- Do not use detergents that could alter the structure or behaviour of the plastics (petrol etc.).
- Clean by wiping with a damp cloth.

The bed and accessories are not designed for maintenance in automatic bed washers or for cleaning with pressurised water, spraying, showering or steam cleaning.

Accora cannot be liable for any damage or risk of damage if inappropriate cleaning or disinfectant agents are used.

Cleaning must be carried out at regular intervals as determined by the facility. The bed and accessories must be cleaned between patients.

Cleaning procedure:

1. Remove the Lifting Pole from the bed and clean separately.
2. If necessary (for instance between patients) remove the Lifting Pole Bracket and clean separately.
3. Clean as described in the “Cleaning Information” section above.

10. Storage -----

For problem-free storage we recommend:

1. Disconnect the bed from the electrical supply.
2. Remove the accessories.
3. Wrap the accessories or cover them so that the coating and plastic parts are not damaged.
4. Bed should be stored in a temperature between -10°C and +50°C.
5. should be stored in a relative humidity (non-condensing) between 20% and 80%.

11. Daily Inspection -----

Daily visual inspection is strongly recommended and may be carried out by caregiver, user or another person.

The following checks must be carried out:

1. Check that the Lifting Pole cannot be rotated.
2. Check that the Lifting Pole cannot be removed from the fixing tube.
3. Is the Lifting Pole stable and secure?
4. Is the Lifting Pole fitted in line with the instructions?
5. Are there any signs of abuse or excessive wear?
6. Are all electrical cables (including accessories, e.g. mattress air pump) secured and routed to prevent damage?

If any damage, performance issue or cause for concern is noted during this inspection the kit should be withdrawn from service and appropriate steps should be taken.

12. General maintenance-----



WARNING

Maintenance **MUST** be carried out by suitably trained and qualified personnel.

All functions **MUST** be tested and approved after maintenance by suitably trained and qualified personnel.

Do not carry out maintenance with service user or patient on the bed.

For information on service and repair of the FloorBed 1, 2 or 1-Plus, refer to the service manual, SER-FL1-001EN.

For information on service and repair of the Empresa, refer to the service manual, SER-FL6-001EN.

Repairs to the bed must be carried out by suitably trained and qualified personnel.












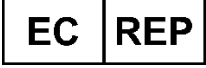
13. Guarantee -----

The Lifting Pole has a warranty period of 2 years.

14. Disposal-----

In the event of the disposal of materials from the bed, end-of-life parts must be disposed of in accordance with current environmental regulations.

15. Table of symbols

	General warning
	General caution
	Complies with the European Medical Device Regulation 2017/745
	Model number
	Serial number
	Manufactured date
	Manufacturer
	Medical Device in accordance with EU Medical Device Regulation 2017/745
	Refer to instructions for use before using the product
	Do not dispose of in household waste
	For indoor use only
	EC Representative

16. Contact details

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