

The Bungalow PETER GRANT WAY

OPERATIONAL POLICY and GUIDELINES FOR USE AS OVERNIGHT / WEEKEND ACCOMMODATION FOR THOSE WANTING TO TRY SUPPORTED/INDEPENDENT LIVING.

Purpose of Facility

To provide a 2 bedroom domestic setting in which people can stay overnight or at weekends to try supported living or independent living with the support of assistive technology if appropriate.

Location

The bungalow is located next to a school and other properties. Local shops, including a large supermarket, are approximately 10 minutes level walk away (across a main road). The library and sports centre are also close by. The full address is

The Bungalow
1 Peter Grant Way
Ferndown
BH22 9UP

Tel. 01202 861375

Availability

The bungalow will be available for use at weekends for one or more nights, Friday to Sunday inclusive. Guests must arrive after 4.00 p.m. on Fridays and leave by 9.00 a.m. on Mondays.

Staffing

There will not be any staff at the bungalow at the weekends. If individuals wish to bring someone to support them they can do so; if this person needs to stay overnight there will be a fold down bed in the lounge for their use. If support staff are not staying, contact arrangements for support need to be made in advance and notified on the booking form.

Facilities on offer

The bungalow will offer a domestic style setting with a fully equipped kitchen (please note, no freezer only a small frozen food compartment in the top of the fridge), an adapted shower room with toilet, a separate toilet, and lounge with television. There are two bedrooms, each with a single bed. Guests can make use of the enclosed garden at the back of the bungalow. Please see Appendix A for details of the Assistive Technology available by arrangement for guests' use.

Booking Arrangements

To use the bungalow, guests need to book their stay by phoning Julie Pullen on telephone 01202 828345, between 9.00 and 4.00 Mondays to Fridays, when a

booking form will be completed and arrangements should be made to collect and return the keys for the bungalow. At least 48 hours notice of booking is required. A copy of the completed risk assessment and booking form should be given to Julie when the keys are collected. Julie will contact Careline with support details and personal information as appropriate.

Collection of Keys and Equipment.

Keys must be collected between 09.00 and 3.30 on a Friday from Verwood Day Service, Jenner Close, off Brock Way, Verwood, BH31 7QE. **At this point the risk assessment and booking form must be dropped off if they have not already been passed to Julie.** This is also the point at which any assistive technology items to be worn by the person staying in the bungalow (personal alarm pendants or wrist bands and falls monitors) need to be collected. Please make sure they are returned with the keys.

Charging

No charge will be made for the use of the facility by guests with a learning disability during the financial year 2010/11. This will be subject to review. All breakages must be reported to Julie Pullen and may be charged for.

Cleaning, Laundry and Rubbish

The bungalow should be cleaned regularly by all users. Guests must leave the rooms as they find them, clean and tidy. Bed linen, towels and tea towels should be washed on departure and left to dry for the next guests to use. Rubbish should be put out in the waste collection bin located just outside the boundary fence by the garage. There are recycling bins for glass etc by the front door and paper recycling is in the kitchen, please recycle!

Smoking

Please note that smoking is not allowed anywhere within the building.

Security

The bungalow must be locked up and all windows closed and security alarm set if guests go out at any point during their stay, and when they leave. Instructions will be given to you on collection of the keys.

Liability and Risk

It is the responsibility of the person arranging an individual's stay to complete a risk assessment for them in advance and to determine what items of assistive technology they will need to have available. Confirmation of this risk assessment must be given at the time of booking.

The Council's Public Liability policy is operative for visitors/users of Day Care Centres irrespective of the funding arrangements where negligence is established against the Council and/or its staff. This includes the Occupiers Liability risks for injuries and/or damage to property arising to a service user/support worker from defects in the premises or equipment of the Day Care Centre. However if injury and/or damage to property of a service user arises from the negligence of their support worker this would not fall to be dealt with via the Council's Public Liability policy.

Emergencies

In cases of personal emergencies guests should call their support person as arranged in advance, or phone the emergency services on 999. There is a key safe outside the external door to the lounge; the number for the safe will be held by Careline. (01929 558455)

For building emergencies such as leaks, please call the Helpline on 01305 225258 between 8.30 a.m. and 5.20 p.m. Outside of these hours please call 01305 221909, and listen to the message to get the number for the central and east area surveyor.

Maintenance

The manager at Verwood Day Services will be responsible for arranging regular inspections of the property and testing of the Careline.

DECLARATION

I have read the conditions of use and agree to comply with them.

A risk assessment has been completed in respect of use of the building.

Signed

Name (Print)

Contact Details

APPENDIX A

Assistive Technology and Specialist Equipment

The following will be in the bungalow for guests to use

General

During the week the Careline and Telecare technology will be switched off. Users will need to ensure they turn on the system on arrival Friday afternoons and off on departure Monday morning.

The times proposed are:- on at 4pm on a Friday
and off at 9am on a Monday.

Should the times need to be changed please contact
Purbeck Careline on 01929 558455.

Procedure for turning on/off the Lifeline Unit

Plug the black Tunstall transformer into the mains socket (ensure this remains switched on at all times)

Plug the Lifeline unit into the BT line

Unplug the black Tunstall transformer from the mains socket

Unplug the Lifeline unit from the BT line

Please telephone Purbeck Careline on arrival at the bungalow to provide them with any important additional information necessary to ensure the safety and well being of the user. It may also be useful to advise them of the GP or any additional contact details not provided at the time of booking.

Please ensure that the laminated checklist located on the wall by the Lifeline unit is followed on arrival and departure.

For further individual sensor/detector information please see the Purbeck Careline file located in the hallway.

Bedroom

The epilepsy sensor can be switched on/off for individual users. Please unplug at the mains after use.

The enuresis sensor can be switched on/off for individual users. Please unplug at the mains after use.

The bed sensor will have a standard setting which will be active between 11pm and 8am. It can be removed if not required and placed under the bed.

Please remember to return it to its correct position under the mattress before leaving the bungalow on Monday morning.

Hallway

The pendant is hung in the hallway by the Lifeline unit when not in use. Please remember to return it to the hook provided.

The property exit sensor will be switched off during the week. If a user of the bungalow requires this support please enable and disable it as displayed on the laminated instruction sheet.

In the event of fire the smoke detector will sound whether or not the Lifeline unit is active. When active it will alert the Careline

Kitchen

The temperature extremes sensor will sound whether or not the Lifeline unit is active. When active it will alert the Careline.

The Natural Gas detector will sound whether or not the Lifeline unit is active. When active it will alert the Careline.

The Flood detectors will sound whether or not the Lifeline unit is active. When active it will alert the Careline.

Additional

Falls Detectors – Please place these upright in the stands provided in a locked cupboard when not in use.

10.05.10