



Guidelines for the use of the Changing Places Toilet

1. Before using the facility the parents/carers must register with the attendant.
2. For health and safety reasons the user's sling compatible with the loop system should be used. It is the carer's responsibility to satisfy themselves regarding compatibility. We do not supply slings for safety reasons.
3. Before using the changing bench parents/carers should ensure that a protective paper sheet is placed on the bench and removed after use.
4. All soiled/disposable material should be placed in the incontinence bins provided.
5. All soiled clothing should be removed by the parents/carers and under no circumstances should clothing be washed on the premises, as this will cause contamination.
6. It is the parent/carer's responsibility to ensure the safety of the user at all times including use of the hoist. Under no circumstances should the weight limit of the equipment be exceeded. For the hoist, the maximum weight is 30 stone (190.5kg) and for the changing bench maximum weight is 21 stone (133.4kg).
7. It is the parent/carer's responsibility to ensure they are fully trained in the use of changing tables, hoists and all associated equipment **PRIOR** to use of the equipment at this site.
8. In order to ensure the high quality of this service, it is essential that parents/carers report any damage or hygiene issues to the attendant immediately.
9. After using the room please tell the attendant who will then check the facility and lock the room before the next user. In the interest of hygiene and safety please do not allow another user to enter the room unless requested to do so by the attendant.

Thank you for your help in maintaining our "Changing Places" toilet.

I confirm that I am fully conversant in the use of the Changing Places equipment and that I have read, understood and hereby agree to abide by these guidelines.

Carers Name
(please print)

Signed:

Users Name
(please print)

Address (user):
(please print)
.....
.....
.....

Date

Attendants Signature

Attendants name (please print)

Date