



## Changing Places Toilet registration form for care providers and care establishments

This application should be completed with the details of the care provider or establishment requesting access to the Bromsgrove Changing Places Toilet.  
Please complete all sections that apply.

### Care provider / Care establishment details:

Name of the care provider or care establishment	
Name of main contact	
Address	
Main phone number	
Email address	

1. Please give the number of carers who will assist clients within the Changing Places Toilet	
2. Please give an approximate number of clients who will use Changing Places Toilet	

3. Have all your carers / care assistants received hoist training?				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

4. Are all your carers / care assistants familiar with a changing bed?				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

5. Have all your carers / care assistants received training in relation to cleaning the Changing Places Toilet after use?				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

6. Please confirm that all clients who will be assisted meet the requirement that they weigh less than 200kgs / 32 stone (maximum weight carried by the hoist)				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

7. Please confirm that all clients will be assisted with an Oxford compatible sling				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

**Bromsgrove District Council will contact you to arrange training where applicable.**

## Declaration

By signing this, you are agreeing that:

- The correct details for access to the Changing Place Toilet have been given.
- A copy of the User Manual has been received, read and understood by all staff who will be accessing the Changing Places Toilet.
- All those who will be using the Changing Places Toilet are aware of the emergency procedure, i.e. using the Bromsgrove Lifeline system or pendant if anyone is taken ill or injured.
- All those who will be using the Changing Places Toilet are fit and able to assist clients for whom your organisation is responsible when using Changing Places Toilet.
- All those who will be using the Changing Places Toilet are aware that carers are recommended to have received manual handling training.
- All those who will be using the Changing Places Toilet are aware that carers are recommended to carry a mobile phone with them when using the Changing Places Toilet
- All those who will be using the Changing Places Toilet will ensure that the PIN code is kept secure and not shared with anyone else.
- The care provider/ establishment will update Bromsgrove District Council if any information provided here changes.
- The care provider/ establishment accept that this information will be held in paper files or on a computer database for the purposes of processing this application, records maintenance and the collection and analysis of statistical information by Bromsgrove District Council; and
- The care provider/ establishment will use the equipment provided by Bromsgrove District Council in accordance with the manufacturer's instructions as Bromsgrove District Council will accept no liability for any damage to property or injury to persons arising from a failure to adhere to such instructions when operating equipment.

Signed		Date	
Position in organisation			

**This form has been issued by Bromsgrove District Council in partnership with Worcestershire County Council. The information provided will be treated in strict confidence and will only be shared between Councils and their service departments for assessment and training in the use of the equipment in the Changing Places toilet. To view the Bromsgrove District Council privacy policy, please visit [www.bromsgrove.gov.uk/privacy-policy](http://www.bromsgrove.gov.uk/privacy-policy)**

This form should be completed and returned to: [changingplaces@bromsgrove.gov.uk](mailto:changingplaces@bromsgrove.gov.uk)

Alternatively post to:

Bromsgrove District Council, Parkside, Market Street, Bromsgrove, Worcs. B61 8DA

Telephone 01527 881293 for general enquiries.

For further information about toilet facilities in Bromsgrove Town Centre contact [facilities.team@bromsgroveandredditch.gov.uk](mailto:facilities.team@bromsgroveandredditch.gov.uk)

**We will contact you routinely once a year to check that the information we hold about you is correct and up to date and to ensure customer satisfaction.**

FOR OFFICE USE ONLY	Date	Officer initials
Application recorded by BDCFM		
PIN issued		