



**The Leeds  
Teaching Hospitals**  
NHS Trust

Leeds Wheelchair Service

# You and your new wheelchair

Information for patients



Adult  
Therapies



**This wheelchair is on loan to you for as long as you require it. If you no longer need your chair, please contact your local wheelchair centre; collection can be arranged.**

### **Wheelchair Service Centre:**

**Leeds Wheelchair Service  
Seacroft Hospital  
York Road  
Leeds  
LS14 6UH**

**Tel: 0113 2063855**

### **This service is free (for normal wear and tear)**

- Please check your wheelchair regularly for signs of wear and damage and report these to the approved repair service as soon as possible.
- Please ensure all items that require repair are in a clean condition.

**If your chair needs repairing, please contact your repair service.**

### **Approved Repairer:**

**Rosscare Leeds (Ltd)  
Unit 4  
5 Lockside Road  
Navigation Park  
Off Skeleton Road  
Leeds  
LS10 1EP**

**Tel: 0113 2777007**

## Advice and help

This booklet provides some basic information about your new wheelchair and how to handle it. All manual wheelchairs supplied are for both indoor / outdoor use; therefore, the instructions in this booklet should be applied at all times.

It does not cover every eventuality and should you have problems, do not hesitate to contact your local wheelchair centre.

We do not arrange routine follow-up appointments after we supply your wheelchair. This is to make sure that we use our appointments in the most efficient way possible. It is your responsibility to let us know if you are having problems with the equipment.

We have a Patient Initiated Follow Up (PIFU) service which puts you in control. You can contact the Wheelchair team if you have any worries or concerns rather than having a regular or prearranged clinic visit. You have a 5 year open review. This means that you can contact the Wheelchair team if you are having any problems with the equipment on loan within 5 years of your prescription. You do not need a new referral to discuss or see us about your current prescription.

Please contact the department for a PIFU if:

- you have altered in size so the equipment no longer fits or you exceed the manufacturers weight limit for the equipment;
- the equipment is uncomfortable, rubbing or you notice any significant changes in your skins condition such as redness or skin breakdown, which maybe being caused by the equipment; and
- your medical condition changes so you are no longer able to operate the equipment.

If you have not been seen within 5 years of your last prescription, please contact your GP for a new referral to the Wheelchair team.

**You should read the conditions of loan on page 5 carefully so that you understand your responsibilities.**

We also have a user beginner's guide on the internet covering the following topics.

The following topics are available on YouTube at the links below:

The Parts of a Wheelchair

<https://www.youtube.com/watch?v=3DAQdhcGYAI>

Using a Wheelchair

<http://www.youtube.com/watch?v=haDPggXr6rY>

Transportation

<http://www.youtube.com/watch?v=kcrIDj8Saa4>

Maintenance

<http://www.youtube.com/watch?v=Blh5slkvJyg>

Your NHS Wheelchair

<https://www.youtube.com/watch?v=QJK-KYk967U>

## Conditions of loan

The equipment is the property of the Wheelchair Service and is loaned to you on the conditions below; however, it should be looked after by yourself as if it was your own property and protected from damage at all times.

Important information - please read carefully and contact the centre if you have any questions or concerns.

**WE WOULD STRONGLY RECOMMEND THAT YOU MAKE PROVISION IN YOUR HOUSEHOLD INSURANCE OR THROUGH AN ALTERNATIVE POLICY FOR ANY THIRD PARTY LIABILITY, LOSS OR DAMAGE TO THE EQUIPMENT**

1. The equipment must be returned or given up for repair as soon as we request it.
2. Repairs and maintenance to the chair during the period of loan must be carried out by the centres repair service.
3. You must not dispose of the equipment but let us know when you have no further use for it. The equipment must be returned in the condition in which it was received (fair wear and tear excepted).
4. It must be kept clean and in good working order.
5. It must only be used to carry yourself.
6. It must be protected at all times from theft, vandals and joyriders, and must be kept indoors or in a locked garage overnight, or when not in use.

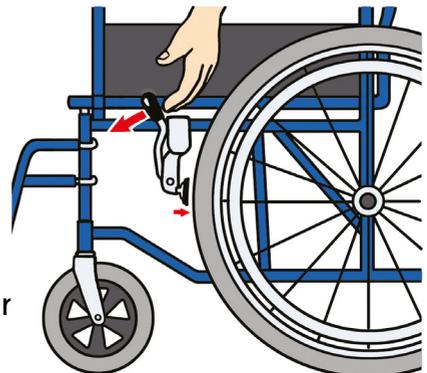
7. You must not have the wheelchair altered or have any attachment fitted without prior written agreement.
8. You must inform us immediately if:
  - (i) The equipment is involved in an accident.
  - (ii) The equipment is lost or damaged.
  - (iii) You change your address.
  - (iv) You intend to emigrate.
  - (v) You no longer need the equipment.
  - (vi) If your weight exceeds the recommended weight limit.
  - (vii) Change of GP.

If you take the equipment on holiday for a short time, you must pay the cost of damage, loss or repair during travel and whilst outside of the United Kingdom. Permission must first be obtained from the Wheelchair Service to take the wheelchair out of the UK and appropriate insurance obtained.

## Brakes

### ALWAYS APPLY BRAKES BEFORE:

- Opening the chair.
- Folding the chair.
- Getting into the chair.
- Getting out of the chair.
- Transferring to and from the chair
- Lifting the chair.

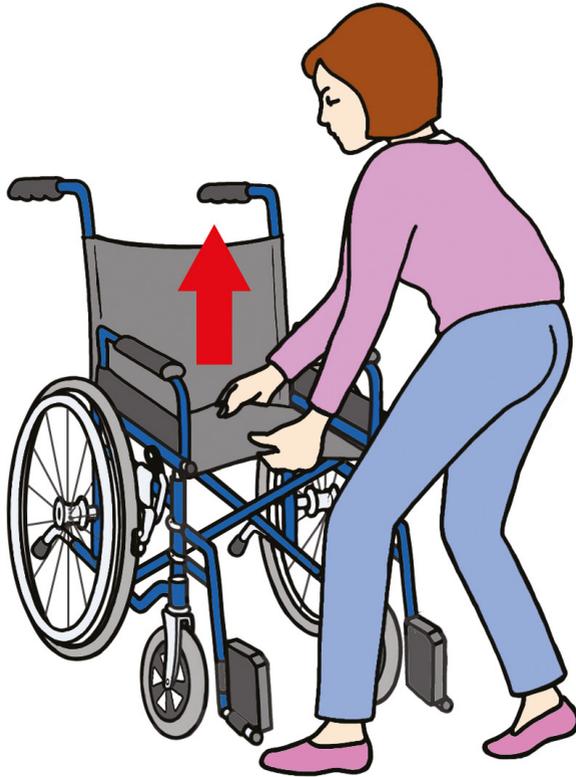


## To open the chair:



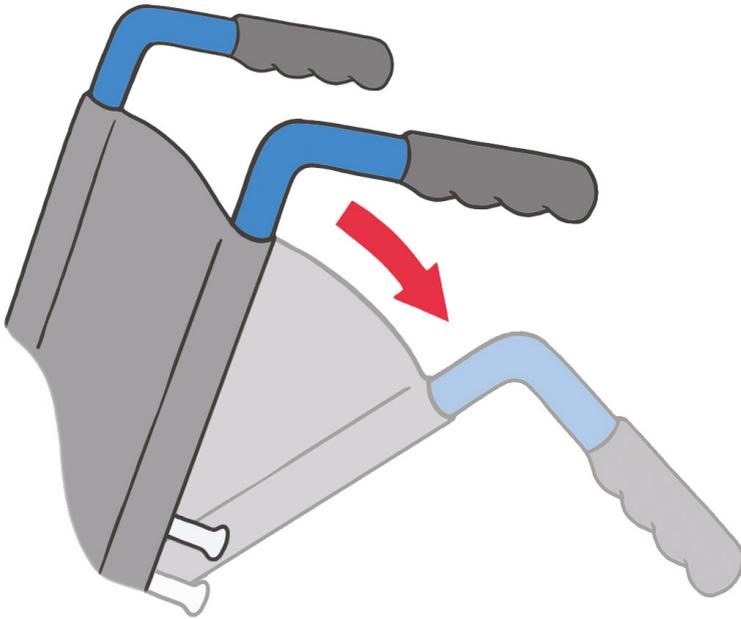
- Stand in front of the chair.
- Ease armrests slightly apart.
- Place hands on front frame.
- Keep fingers towards middle of seat.
- Push down until chair is completely open.

## To close the chair:



- Pull heel loops forward.
- Put footrests in upright position.
- Stand to the side of the chair.
- Grasp the middle of the seat canvas at the front and back.
- Lift upwards until the chair is fully closed.

## Backrest



### TO FOLD THE BACKREST:

- Stand behind the chair.
- Release the lever on each handle.
- Push the handles down.

**NB: When straightening the backrest, please make sure the levers are pushed back down.**

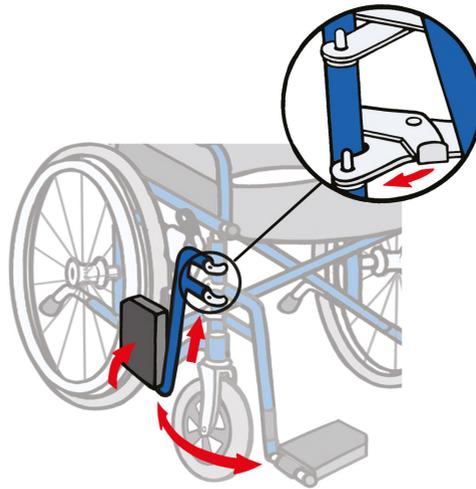
## To leave the chair



### **BEFORE LEAVING THE CHAIR:**

- Apply the brakes.
- Lift foot rests and swivel outwards (as shown on page 10).
- Place arms on armrests.
- Slowly push yourself up to a standing position.

## Footrest



### TO REMOVE THE FOOTREST:

- Push catch to the side (fig. 1).
- Swing footrests outward.
- Lift up footrests.

**NB: Some chairs have extra retaining pins or washers, these should be removed and discarded.**

### TO REPLACE THE FOOTRESTS:

- Locate holes on footrests to the pins on chair.
- Swing footrests inwards.
- Make sure catch in fig. 1 locks into place.

**NB: Your footrests should be set at a comfortable level. All footrests are height adjustable - contact your Wheelchair Service for advice.**

## Armrests



### TO REMOVE DETACHABLE ARMRESTS:

- Pull back lever (fig. 1).
- Lift armrests upwards.

**NB: When replacing armrests, please make sure that both tube ends are located in their sockets.**

## USER GUIDE

### Waist belts, Pelvic belts, Lap belts and Chest belts

**These type of belts fitted to a wheelchair are for postural purposes and are not to be used as a restraint or instead of a vehicle seat belt.**

If a wheelchair has been fitted with one or more of the above belts, it is important that the person in the wheelchair is sat / positioned as far back as possible into the seat. The belt then should be adjusted and secured so there is no room for forward movement along the seat.

It may be detrimental to the person in the wheelchair if they move forward due to the belt not being adjusted correctly, as this will take the person out of the correct seating position allowing them to slump, adopt poor posture or lead to other problems. If the belt no longer holds the person securely and in the event of an unexpected manoeuvre, the person could slide through the belt(s) or at least move out of the position making the wheelchair unstable. The risks associated with a person sliding in the wheelchair seat include shear stress, leading to pressure sores.

It is important to always keep the belt clean, untwisted and undamaged.

If in doubt about any of the above information, please contact the Wheelchair Service.

**WARNING** - When traveling in a vehicle your wheelchair should be secured in place with the correct vehicle tie downs and a standard car seatbelt applied which is integral to the vehicle.

## TRANSPORTATION

### Transporting your chair in the boot of a vehicle

Most wheelchairs are now designed to be easily transported and most of them dismantle into manageable parts in seconds.

All wheelchairs (powered or non-powered) should always have some form of restraint when transporting in any vehicle so that in the event of emergency braking or even cornering, the wheelchair does not move around.

Failure to restrain a wheelchair can not only cause immediate but progressive damage to the wheelchair and to the vehicle itself. Items such as shopping, suitcases etc. should not be placed on top of the wheelchair, or in the vicinity where it is likely to slide or fall onto the wheelchair as this may also cause significant damage to the equipment.

***NB: Damage to wheelchairs are often reported following day trips and holidays as the transport operator may be unaware that restraints are necessary. It is advisable to check that holiday / house insurance covers damage to your wheelchair.***

## Travelling in your wheelchair

It is strongly recommended that a user transfers to a vehicle seat and that the wheelchair is always transported separately; however, if this is not possible and the user intends to travel in the moving vehicle whilst seated in a wheelchair, it is essential that safety guidelines are followed and that the user understands that it is not as safe as using a vehicle seat.

It must also be stressed that the wheelchair brakes are not designed to withstand forces such as cornering, acceleration and braking within a motor vehicle; therefore, additional special restraints must always be provided.

Before travelling in a wheelchair on moving transport, you should always check to ensure that:

- the wheelchair is crash tested (the wheelchair has been shown to withstand simulated crash conditions without injury to the user);
- the wheelchair is secured to the vehicle floor in line with the direction of travel;
- the occupant is also separately restrained to the vehicle and not to the wheelchair e.g. waist belts and harnesses that are fitted to the wheelchair are not suitable restraints for use whilst travelling on transport;
- that only suitable vehicle restraining systems are used by the transport operator or in your own vehicle;
- any additional fittings such as trays should always be removed and stored separately;
- it is also recommended that wheelchairs with full height back rests are used; and

- a headrest should be provided for a wheelchair user when traveling in a vehicle where other seated passengers have a headrest (**please note** - headrests are only provided free of charge by Wheelchair Services for postural needs and will not be provided for transportation only). You can purchase a headrest as part of your personal wheelchair budget.

***NB: It is the responsibility of the transport operator and the wheelchair user to ensure that safety measures taken are suitable for both the wheelchair user and other passengers. All passengers in motor vehicles accept that there is a risk involved in travelling but this is compounded by riding in a wheelchair. All chairs should be in an upright position.***

## Further advice

For independent advice for travelling in your wheelchair, contact:

### Mobility Unit

Department of Transport  
22 Marsham Street  
London, SW1P 3EB

To obtain details on vehicle restraint systems, contact:

### Unwins Safety Systems

Willow House  
Artillery Road  
Lufton Trading Estate  
Yeovil  
Somerset, BA22 8RP

To obtain information regarding the equipment on loan from the Wheelchair Service, contact:

### **Seacroft Hospital**

York Road  
Leeds, LS14 6UH

## **Find out more about Leeds Specialist Rehabilitation Services with our new online guide**

[full video] [www.youtube.com/watch?v=PhZQ3h8qa1A](http://www.youtube.com/watch?v=PhZQ3h8qa1A)

or if you are interested in one of our services:

Introduction

[www.youtube.com/watch?v=gk641OSR69E](http://www.youtube.com/watch?v=gk641OSR69E)

Prosthetics Lower Limbs

[www.youtube.com/watch?v=YdcJZ6LA120](http://www.youtube.com/watch?v=YdcJZ6LA120)

Prosthetic Physiotherapy

[www.youtube.com/watch?v=1JBGKxQ9kml](http://www.youtube.com/watch?v=1JBGKxQ9kml)

Prosthetic Upper Limbs & Occupational Therapy

[www.youtube.com/watch?v=yvhrIcvYKAI](http://www.youtube.com/watch?v=yvhrIcvYKAI)

Clinical Health Psychology

[www.youtube.com/watch?v=im9slcKe9MQ](http://www.youtube.com/watch?v=im9slcKe9MQ)

Orthotics

[www.youtube.com/watch?v=aE213uaOM0Q](http://www.youtube.com/watch?v=aE213uaOM0Q)

Wheelchairs

[www.youtube.com/watch?v=lvDQENE7ZJE](http://www.youtube.com/watch?v=lvDQENE7ZJE)

Conclusion

[www.youtube.com/watch?v=FFmM8ySRvmA](http://www.youtube.com/watch?v=FFmM8ySRvmA)





## What did you think of your care?

Scan the QR code or visit [bit.ly/nhsleedsfft](https://bit.ly/nhsleedsfft)

*Your views matter*



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