

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 for a day, or for a longer period (up to approximately six weeks).

All borrowers receive basic instructions in the use of the wheelchair. Each wheelchair has a logbook and an identifying number stencilled on it and all the accessories. The wheelchairs are regularly cleaned and maintained, and this is recorded in the logbook.

To request a wheelchair

There are two types of wheelchair requests:

- A Where the GNS is **not** providing transport
 - B Where the GNS **is** providing transport with a volunteer driver.
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- A Any resident wishing to borrow a wheelchair should call the **GNS mobile 07561 890 100**. The Telephone Coordinator will note the borrower's name, contact details and the date they need the wheelchair and pass this information to the Wheelchair Coordinators' team (WCO) who will arrange for delivery and collection, as well as instruction on how to use the wheelchair.
 - B Where the GNS is providing transport with a volunteer driver, the Telephone Coordinator will contact the Wheelchair Coordinators' team to confirm availability. When availability has been confirmed, the Telephone Coordinator will complete a job sheet, find a driver in the normal way, and give the name and contact number of the volunteer to the Wheelchair Coordinator. The Wheelchair coordinator will liaise with the volunteer, agree collection and return dates and times and provide any training necessary for safe use.

To contact the wheelchair Coordinators

Please refer to the contact list in the Blue Folder. Please do not give these numbers to the person requesting the wheelchair. Please start by contacting the lead Wheelchair Coordinator first, if necessary, working down the list in order.

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 either be to the borrower directly or via the volunteer. This will include loading and unloading into a car, getting in and out of the wheelchair, going up and down a kerb, managing slopes, etc.

Safety instructions/guidelines 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

Approximate wheelchair seat dimensions:

width	46cm	18.2"
depth	48cm	18.8"
height	46cm	18.2"

Checking and cleaning

The wheelchairs are checked that they are in good working order and cleaned after each use. This is documented in the wheelchair logbook so that the wheelchair is ready to be loaned out at short notice. More detailed maintenance checks and cleaning are carried out at the end of each short-term loan.

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

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 have been inspected by an independent specialist contractor.

When a new wheelchair becomes available to the Community Wheelchair service, it has an 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.