

## HSP 25 Wheelchairs and Scoters

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## 1. Introduction

The procedure applies to all residents who need to move around in either a wheelchair or scooter. This includes residents who need to move around in a chair for mobility purposes:

1. All the time
2. Regularly but for specific purposes such as going to the toilet or for an outing
3. Only occasionally because of temporary capacity

Elizabeth Finn Homes is committed to the idea that the use of wheelchairs can increase the freedom of movement and independence of residents with mobility difficulties and encourages prospective or new residents who as regular users, own their own wheelchairs to continue to use them within the home.

The home will help any resident who requires use of a wheelchair because of incapacity, to obtain one that is suitable for their needs, through referral if appropriate to their GP.




Wheelchair use in the home is subject to risk assessment, safety checks and routine maintenance and servicing within manufacturers instructions.

The home may supply wheelchairs for use by residents who do not need to own one but who use one on an occasional basis or for a specific purpose. The home ensures these are safe, staff are trained in their use and their use is consistent with the resident's plan of care.

Care is taken to ensure that wheelchairs are stored correctly to ensure they do not cause any inconvenience or act as a hazard to the users and to others.

## 2. Types of wheelchairs & Scooters

There is one class of manual wheelchairs and two classes of powered wheelchairs and scooters.

Class	Description	Example
Class 1 – Manual Wheelchairs	Self propelled or attendant propelled.	
Class 2 – Electric Wheelchairs	Powered wheelchairs and scooters – intended for footway and limited to maximum speed of 4mph.	
Class 3 Invalid carriages	Constructed for use on roads / highways – capable of exceeding speeds of 4mph. These should be registered with DVLA if driven on the roads, and limited to 8mph if travelling on footways.	

### 3. Compliance with Legislation

Elizabeth Finn Homes is committed to the idea that the use of wheelchairs can increase the freedom of movement and independence of residents with mobility difficulties and encourages prospective or new residents who as regular users, own their own wheelchairs to continue to use them within the home.

Our homes are adapted for wheelchair use to meet national standards.

The home will help any resident who requires use of a wheelchair because of incapacity, to obtain one that is suitable for their needs, through referral if appropriate to their GP.

Wheelchair use in the home is subject to risk assessment, safety checks and routine maintenance and servicing within manufacturers instructions.

The home may supply wheelchairs for use by residents who do not need to own one but who use one on an occasional basis or for a specific purpose. The home ensures these are safe, staff are trained in their use and their use is consistent with the resident's plan of care.

Care is taken to ensure that wheelchairs are stored correctly to ensure they do not cause any inconvenience or act as a hazard to the users and to others.

Elizabeth Finn Homes recognises its responsibility under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 (MHSWR) to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice. Employees, residents and contractors are expected to abide by safety rules and to have regard to the safety of others.

Elizabeth Finn Homes further recognises its duty under the Manual Handling Operations Regulations 1992 and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) to ensure the safety of all manual handling operations.

### 4. Assessment Process

The home ensures that if necessary due to mobility difficulties, residents are assessed by an physio or occupational therapist following referral by their GP, to ensure the appropriate wheelchair is prescribed. Wheelchair use is included in the individual's care plan and a risk assessment exists on icare.

This document is titled 5.08 Risk Assessment Tool for the use of a Wheelchair.

#### 5.08 Risk Assessment Tool for Use of a Wheelchair

Started by	Last entered by
Designation	Designation
Date/time	Date/time

\* Denotes a mandatory field

State the moving and handling procedure for repositioning the resident back into the chair



Refer also to HSE.A14 for moving and handling

The wheelchair 2

No response found



In addition of completing form some additional information should be entered. In the section “The Wheelchair 2” details of make / model, who owns and any maintenance arrangements should be recorded.

An additional assessment has been developed for electric wheelchairs and scooters due to the additional risks they present. This assessment is contained in Appendix A of this document and should be attached to iCare when completed. It include the user demonstrating the safe use of the wheelchair / scooter.

There are a number of basic things to be aware of for wheelchair users: -

- Wheelchair users where possible should be located on the ground floors
- Care is required when using passenger lifts – contact with the doors can put doors out of alignment and cause lift failure.
- Corridors are often narrow, there is a risk of bumping into residents or damage to paint work / fabric of building.
- Guidance of a doctor should be followed when taking medication and using a motorised vehicle.
- The use of excessive alcohol should be avoided when using motorised vehicles.

## 5. Storage and charging of equipment – Fire Safety considerations

### Storage

Wheelchairs are usually of a size which makes storage inside possible.

Electric wheelchairs and scooters present greater challenges in terms of storage and present a fire safety risk.

Class 3 Scooters are considered motor vehicles and the size of them makes storage indoors impracticable. In addition use indoors may risk damage to the fabric of the building, risk of injury to other residents and the risk of obstruction due to their size. These vehicles should only be stored outside.

Mobility scooters involved in a fire can release large volumes of smoke and generate heat outputs – it is this reason that charging should be in an external location – preferably in a location at least 6m away from building to reduce fire spread.

Storage of scooters and electrical wheelchairs in a corridor, stairwell or other communal areas should not be permitted for the following reasons: -

- the corridor is an escape route in case of fire or emergency
- the vehicle itself may present a fire risk, which could potentially fill escape route with smoke and endanger life.
- Corridors are used as means of access which is made more difficult by a large vehicle
- Other residents, wheelchair users may be unable to get pass obstacles on corridors.

Storage should be behind a 30 minute fire door with smoke detection present.

#### Charging

Powered wheelchairs and scooters make use of rechargeable batteries. These are heavy and account for most of the weight of the vehicle. Most are powered by 2 x 12 volt batteries, typically dry cell type.

Only the charger designed for the vehicle should be used and excessive unmonitored charging should be avoided.

Mobility scooter and wheelchairs should be charged: -

- In a designated, well-ventilated area
- Using the specific charging equipment for the vehicle and following manufacturers instructions.
- During the day to reduce the risk to occupants who are asleep (8am – 8pm only).
- In an area away from possible sources of ignition.

## 6. Suitability of Wheelchairs

#### Indoor use only

Some wheelchairs are identified as 'Indoor use only' – these are typically designed to be more manoeuvrable but unstable for outdoor use. Wheelchairs with large wheels at front are often this type.

#### Outdoor use

Due to the potential for tipping, EFHL recommends the use of a lap safety belt for outside use. The wheelchair user should be seated well back in the seat of the wheelchair with the safety belt positioned as low as possible over the pelvis.

## 7. Transportation of Wheelchairs

Where possible, a wheelchair user should transfer from their wheelchair to a vehicle seat and store their wheelchair as an item of luggage. When transfer is not possible, and the wheelchair user must remain in their wheelchair the following important points should be followed: -

- The wheelchair must have tie-down attachment points clearly displayed.
- The wheelchair and occupant should face forward in the direction of travel.
- If the wheelchair is suitable as a seat in a road vehicle it would have been crash tested and within manufacturers instructions there will be a statement of compliance with ISO 1716-19:2008. It may display the following label:



## 8. Maintenance of Wheelchairs

The home ensures that all manual wheelchairs it owns and those that residents own are checked visually before use and that they are maintained and serviced in accordance with manufacturers' instructions. An internal maintenance inspection is completed every four months to check wheels, brakes, footplates etc.

Electric wheelchairs owned by residents should receive regular servicing as per manufacturers recommendations – this service should include inspection of the charger.

### 9. Wheelchair training for staff

The home will train staff to ensure that they provide constructive help to wheelchair users and they do so in ways that maintain their dignity and independence. This is generally incorporated within manual handling training. The home will instruct staff to carry out appropriate safety checks and risk assessments whenever residents require use of a wheelchair indoors or outdoors.

Staff are also expected to monitor and review how residents make use of wheelchairs in relation to their mobility and postural needs and to contribute to these assessments and reviews.

Appendix B is a booklet providing general guidance is assistance to wheelchair users.

### 10. A summary of the main points

Check that:

- All staff read and sign appropriate risk assessments for activities undertaken.
- Moving and handling plans detailed in residents care plans are followed.
- Lifting aids are provided where necessary.
- All staff complete moving and handling training at frequencies defined in this document.

### 10. Associated documents

- HSP 25A Electric wheelchair & scooter assessment
- HSP 25B Assisting a wheelchair user
- RAG 22A Assisting a wheelchair user

### 11. Document history

Author	Steve Andrews
Date of Implementation	10/06/2024
Date of next full review	01/01/2027

Issue	Date	Author	Reason
1.0	10/06/2024	Steve Andrews	New document – combined moving & handling a resident policy.

## Appendix 1: Electric Wheelchair & Scooter Assessment

This assessment has been designed to ensure the safety of the wheelchair user and other residents, by ensuring the handling is controlled.

<b>Resident name</b>	
<b>Room number</b>	
<b>Mental Capacity</b>	
<b>Assessment completed?</b>	
<b>Wheelchair type</b>	
<b>Date of Assessment</b>	<b>Reviewed</b>

Issues for consideration	Guidance	Controls in place / comments
<b>Storage &amp; charging location of wheelchair / scooter</b>  Storage  Charging	<i>Wheelchair / vehicles should not obscure escape routes or hinder residents access.</i>  <i>Charging should not be done in internal communal areas.</i>  <i>Charging should be completed between 8am -8pm.</i>	
<b>Access in / around home</b>  Inside  Outside	<i>Access to lifts can be difficult dependent on size and can damage lift doors – some supervision may be required.</i> <i>Specific hazards ( slopes, top of stairs etc)</i>  <i>Suitability of outside paths – width and any drop to side.</i> <i>Users forced onto roads – traffic interaction.</i> <i>Wearing of lap belt recommended.</i>	
<b>Driving impact to other residents</b> Assessed by Physio / OT Physical limitations Eyesight Drinking alcohol Medication impact	<i>Resident suitability for vehicle assessed by Physio/ O.T.</i>  <i>Physical weaknesses impacting control</i> <i>Assess ability to judge distance.</i> <i>Advise against if intoxicated.</i> <i>Side effects of medication.</i>	

Resident Assessment			
Manoeuvre	Staff Witness 1	Staff Witness 2	Assessment (Safe / unsafe)
Driving straight in corridor (15m)			
Turning in corridor			
Reversing			
Manoeuvring in bedrooms			
Awareness demonstration: (i) Surroundings (ii) Speed (iii) Residents (iv) Obstruction causing			

**Incident observation Log**

Date	Observation	Action taken to maintain independence / safety of residents.