Guidance for students using personal care assistants and/or requiring individual accommodation adaptations

This guidance is for disabled students who have personal care support in place for day to day living activities and those requiring individual accommodation adaptations. It outlines the services the University has in place to help you and your responsibilities in helping to ensure:

- Room adaptations can be carried out safely and in time for your arrival on campus and
- The safety of both yourself and your personal care assistant(s) whilst working on campus.

Please note: Delays in providing information about your required specialist equipment/adaptations and any funding you have secured for room adaptations may mean that the University cannot guarantee fitting will be completed in time for you to move in at the beginning of term.

Services: Here to help you

The following University services work together to help ensure that room adaptations are carried out and for the safety of you and your personal care assistants:

Support Services: Our disability team (disab@essex.ac.uk, +44 1206 872365) provide advice on:

- possible sources of funding for personal care needs
- different models of care that have previously been used by students
- liaison with Estates Management and Accommodation Essex

Accommodation Essex (accom@essex.ac.uk, +44 1206 872355) provides information on the standard adaptations already available in University accommodation and advises on Accommodation arrangements for live in personal care assistants

Estate Management Section (ems-helpdesk@essex.ac.uk, +44 1206 872959) will liaise with your specialist contractors to ensure your room adaptations are carried out efficiently and safely

Health and Safety Advisory Service (safety@essex.ac.uk, +44 1206 872944, www.essex.ac.uk/ohsas) provides a professional health and safety and fire safety service to the University community. We:

- Provide training to you and your personal care assistants on basic fire safety, safe evacuation and, where necessary, use of specialist evacuation equipment
- Assist with you with your Personal Emergency Evacuation Plan (PEEP)

Your responsibilities

We need your help to ensure suitable adaptations are carried out in time for your intended arrival and for the safety of you and your personal care assistants whilst living on Campus.
It is your responsibility to

- Obtain funding for personal care assistance and major adaptations
- Tell Student Support and Accommodation Essex in advance if you will require adaptations to your accommodation and to contact us again at the same time as you confirm your place at the University, to let us know your exact requirements
- Contact Estate Management giving as much notice as possible about the specialist equipment and/or additional adaptations you need, especially if ceiling mounted hoists or aids are required.

**Please Note:** If external specialist suppliers are to be used, they will be required to provide various documentation to Estate Management with reasonable advance notice, prior to any work commencing on campus. Details are given in ‘Proposed adaptation/s to a student residence’ available from [www2.essex.ac.uk/estates/Pages/ContractorHealthandSafety.htm](http://www2.essex.ac.uk/estates/Pages/ContractorHealthandSafety.htm). You must ensure this form is completed by your contractor/s.

- Provide confirmation of funding for any specialist equipment and installation to Estate Management
- Put in place suitable arrangements for the regular inspection / maintenance / cleaning of equipment (as specified by the equipment supplier)
- Provide a copy of the equipment maintenance contract/s covering the period of your study to Estate Management for their reference. Note: the University will not be responsible for any form of maintenance or associated costs unless agreed otherwise in writing by Estate Management
- Arrange for the removal of equipment at the end of your stay and meet the costs of returning the room to its original condition, unless agreed otherwise in writing with the University
- Recruit, appoint and arrange payment for your carers (you may prefer to consider an external service provider who will do this on your behalf)
- Provide the names and contact details of your personal care assistants to the Health and Safety Advisory Service and notify them of any changes as they occur
- Liaise with the Health and Safety Advisory Service to ensure that you and your personal care assistants receive fire safety training and that your PEEP is in place
- Provide your personal care assistants with information and training appropriate for their role, including orientation of campus, moving and handling of people training and use of any specialist equipment. Also ongoing support and supervision to ensure safe working practices are followed
- Have an emergency arrangement for your support in place should a personal care assistant be ill or unavailable.