

**Adults & Community
Directorate**

HOUSING ADAPTATIONS

**Procedures and Practice Guidance for the
Provision of Minor Adaptations to the
Homes of Disabled People**

February 2010

CONTENTS

Contents	Page	Paragraph
PROCEDURE		
Introduction	4	1
Definition of Minor Adaptation	4	2
Timescales	5	3
The Assessment Process	5	4
Involving Disabled People and their Carers	5	5
Current and long term needs	6	6
Ethnic and cultural issues	7	7
Recording actions and agreements	7	8
Cost effectiveness and Best Value	7	9
Provision of Minor Adaptations	7	10
PRACTICE GUIDANCE		
Types of Minor Adaptations	Appendix 1	
Minor Adaptations Booklet (criteria and assessment considerations)	Appendix 2	Example
Minor Adaptations Templates (also available on intranet)	Appendix 3	Example

INFORMATION SHEET

Service area	Older People's and Independent Living Services
Date effective from	March 2010
Responsible officer(s)	Divisional Manager Independent Living Services
Date of review(s)	March 2012
Status: <ul style="list-style-type: none"> • Mandatory (all named staff must adhere to guidance) • Optional (procedures and practice can vary between teams) 	Mandatory
Target audience	Therapists, nurses and support workers e.g. Community Care Workers within the Borough, who are proposing minor adaptations to the homes of disabled people
Date of committee/SMT decision	
Related document(s)	<ul style="list-style-type: none"> • Housing Adaptations Policy • Procedures and Practice Guidance for the Provision of Major Adaptations to the Homes of Disabled People
Superseded document(s)	None
Equality Impact Assessment completed	CIRA completed
File reference	

	PROCEDURE	<i>Practice</i>
1	<p>Introduction</p> <p>The purpose of this document is to ensure a fair and a consistent response is given when considering the provision of minor adaptations to a person’s home following an assessment of their needs.</p> <p>It provides guidance to therapists, nurses and support workers e.g. Community Care Workers within the Borough, who are proposing minor adaptations to the homes of disabled people to enable them to live at home independently or with support.</p> <p>Halton Borough Council acknowledges the contributions of service users and staff within the Borough and the work of the following organisations, which has assisted in the writing of this procedures and practice guidance:</p> <ul style="list-style-type: none"> • London Boroughs Occupational Managers Group “Guidelines for Major Adaptations to the Homes of People with Disabilities”; • Salford City Council “Community Equipment and Adaptations Statement of Purpose and Guidelines”; • Warrington Borough Council “Criteria for the Provision of Equipment and Minor Adaptations” and “Criteria for Major Adaptations to the Homes of Disabled People.” 	<p><u>Related Documents</u></p> <p>This procedure and practice guidance policy should be read in conjunction with the Housing Adaptations Policy which outlines the policy framework for adaptations, including an explanation of the complex legislation involved.</p> <p>There is an equivalent document for major adaptations:</p> <p>Procedures and Practice Guidance for the Provision of Major Adaptations to the Homes of Disabled People.</p>
2	<p>Definition of Minor Adaptation</p> <p>Minor adaptations are relatively small and inexpensive ‘minor works’ e.g. grab rails, extra stair rail, re-positioning of electrical sockets, removal of door thresholds, costing less than £1000. (This may be the cost of a single item or a combination of items).</p> <p>Cost related criteria may vary between local housing providers meaning that the definition of items as either minor or major adaptations may also differ.</p> <p>Minor adaptations for owner occupiers and private tenants are funded by Social Services. Housing Associations are expected to fund minor adaptations for their tenants.</p>	<p><u>Types of Minor Adaptations</u></p> <p>Minor adaptations may be structural or non structural items. Further details of what constitutes a structural or a non structural minor adaptation is provided in Appendix 1</p>

	PROCEDURE	<i>Practice</i>
3	<p>Timescales</p> <p>Older and disabled people often need minor adaptations quickly in order to facilitate their safe discharge from hospital (in these cases minor adaptations will be recommended by hospital based therapists) or to safeguard their safety and independence at home. Non structural minor adaptations are provided within 7 days, although this performance target does not apply to housing associations.</p>	<p><u>Performance Indicator</u> within 7 working days. The period begins when a decision to supply the equipment/adaptation is made (likely to be prior to when the order is placed) and ends when the equipment/adaptation is satisfactorily installed in the opinion of the council (the delivery/installation date, or when satisfactorily installed in the view of the Council, if later).</p>
4	<p>The Assessment Process</p> <p>General Principles of the Assessment Process are outlined in the Housing Adaptations Policy (Paragraph 10)</p> <p>Assessments will always consider:</p> <ul style="list-style-type: none"> • Involving disabled people and their carers • Current and long term needs • Ethnic and cultural issues • Cost effectiveness and best value 	<p><u>Eligibility for Adaptations</u> In order to qualify for adaptations in the home: the person for whom the adaptations are being considered must have</p> <ul style="list-style-type: none"> - a substantial impairment of sight , hearing or speech - a mental disorder or impairment of any kind or - a substantial physical disability due to illness, injury, impairment since birth or otherwise. <p>The adaptation must be at that person's only or main residence and they must be ordinarily resident within the Borough of Halton.</p>
5	<p>Involving disabled people and their carers</p> <p>It is crucial to involve the disabled person in the assessment of their own needs. The views of parents and carers are also important, particularly if they live in the same household. Any assessment should take account of the views of disabled children and young people and their parents.</p> <p>Within the provisions of The Carers (Recognition and Services) Act 1995 and Carers and the Disabled and Children Act 2000 and the Carers (Equal Opportunity) Act 2004 consideration of the needs of the carer will be of equal importance in that:</p> <ul style="list-style-type: none"> • The provision will improve the quality of care given to the disabled person and • It will help alleviate the physical demands experienced by the carer and • It will enable the carer to continue to provide care. 	

	PROCEDURE	<i>Practice</i>
	<p>The amount of care and support provided by relatives and carers, and the type and size of equipment used, will be taken account of when determining the space requirements of any proposed adaptations.</p> <p>A consensus on the final proposals for adaptations should be sought with the disabled person, their carers, and other members of the household, other agencies where appropriate and be part of an individual care package.</p> <p>At all stages the disabled person should be provided with adequate information on which to base their decisions.</p>	
6	<p>Current and long term needs</p> <p>Assessments will always take account of the person's current and long term needs, particularly if the person has a condition that is likely to deteriorate over time.</p> <p>Some minor adaptations are permanent changes to a person's home and will only be considered if other help and support does not meet the disabled persons' needs. This involves applying the stepped process outlined in the practice column opposite and particularly whether a different way of approaching tasks, rearranging the layout of the property and/or provision of equipment may meet needs, reduce risks and alleviate the need for adaptation work. All existing facilities in the property will be utilised, taking account of the needs of the disabled person and their family.</p> <p>Where people have deteriorating conditions, government guidance makes it clear that a relatively limited period in which a particular adaptation will be appropriate is not in itself sufficient reason for delaying or refusing its provision. Age and / or prognosis alone should not be a barrier to the provision of adaptations.</p>	<p>Stepped Approach</p> <p>When considering the need for adaptations the following stepped approach will be used:</p> <ul style="list-style-type: none"> - Whether a different way of approaching tasks, rearranging the layout of the property and/or provision of equipment and /or minor adaptations may meet needs, reduce risks and alleviate the need for more major adaptation work. - Where it is established that major adaptations are required, adapt within the existing footprint of the property - Where extensive major adaptations are required, assist the disabled person to move to more suitable accommodation through the use of relocation grants (for owner occupiers and private tenants) and the Accessible Homes Register. - If a ground floor extension is the only solution and if the complete costs are provided through the Adults and Community Directorate the option of modular buildings will be explored.

	PROCEDURE	<i>Practice</i>
7.	<p>Ethnic and Cultural issues</p> <p>Any ethnic and cultural aspects of the household must be considered during assessments and / or planning works. Community or religious advisors may need consulting on individual cases, or it may be necessary to involve translation and advocacy services.</p>	
8.	<p>Recording Actions and Agreements</p> <p>Staff will always carefully record their evidence, reasoning and conclusions in determining the course of action they will follow in conjunction with the disabled person and taking their views into account.</p>	
9.	<p>Cost Effectiveness and Best Value</p> <p>Although the disabled person's preference will be taken into account, it is not the only consideration. The most cost effective solution, that also meets the disabled person's needs, should be found, although it is recognised that there may be a need to be flexible in complex cases.</p>	<p><u>Cost Effectiveness and Best Value</u></p> <p>The approach to achieving cost effectiveness and Best Value is outlined in more detail in the Adaptations Policy.</p>
10	<p>Provision of Minor Adaptations</p> <p>The process for obtaining minor adaptations varies depending on the tenure of the property. Up to date processes are available within the HHILS procedure manual and on the internet / intranet.</p>	<p><u>HHILS Procedure Manual</u></p> <p>This contains the detailed internal processes to be followed for minor adaptations.</p>

APPENDIX 1

Types of Minor Adaptations

Structural Minor Adaptations	Non- structural Minor Adaptations
Hand rails - external	Grab rails
Half steps	Stair rails
Plinths for chairs and beds	Lever taps
Extra paving to widen pathways	Drop down rails
Under cupboard lighting (visual impairment)	Floor fixing of toilet frames
Re-site sockets	Wall to floor rails
Additional sockets	Floor to floor rails (internal)
Re-locate light switch	Brackets for swivel bathers and bath boards
Lower section of kitchen workspace	Spatulate w.c. handles
Shower over bath	Change window openers
Threshold ramps	Lower wall cupboards
Re-hang doors	Change door handles/kitchen door handles
Re-locate radiators	Replace rubber seals on shower doors
Widen doorways – key access points	Flashing door bells
Compressible threshold etc and renewal	Smoke alarm alerts
Bi-fold doors	Door and wall protectors
Sliding doors	Intercom door locks
Safety glass	Newel rails
Lower w.c. cistern	
Change w.c. or alter position	
Change fire controls/ change fire	

Halton Home Improvement and
Independent Living Team



Minor Adaptations

Criteria and Guidance

CONTENTS LIST

1. Grab rails
2. Additional stair rails
3. Intercom Door Release System
4. Handrails
5. Shallow steps
6. Alterations to Door Structure
7. Alterations to Door Threshold
8. Alterations to Door Furniture
9. Door and Wall Protectors – kick plates
10. Flip down rails
11. Floor fixing of Toilet Frames
12. Spatulate Cistern Flush Lever
13. Toilet Plinth
14. Altering Position of Toilet or Cistern
15. Wall Mounted Bathing Equipment
16. Lever Taps
17. Kitchen Cupboard Door Handles
18. Adapted Kitchen Work Surface
19. Sockets and Light Switches

Example
ADDITIONAL STAIR RAILS

DESCRIPTION

A mop stick section of softwood, sited to run continuously from the bottom to the top of the flight of stairs, to include the perimeters of intervening landings and across window openings (if necessary). The diameter should be a minimum of 40mm and no greater than 50mm.

An extra rail only can be considered as it is the householder’s responsibility to ensure that at least one stair rail is fitted for general safety.

FUNCTION

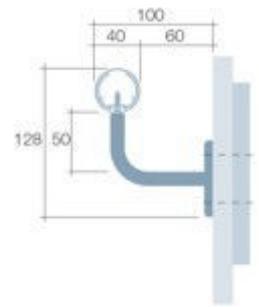
To provide support and security for disabled person whilst ascending/descending stairs

CRITERIA

1. General conditions prefacing this document must be met AND
2. The disabled person’s ability to ascend/descend stairs is impeded AND
3. Stair rails will enable the disabled person to be more independent or reduce risk to either themselves and/or their carer when carrying out the activity AND
4. The disabled person must be ambulant independently with or without a walking aid to mobilise on stairs.

ASSESSMENT GUIDANCE

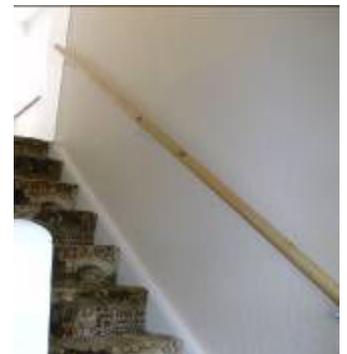
- Stair rails are designed to reduce risk and should not be considered if it would increase risk.
- Consider how many rails are required – dependent on the disabled persons functional ability (left/right sided weaknesses) and the environment
- A combination of stair rails and grab rails may be appropriate.
- Detailed measurements of the position and type should be specified to the builder together with a detailed pro forma.
- There should be a clearance of between 50mm and 60mm between a handrail and any adjacent wall surface. Supports should be underneath to ensure no interruptions to prevent the smooth running of a person’s hand along the rail.



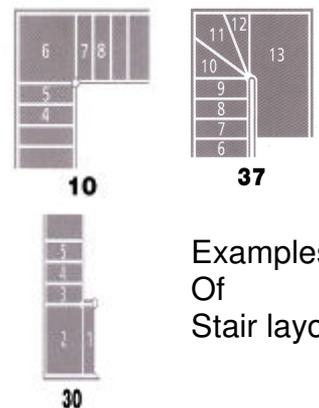
Dimensions of a stair rail



Combination of rails may be required



Straight flight of stairs



Examples Of Stair layouts

- Stair rails can be cut to size to make different components for all stairway layouts.
- When installing a stair rail the height should be equal to the existing rail and follow the gradient of the stairs. As a general rule of thumb the height is usually between 900mm – 1100mm
- Always check fitted rails are smooth with no sharp / rough edges that could cause catching / splinters.

CONSIDERATIONS

- Where stair rails may assist outside property boundaries e.g. communal stairways. Obstructions to other residents should be taken into consideration
- Ranch style (flat) rails should never be considered. Think about replacing existing ones if necessary.
- Rails should always run the full length of stairs and 300mm beyond if it does not cause an obstruction.
- Where there is an open plan staircase i.e. there is no rail at all at the side of the service users stairs, this is entirely inappropriate from a health and safety perspective and would make the service user liable should any injury occur to anyone in their property as a result of this omission. It is the homeowner's responsibility to fit a stair rail to the open side of the stairs. Advise tenants to contact their landlord or RSL regarding this issue.

APPENDIX 3

MINOR ADAPTATIONS TEMPLATES

CONTENTS LIST

Diagram 1A	Grab rails beside front /back door
Diagram 1B	Grab rails beside front /back door
Diagram 1C	Grab rails beside front /back door
Diagram 2A	External handrails to steps at front/back door
Diagram 2B	External handrails to steps at front/back door
Diagram 3A	Half steps and External Handrails to front/back door
Diagram 3B	Half steps and External Handrails to front/back door
Diagram 4	Extra stair rail – height to match exiting rail height
Diagram 5A	Bath – show position and measurements for grab rails – taps to right
Diagram 5B	Bath – show position and measurements for grab rails – taps to left
Diagram 5C	Bath – show position and measurements for grab rails – taps to right
Diagram 5D	Bath – show position and measurements for grab rails – taps to left
Diagram 5E	Bath with shower head show position and measurements for grab rails – taps to right
Diagram 5F	Bath with shower head show position and measurements for grab rails – taps to right
Diagram 5G	Bath with shower head and diagonal grab rail - show measurements for grab rails – taps to right
Diagram 5H	Bath with shower head and diagonal grab rail - show measurements for grab rails – taps to left
Diagram 5J	Bath with shower head and vertical grab rail - show measurements for grab rails – taps to right
Diagram 5K	Bath with shower head and vertical grab rail show measurements for grab rails – taps to left
Diagram 5L	Bath with shower head and horizontal grab rail – show measurements for grab rails – taps to right
Diagram 5M	Bath with shower head and horizontal grab rail – show measurements for grab rails –taps to left

MINOR ADAPTATIONS TEMPLATES

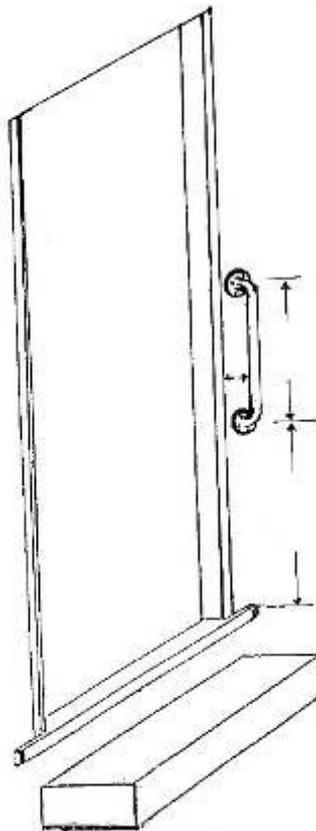
CONTENTS LIST (continued)

Diagram 6A	WC in right corner show type, position and measurements for grab rail
Diagram 6B	WC in left hand corner show type, position and measurements for grab rails
Diagram 6C	WC in right hand corner show measurements for horizontal grab rail
Diagram 6D	WC in left hand corner show measurements for horizontal grab rail
Diagram 6E	WC in right hand corner show measurements for diagonal grab rail
Diagram 6F	WC in left hand corner show measurements for diagonal grab rail
Diagram 6G	WC in right hand corner show measurements for vertical grab rail
Diagram 6H	WC in left hand corner show measurements for vertical grab rail
Diagram 6J	WC in right hand corner show measurements for wall to floor rail
Diagram 6K	WC in left hand corner show measurements for L shaped grab rail

Minor Adaptations

Diagram 1 A
Grab Rails beside front/back* door

* Delete as appropriate



Service Users Name:			
Address:			
		ID No.	

Prescriber's Name:			
Designation		 :	
Date			