

**Introduction**

Community Wheelchairs is a service provided by the Woodhouse and Woodhouse Eaves Good Neighbour Scheme. Its aim is to enable residents of Woodhouse and Woodhouse Eaves to borrow a manual wheelchair at short notice and for a varying length of time from one day up to six weeks.

Safety is paramount, which means that all borrowers must receive instruction in the use of the wheelchair and that the wheelchairs must be regularly maintained.

Each wheelchair will have a logbook and an identifying number stencilled on to it and all accessories. The wheelchair logbook will include all maintenance records including a wheelchair history and a record of servicing by specialist contractors.

The service will be accessed through the Good Neighbour Scheme mobile, with a request to borrow a wheelchair being received initially by the Telephone Coordinator (TC). The Telephone Coordinator will contact the Wheelchair Coordinators' team (WCO) and one of the Wheelchair Coordinators will take on the responsibility for delivering the wheelchair, instructing the borrower, receiving the wheelchair at the end of the loan period, cleaning and checking over the wheelchair or having it cleaned and checked by the wheelchair maintenance team and maintaining the records.

Additional wheelchairs, or those being decommissioned from the scheme, will be recorded, so that we have an accurate record at all times.

**Training the borrowers**

It is the responsibility of the Wheelchair Coordinator to ensure that the borrower receives instruction on how to use the wheelchair safely. This will include loading and unloading into a car, getting in and out of the wheelchair, getting up and down a kerb, managing slopes, etc.

The Wheelchair Coordinator will use a checklist to make sure all points are covered, including the provision of safety instructions which are attached to each wheelchair.

**Routine checking**

Prior to use, it is the Wheelchair Coordinator's responsibility to ensure that the wheelchair is fit for purpose. This includes the appropriate selection of the wheelchair, as well as that it is in good working order and clean.

**Assessment for individual users**

Our wheelchairs are for temporary short-term use and cannot be assessed to meet individual needs. If a person has specific needs, they need to go to another wheelchair provider.

Wheelchair weight limit:	100kgs	16 stone	
Wheelchair seat dimensions:	width	46cm	18.2"
	depth	48cm	18.8"
	height	46cm	18.2"

**Checking and cleaning**

Checking that the wheelchair is in good working order and cleaning should be carried out after each use and documented in the wheelchair logbook so that the wheelchair is ready to be loaned out at short notice.

If the chair fails any element of the routine checking, and this cannot be immediately resolved, the wheelchair should be identified for repair and taken out of service until the fault is rectified.

Routine checking and cleaning should be carried out after each one-day loan. More detailed maintenance checks and deep cleaning should be carried out at the end of each short-term loan and, in addition, after approximately every six weeks of one-day loans, depending on frequency of use.

**Servicing by specialised contractors**

In addition to routine checking by the Wheelchair Coordinators and regular maintenance carried out by the wheelchair maintenance team, each wheelchair will be inspected by an independent specialist contractor at least annually.

When a new wheelchair becomes available to the Community Wheelchair service, it must undergo inspection by an independent specialist contractor.

The Wheelchair Coordinators and the Good Neighbour Scheme in general will ensure that any repairs advised by the specialist contractor will be completed in a timely manner.

When wheelchairs are no longer serviceable, they will be disposed of in accordance with local council regulations.