



Review Sheet



Last Reviewed
17 Jun '21

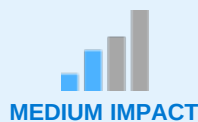


Last Amended
17 Jun '21



Next Planned Review in 12 months, or
sooner as required.

Business impact



Changes are important, but urgent implementation is not required, incorporate into your existing workflow.

Reason for this review

Scheduled review

Were changes made?

Yes

Summary:

This policy details how a service user's personal possessions must be assessed for safety and a clear record kept of any items brought into the home. It has been reviewed and there is a minor addition regarding the fire safety of furniture. References have also been reviewed and expanded.

Relevant legislation:

- The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)
- The Electricity at Work Regulations 1989
- Equality Act 2010
- Food Safety Act 1990
- Health and Safety at Work etc. Act 1974
- Human Rights Act 1998
- The Manual Handling Operations Regulations 1992
- Mental Capacity Act 2005
- Mental Capacity Act Code of Practice
- The Control of Substances Hazardous to Health Regulations 2002

Underpinning knowledge - What have we used to ensure that the policy is current:

- Author: NICE, (2013), *Mental wellbeing of older people in care homes (QS50)*. [Online] Available from: <https://www.nice.org.uk/guidance/qs50/chapter/quality-statement-2-personal-identity> [Accessed: 17/6/2021]
- Author: CQC, (2020), *Person-centred care*. [Online] Available from: <https://www.cqc.org.uk/guidance-providers/adult-social-care/person-centred-care> [Accessed: 17/6/2021]
- Author: Journal of Housing for the Elderly, (2016), *The Importance of Personal Possessions for the Development of a Sense of Home of Nursing Home Residents*. [Online] Available from: https://www.researchgate.net/publication/298424417_The_Importance_of_Personal_Possessions [Accessed: 17/6/2021]

Suggested action:

- Encourage sharing the policy through the use of the QCS App
- Add the policy to the planned team meeting agendas
- Share 'Key Facts' with all staff

Equality Impact Assessment:

QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.



1. Purpose

1.1 To ensure that Service Users are able to bring personal possessions into the service, whilst protecting Service Users, staff and others from potential harm caused by these possessions.

1.2 To support South View Lodge in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
CARING	C3: How are people's privacy, dignity and independence respected and promoted?
RESPONSIVE	R1: How do people receive personalised care that is responsive to their needs?

1.3 To meet the legal requirements of the regulated activities that {South View Lodge} is registered to provide:

- | The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)
- | The Electricity at Work Regulations 1989
- | Equality Act 2010
- | Food Safety Act 1990
- | Health and Safety at Work etc. Act 1974
- | Human Rights Act 1998
- | The Manual Handling Operations Regulations 1992
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2. Scope

2.1 The following roles may be affected by this policy:

- | All staff

2.2 The following Service Users may be affected by this policy:

- | Service Users

2.3 The following stakeholders may be affected by this policy:

- | Family
- | Advocates
- | Representatives
- | Commissioners



3. Objectives

3.1 To ensure that Service Users are supported as much as possible to bring personal possessions, including furniture, into South View Lodge.

3.2 To ensure that all items brought into South View Lodge are risk assessed as being safe, and the risks of harm to the Service User, staff or others are within acceptable parameters.



South View Lodge

92 Station Road, Hesketh Bank, Preston, Lancashire, PR4 6SQ



4. Policy

4.1 Service Users supported by South View Lodge may bring personal possessions, including furniture, into South View Lodge provided that such items do not pose a risk of harm to any person.

4.2 Prior to personal possessions, including furniture, being brought into South View Lodge, South View Lodge will undertake a risk assessment on the item. Items that pose a medium or high risk will not be permitted to be brought into South View Lodge. Prior to such decisions being made, South View Lodge will work with the Service User and their representatives (as appropriate) to see if the risk can be reduced.

4.3 Upholstered furniture

Any upholstered furniture will only be permitted at South View Lodge if it has the appropriate labelling and meets the Furniture and Furnishings Fire Safety Regulations.



5. Procedure

5.1 Schedule of Possessions

As part of the provider assessment undertaken by South View Lodge with the Service User and/or their representatives (as appropriate), South View Lodge will list each item of personal possessions that the Service User proposes to bring into South View Lodge. This schedule of possessions must be updated whenever items are removed from South View Lodge or when new items are brought into South View Lodge. The personal possessions include furniture, electrical equipment, computer equipment, ornaments, decorations, pictures, mirrors etc. Items such as clothing, footwear and personal toiletries are not included in the Schedule of Possessions as a risk assessment will not generally be necessary for such items.

5.2 Risk Assessment

Before any personal possessions are permitted to be brought into South View Lodge, South View Lodge will undertake a risk assessment. If the risk posed by the item is medium or high, South View Lodge will work with the Service User and/or their representatives to reduce the risk to low. The outcome of the risk assessment will be as follows:

- ┆ Low risk - the item may be brought into South View Lodge but will be subject to periodic checks to ensure that the risk remains low
- ┆ Medium risk - the item may be permitted to be brought into South View Lodge at the discretion of Miss Leanne Pittam. This may require the Service User to agree to conditions for use of the item
- ┆ High risk - the item will not be permitted to be brought into South View Lodge

5.3 Responsibility

South View Lodge does not accept responsibility for the safekeeping, maintenance, servicing or replacement of any item of personal possessions brought into South View Lodge unless damage is caused by the negligent actions of a member of staff working at South View Lodge.

Service Users and/or their representatives must arrange and pay for personal possessions to be maintained, serviced, repaired or replaced in order that the risks posed to everybody are reduced. Personal possessions that are not in a good state of repair and which pose a risk to anybody will be removed from South View Lodge and returned to the Service User's representatives.

5.4 Removal of Personal Possessions

If personal possessions are removed from South View Lodge by the Service User and/or their representative, Miss Leanne Pittam must be notified so that the Schedule of Possessions can be updated.

5.5 Valuables Placed with South View Lodge for Safe Keeping

South View Lodge is required to keep a record of valuables placed with it for safe keeping. The procedure for this is detailed in the Service User's Finance Policy and Procedure. South View Lodge will insure money and valuables placed for safekeeping up to the following sums:

- ┆ Per single item 5 Million
- ┆ Total of all items per each Service User 5 Million

In respect of items with an individual or collective value that exceeds the above sums, the Service User and /or their representative should arrange separate independent insurance cover. South View Lodge will not accept responsibility for any shortfall between the value of the item and the insurance cover value as detailed above.



6. Definitions

6.1 Personal Possession

- Any item brought into South View Lodge by the Service User. This excludes clothing, footwear and personal toiletries

6.2 Risk Assessment

- A risk assessment is a systematic examination of a task, job or process for the purpose of identifying the significant hazards, the risk of someone being harmed and deciding what further control measures you must take to reduce the risk to an acceptable level



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- A Schedule of Possessions should be created as part of the provider assessment and this schedule must be maintained when items are removed from South View Lodge or when new items are brought in
- A risk assessment must be undertaken for every item brought into South View Lodge. This will form the basis of the decision about whether the item is safe to be in South View Lodge
- The benefits of personal possessions on wellbeing is widely acknowledged and, therefore, a positive approach should be taken in relation to managing risk and choice



Key Facts - People affected by the service

People affected by this service should be aware of the following:

- We will try and accommodate personal items as far as is practicably possible and staff will work with you to identify what you would like to bring with you
- For clarity, you will be responsible for any maintenance, servicing, repair and replacement of items brought into South View Lodge
- It is recommended that you familiarise yourself with the insurance cover provided by South View Lodge to ensure that it is adequate for the items you bring into South View Lodge



Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

Health and Safety Executive - Managing Risk and Risk Assessment at Work:

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>



Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- The wide understanding of the policy is enabled by proactive use of the QCS App
- The inventory for valuables and possessions is regularly reviewed and updated for each Service User
- Regular audits take place to ensure that the personal possessions process is conducted correctly at South View Lodge



CR65 - Personal Possessions Policy and Procedure

Care Management - Care Practice

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Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Schedule of Possessions/Valuables Inventory - CR65	Upon admission or when staff become aware of high value items being brought into South View Lodge.	QCS

