


Appendix

Gloucestershire Community Equipment Service
Equipment Competencies Assessment

EQUIPMENT TYPE:		
HOUSEHOLD		
Name	Date	
Select a single item or groups of similar equipment as appropriate to your job role.		
Perch Stools		Small Aids: Dressing
Trolleys		Small Aids: Washing
Zimmer Caddy		Small Aids: Cooking
Cantilever table		Other: Give details

	YES	NO	Comments
1. Core Competencies			
I have completed the 'Core Skills' competencies assessment and confirm that I have the underpinning knowledge required to safely and appropriately use the Community Equipment Service.			
2. Considerations prior to use			
I am aware of the specification for this equipment including safe working load, size, shape and relevant environmental issues. I am able to use this information to ensure that the selected equipment will safely fit the person and the environment.			
I am aware of the abilities required to use this equipment safely.			
I understand the need to consider associated items that may be required with this equipment such as grab rails.			
I possess the knowledge to select compatible equipment suitable for use with this equipment.			
3. When could this equipment be used			
I can summarise the key reasons why a service user's assessed needs may be met by this equipment.			
I am able to take into account the person's, carer's and family needs when considering whether this equipment will meet assessed needs.			

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	YES	NO	Comments
4. Contraindications for use			
I have sufficient knowledge to discuss the risks and benefits of this equipment with the service user/carer and ensure that they are happy for it to be provided and fitted.			
I am able to identify contraindications for provision of this equipment, and can recognise when the person is not able to use it safely or the environment is unsuitable.			
5. Fitting			
I know what information is required to arrange for this equipment to be safely fitted. AND/ OR (depending on role and equipment type) I am able to safely fit this equipment.			
6. Checks prior to use			
I know what checks are required prior to use.			
7. Recommendations/ instructions for use			
I have the knowledge and ability to show the user/ carers how to use this equipment safely.			
I have the knowledge and ability to establish whether user/ carers are able to understand and operate this equipment safely and appropriately.			
8. Maintenance			
I am able to give information to user/ carers about regular safety checks and routine maintenance.			
I am able to identify when routine maintenance may be difficult for the user/ carers and to discuss options for dealing with this.			
I am aware of my responsibility to ensure that user/ carers are aware of who to call if there is a fault with this equipment.			

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SELECT THE RELEVANT STATEMENT BELOW:

BASIC AWARENESS:

This type of equipment is new to me. I have identified my learning needs on the next page.

or

My job role does not require me to select and provide this type of equipment.

I confirm that I have a basic awareness of this equipment. I can support safe working practice when working with other staff; and when visiting people who already have this equipment.

Signature

Date

SUPERVISED COMPETENCY:

Assessment Method

Comments

Reflection

Observation

Written evidence

Questioning

Demonstration

Other

I confirm that _____ has demonstrated competence to select and provide this equipment.

Supervisor Name

Signature

Supervisor Job title

Date

Supervisee Signature

Date

SELF-ASSESSED COMPETENCY:

I confirm that I am competent to select and provide this equipment.

I acknowledge that it is my responsibility to maintain and update my knowledge and skills relating to this competency.

I am aware of my professional responsibility for continuing professional development and realise I am accountable for my actions.

Assessor Signature

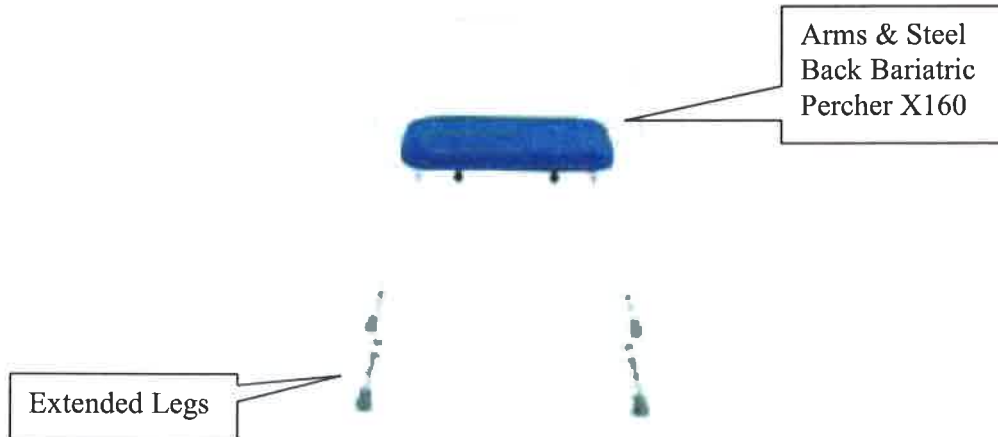
Date

Gloucestershire Community Equipment Service
Equipment Competencies Assessment

<p>Learning Needs</p>	
<p>Plan</p>	
<p>Review Date</p>	

User Instruction for the Bariatric Percher – Arms & Steel

Back X160



1. Introduction

The product is made with a new 'H' frame for additional strength and variable height options which accommodate most patient requirements. The splayed legs of frame ensure maximum frame stability. The product has a gentle seat incline for greater user comfort and safety, and the none-slip rubber feet ensure frame & patient stability. The arm options give the user an increased sense of security.

Product Dimensions	
Seat height (from-to)	580mm-720mm
Width between arms	660mm
Seat width	520mm x 340mm
Seat depth	380mm
Seat to top of arms	200mm
Seat to top of back	280mm
Maximum footprint	890mm x 770mm

2. Contents of the Box

- Bariatric percher – Arms & Steel Back (X160)
- Extended Legs & Pin Clips
- User Instructions (this leaflet)

3. Assembly Instructions

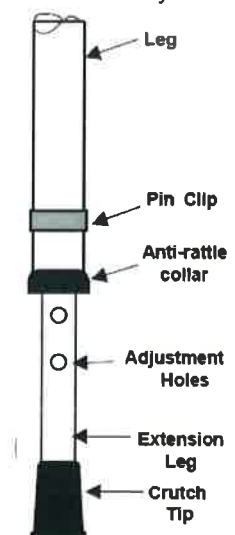
- Carefully unpack and examine the product to ensure it is complete.
- Before use check for any signs of damage e.g. cracked weld, flaking of paint, bent tube. If any signs occur please contact your supplier to exchange and refrain from using the product. **DO NOT ATTEMPT TO USE IF PRODUCT IS DAMAGED.**

4. Correct Use

- Under no circumstance should the product be moved whilst occupied.

Adjustable Height:

- Remove the pin clips from the legs
- Select the desired height of the frame by gently sliding out each extension leg from the frame (NOTE – this is a telescopic action).



User Instruction for the Bariatric Percher – Arms & Steel

Back X160

- When desired height is obtained, refit the pin clip fully into all of the legs making sure pin clip goes through each leg and its extension leg. Ensure that all legs are set to the same height. The frame is now ready for use.

5. Cleaning

- Use mild detergent with warm water to wipe down framework on at least a weekly basis more frequently if required.
- Do not use an abrasive cleaner as this will damage the frame and nullify your warranty.
Use of power/jet washing & industrial washing machines:
- If either of the above is used to clean equipment care must be taken since high-pressure water can be penetrative.
- Care should be taken that frames are not placed too close to high-pressure water jets.
- After cleaning ensure any residual water is removed from the framework as it could cause permanent rusting of the frame (leave frames open in a warm environment for several hours to ensure all internal moisture evaporates).
- We cannot offer advice on industrial washing machines with regards to specific machine settings, as these will be dependant on the manufacturer's instructions.

6. Maintenance Requirements

- The product should be checked on a regular basis for damage or wear and tear – this includes flaking or cracking paint. Any undue signs of damage should be noted and reported to the supplier in the first instance. Should damage be evident, then the user should refrain from using the product until advice has been sought from the supplier.

7. Warning

- This product is intended for users of a maximum of 380kg/60stone in weight.
- We recommend a full risk assessment should be carried out before use.

8. Warranty

This product carries a 12 month warranty from the date of purchase against manufacturing defects. Misuse or damage is not covered. This warranty does not affect your statutory rights. As manufacturers we cannot specify expected product life as this is based on the level of usage.

9. Disposal Instructions

- Appropriate hygiene standards should be applied before disposal to reduce the risk of infection.
- Materials used are essentially non hazardous and can be disposed of appropriately.

10. Contact Details

We have attempted to cover most eventualities, however if you have any specific queries, please contact:

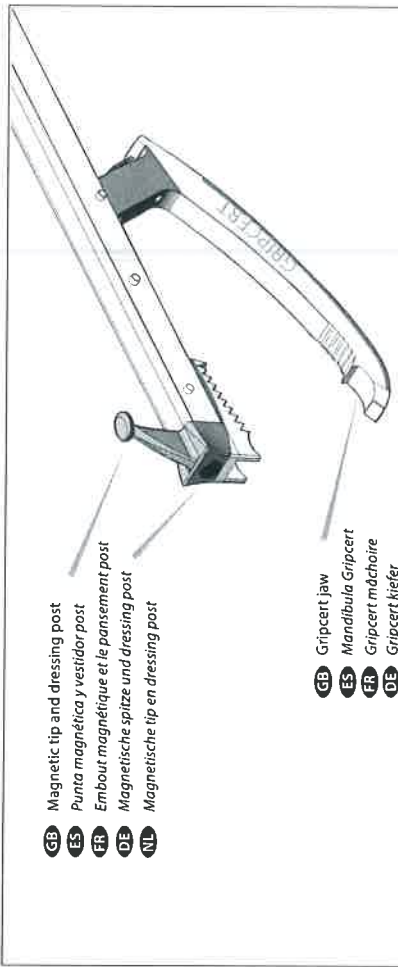
Cefndy Healthcare
Cefndy Road
Rhyl
Denbighshire
LL18 2HG
Tel: 0044 1745 343877 (Quality Assurance Dept)
E-mail: cefndy.sales@denbighshire.gov.uk



The Classic PRO



- GB** Operating features
- ES** Características de funcionamiento
- DE** Operative funktionen
- FR** Caractéristiques de fonctionnement
- NL** Bedieningsfuncties

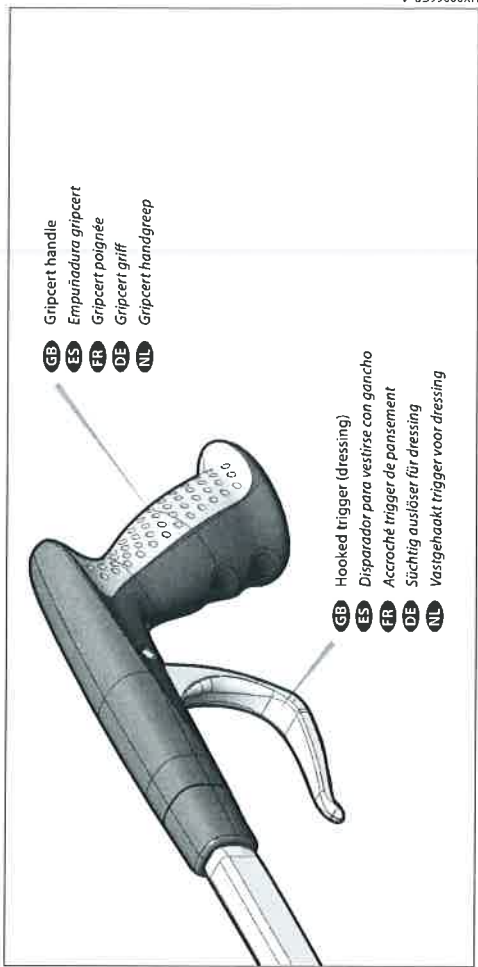


- GB** Magnetic tip and dressing post
- ES** Punta magnética y vestidor post
- FR** Embout magnétique et le pansement post
- DE** Magnetische spitze und dressing post
- NL** Magnetische tip en dressing post

- GB** Gripcert jaw
- ES** Mandibula Gripcert
- FR** Gripcert mâchoire
- DE** Gripcert kiefer
- NL** Gripcert kaak

HA6226 26"/66cm Classic Pro
HA6232 32"/81cm Classic Pro

L 8D9990066GB



- GB** Gripcert handle
- ES** Empuñadura gripcert
- FR** Gripcert poignée
- DE** Gripcert griff
- NL** Gripcert handgreep

- GB** Hooked trigger (dressing)
- ES** Disparador para vestirse con gancho
- FR** Accroché trigger de pansement
- DE** Sichertig auslöser für dressing
- NL** Vastgehaakt trigger voor dressing

www.adlessentials.com

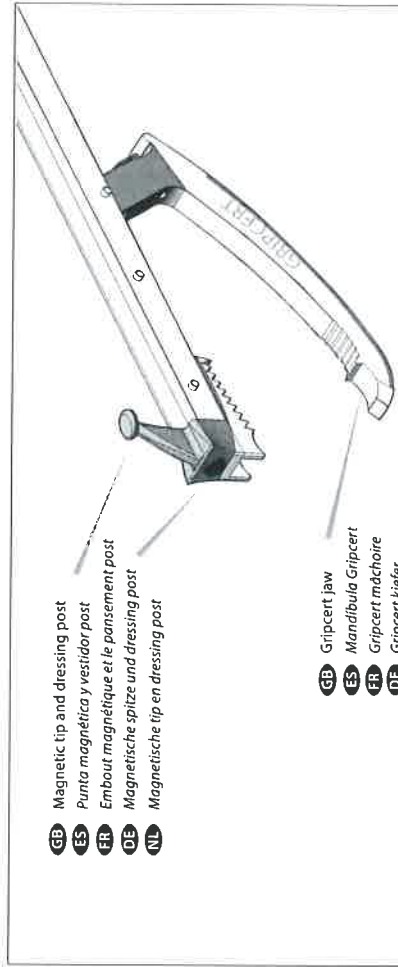
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The Classic PRO



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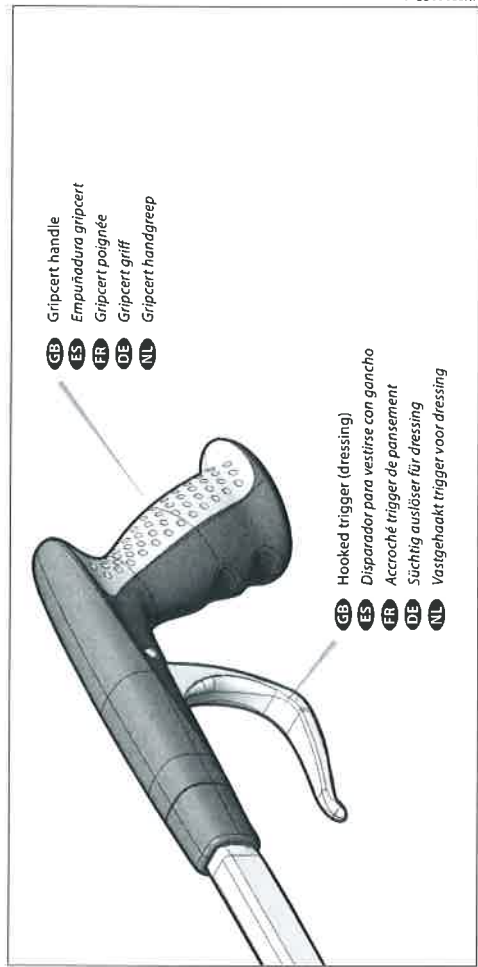


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sales@helpinghand.co.uk www.adlessentials.com





Height Adjustable Trolleys



Fixing and Maintenance Instructions

INTRODUCTION

Thank you for deciding to purchase the Height Adjustable Trolley from Aidapt.

The Trolley is manufactured from the finest materials and components available. When used correctly it is designed to give many years of reliable trouble-free service.

IMPORTANT!

N.B. This equipment must be installed by a competent person.

Please Note: Always consult with the prescriber/Physiotherapist if you are in any doubt that this product is suitable for your use.

VG799 Height Adjustable Strolley Trolley
VG800 Height Adjustable Wingmore Trolley
VG801 Height Adjustable Meopham Trolley

Maximum Weight on Tray: 15 kg

Do not exceed the weight limit stated – doing so could put the user at risk.

BEFORE USE

Carefully remove all packaging. Avoid using any knives or other sharp instruments as this may damage the surface of the item.

Check the product for any visible damage. If you see any damage or suspect a fault, do not use your product, but contact your supplier for support.

HEIGHT ADJUSTMENT

Your trolley can be adjusted in height if required.

- To adjust the height remove the lower 'E' clips from the extension legs and pull each leg to the desired height. (See fig. 1.)
- Ensure that all four extension legs are evenly adjusted.
- Re-insert all 'E' clips facing the line of travel also ensuring that the 'E' clips have passed through the product frame and extension leg and are secure. (See fig 2.)
- Never adjust the legs unevenly; this is dangerous and can seriously compromise the safety of the user.

Check that the trolley is sitting evenly on the floor and there is no excessive rocking or the trolley is tilting to one side. If this is the case, please do not use the trolley, but repeat the above steps to correct the problem or contact your supplier for service support.

CLEANING

Wingmore and Strolley Trolleys:

The polypropylene clip on trays can be removed for cleaning. To remove, place your finger and thumb on the underside of the U clip over inverted U section, push upwards and remove.

The tray can be cleaned with either a mild detergent or disinfectant, or alternatively pressure washed or autoclaved at a temperature of up to 100°C.

Meopham Trolley:

The MFC teak effect trays can be removed from the trolley prior to cleaning, to do so, firstly turn the trolley upside down and remove the four retaining screws holding the tray tops in place and then lift the tray(s) out of position.

Clean the MFC trays with a damp cloth, using a mild detergent or disinfectant solution. If you remove the tray, ensure that you reattach with new screws and ensure that the tray is secure. Do not saturate the trays with water, as this will damage the trays beyond repair. It is advisable to remove the trays from the trolleys before cleaning.

To refit the trays, simply push down on the inverted U sections ensuring that the tray is in line with the trolley frame. Check that all the engaging edges are sitting neatly, evenly and securely to the frame.

CLEANING THE CASTORS AND WHEELS

Aidapt trolleys are supplied with either polypropylene bodied castors or steel bodied castors.

The polypropylene castors or steel bodied castors can be removed from the frame by removing the 'E' clip retaining the extension leg. Once done, wash the castor in a bucket of mild detergent or disinfectant.

However ensure that you thoroughly dry the castor and extension leg prior to reassembly and finish by applying a water-dispersing agent such as WD40 over the castor wheel and body prior to reassembly. Following cleaning, please repeat all steps detailed in section 2, adjustment of leg with castor attached.

CARE & MAINTENANCE

Please make a safety check of the product at regular intervals or if you have any concerns.

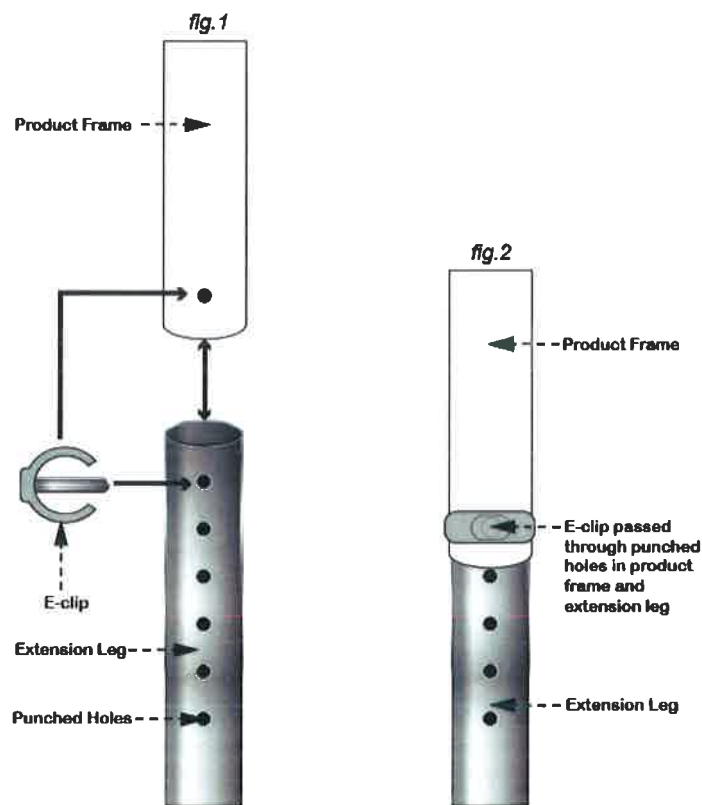
REISSUE

If you reissue or are about to reissue this product, please thoroughly check all components for their safety.

This includes:

- Tightness of all nuts/bolts/castors
- Other screw in/bolt in/push in components.

If in any doubt, please do not issue or use, but immediately contact your supplier for service support.



IMPORTANT INFORMATION

The information given in this instruction booklet must not be taken as forming part of or establishing any contractual or other commitment by Aidapt Bathrooms Limited, Aidapt (Wales) Ltd or its agents or its subsidiaries and no warranty or representation concerning the information is given.

Please exercise common sense and do not take any unnecessary risks when using this product; as the user you must accept liability for safety when using the product.

Please do not hesitate to contact the person who issued this product to you or the manufacturer (detailed below) if you have any queries concerning the assembly/use of your product.

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Email: accounts@aidapt.co.uk • adaptations@aidapt.co.uk • sales@aidapt.co.uk

1 Adjustable Height Teak Shelf Trolley

This high quality trolley is height adjustable from 820 - 960mm (32 - 38"). It has two wooden teak shelves measuring 380 x 290mm (15 x 11½"). Measures 830 - 870 x 460 x 530mm (32½ - 38½ x 18 x 21").

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Maximum user weight **125 kg** **19½ st**

2 Adjustable Height Plastic Shelf Trolley

This high quality trolley is height adjustable from 880 - 1005mm (34½ x 39½"). It has two plastic clip-on shelves, which measure 460 x 330mm (18 x 13") and can easily be removed for cleaning. Supplied either flat packed or fully assembled.

199F Flat packed

199AF Fully assembled

Maximum user weight **125 kg** **19½ st**



3 Walker Trolley

Days

This height adjustable walking trolley is a sturdy and robust walking aid for use within the home, providing a means of transporting items from one room to another. The Trolley includes clip-on plastic shelves and is easy to clean. There are rails on tray edges to prevent items slipping off and the lockable hand brakes provide additional safety when rising from a seated position. Overall Width 585mm (23"). Overall Depth 560mm (22"). Handle Height 755 to 905mm (29¾ to 35¾"). Wheel diameter 150mm (6").

109

Maximum user weight **125 kg** **19½ st**



User Instruction for the Static Brown Single Top Table B41



1. Introduction

The Overbed Table is designed to aid the patient, by being suitable for use over a bed or chair – offering a high quality, versatile service. The top is hard wearing and easy to clean, and the retaining table edges prevent items from slipping off. There is a tilt-facility that is simple to operate and the product is adjustable in height.

Product Dimensions	
Table top length	610mm
Table top width	458mm
Table top height (max)	915mm
Table top height (min)	597mm
Footprint	630mm x 380mm

2. Contents of the Box

- Overbed table (B41)
- Extended Legs & Handwheels
- User Instructions (this leaflet)

3. Assembly Instructions

- Carefully unpack and examine the product to ensure it is complete.
- Before use check for any signs of damage e.g. cracked weld, flaking of paint, bent tube. If any signs occur please contact your supplier to exchange and refrain from using the product. **DO NOT ATTEMPT TO USE IF DAMAGED.**

4. Correct Use

- The table is designed to help the user by being used as a dining, reading, or writing aid.
- The table is not intended to support full body weight so refrain from attempting to lift full body weight via the product
- The table should be placed either against a bed or chair.
- Do not attempt to overload the table.

Adjustable Height:

- Unscrew both hand wheels
- Raise/lower to required height
- Retighten the hand wheels

User Instruction for the Static Brown Single Top Table

B41

- Tilt table top to angle required by raising or lowering on each side of the table.
- Tighten both hand wheels to lock top into desired position.

5. Cleaning

- Use mild detergent with warm water to wipe down framework on at least a weekly basis more frequently if required.
- Do not use an abrasive cleaner as this will damage the frame and nullify your warranty.
- **The beech table top is not suitable for machine cleaning and should be removed and cleaned as above if the frame is to be cleaned by mechanical means.**

Use of power/jet washing & industrial washing machines:

- If either of the above is used to clean equipment care must be taken since high-pressure water can be penetrative.
- Care should be taken that frames are not placed too close to high-pressure water jets.
- After cleaning ensure any residual water is removed from the framework as it could cause permanent rusting of the frame (leave frames open in a warm environment for several hours to ensure all internal moisture evaporates).
- We cannot offer advice on industrial washing machines with regards to specific machine settings, as these will be dependant on the manufacturer's instructions.

6. Maintenance Requirements

The product should be checked on a regular basis for damage or wear and tear – this includes flaking or cracking paint. Any undue signs of damage should be noted and reported to the table supplier in the first instance. Should damage be evident, then the user should refrain from using the product until advice has been sought from the supplier..

7. Warning

- This product is intended for use as a dining, reading or writing aid – it does not support heavy weights.
- We recommend a full risk assessment should be carried out before use.

8. Warranty

This product carries a 12 month warranty from the date of purchase against manufacturing defects. Misuse or damage is not covered. This warranty does not affect your statutory rights. As manufacturers we cannot specify expected product life as this is based on the level of usage.

9. Disposal Instructions

- Appropriate hygiene standards should be applied before disposal to reduce the risk of infection.
- Materials used are essential non hazardous and can be disposed of appropriately.

10. Contact Details

We have attempted to cover most eventualities, however if you have any specific queries, please contact:

Cefndy Healthcare
Cefndy Road
Rhyl
Denbighshire
LL18 2HG
Tel: 0044 1745 343877 (Quality Assurance Dept)
E-mail: cefndyengineering@denbighshire.gov.uk



PRODUCT INSTRUCTION SHEET

REFERENCE

Perching Stool 704PU

DESCRIPTION

Practical perching stool manufactured in high Grade with a tough nylon coating. All models have front to back struts for additional strength. The seat 14 ¼ " (363mm) x 11" (280mm) is padded and angled for improved posture. PU (polyurethane) seat- it conforms to fire regulations, and the PU seat contains a microbiological protective deterrent



TECHNICAL SPECIFICATIONS

Adjustable height (Floor to seat top): 20¼ " – 26¼ " (515mm – 668mm)

Distance between arms: 19 ¾"

Seat size: 14 ¼ " (363mm) x 11" (280mm)

USAGE REQUIREMENTS

1. Do not exceed recommend weight (165kg-25 Stone)
2. Before, during and after use, ensure that seat fixing screws are secure.
3. The product is not designed to be "swung on" either in a backward, sideways or forward motion. The 4 ferrules must be in contact with the ground at all times. Use on level surfaces only.
4. When adjusting the legs, ensure that there is no gap between horseshoe clip and frame. The clip spindle must be fully located right through the outside frame.
5. Clean frame with cream cleaner, upholstery with soap and water. Ensure there is no damage to frame coating and check there are no gaps on upholstery welds.





PRODUCT INSTRUCTION SHEET

REFERENCE

Perching Stool 706PU

DESCRIPTION

Practical perching stool manufactured in high Grade with a tough nylon coating. All models have front to back struts for additional strength. The seat 14 ¼ " (363mm) x 11" (280mm) is padded and angled for improved posture. PU (polyurethane) seat- it conforms to fire regulations, and the PU seat contains a microbiological protective deterrent



TECHNICAL SPECIFICATIONS

Adjustable height (Floor to seat top): 20¼ " – 26¼ " (515mm – 668mm)
Distance between arms: 21"
Seat size: 14 ¼ " (363mm) x 11" (280mm)
Back size: 10½" x 6" (267mm x 152mm)

USAGE REQUIREMENTS

1. Do not exceed recommend weight (165kg-25 Stone)
2. Before, during and after use, ensure that seat fixing screws are secure.
3. The product is not designed to be "swung on" either in a backward, sideways or forward motion. The 4 ferrules must be in contact with the ground at all times. Use on level surfaces only.
4. The backrest is not designed to take the full weight of the client – it is for reassurance purposes only.
5. When adjusting the legs, ensure that there is no gap between horseshoe clip and frame. The clip spindle must be fully located right through the outside frame.
6. Clean frame with cream cleaner, upholstery with soap and water. Ensure there is no damage to frame coating and check there are no gaps on upholstery welds, or hairline cracks in welding metal joints.



