



Guidance for the use of Tendring District Councils Changing Places

The changing place facility is not for independent use and the user should be accompanied by a carer.

Changing Place toilet facilities are intended for disabled people who require the assistance of a carer to use the toilet. To use the Clacton and Walton Changing Places, users need to register with Tendring District Council to obtain a key for access to the unit. **Evidence of high rated Disability Living Allowance or Personal Independent Payment must be provided before a key is issued.** Keys are not to be transferred between users.

Anybody wishing to use this Changing Place Facility should be appropriately trained in the use of specialist equipment including hoists and changing benches. **If you are not sure how to use the equipment you should not attempt to use it.**

As a Carer using the facility you will need to satisfy yourself that the slings you are using are compatible with the hoist. Tendring District Council does not supply slings for health and safety reasons. If there is any doubt as to the compatibility of slings then the hoist should not be used

Before using the facility please use the protective paper provided and remove the paper after use.

All soiled/disposable material should be placed in the sanitary waste bin provided. Please take all soiled clothing away, and please consider others and leave the room neat and tidy.

As a Carer/user it is your responsibility to ensure safety at all times, especially when using the hoist. **Under no circumstances should the weight limit of the equipment be exceeded. Hoist maximum weight 31.5 stone (200kg) and the changing bench maximum weight is 30 stone (190kg).**

In order to maintain a high quality of service please contact our staff in Parking and Seafronts if the equipment is damaged or faulty. Or call **01255 686969**.



Application request for Key

I confirm that I have been trained in the use of equipment inside the Changing Place facility and that I have read and understood the guidance.

Carer's Name (please print).....

Signed

Date.....

Carer's Address.....

.....

User's Name (please print).....

Signed on behalf of the user.....

Date.....

User's Address.....

.....

Please indicate that you give consent for your benefit information to be held by Tendring District Council. YES / NO

Which address should the Changing Place Key be sent to: USER / CARER

This form can be completed and submitted electronically or printed off and

**returned
to:
Andy Nepean
Technical Officer
Parking and Seafronts Department
Tendring District Council
Northbourne Depot
Clacton On Sea
Essex
CO15 6AY**