

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/or 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 efficiently.
- 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 safely for you and your personal care assistants:

Disability & Access Team (disab@essex.ac.uk, +44 1206 874635) provides advice on:

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

Accommodation Essex (askthehub@essex.ac.uk, +44 1206 874000) provides information on the standard adaptations already available in University accommodation and advises on accommodation arrangements for live in personal care assistants

Health and Safety Advisory Service (safety@essex.ac.uk, +44 1206 872944, <https://www1.essex.ac.uk/health-safety/>) 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:

- Liaise with your local Social Services/NHS continuing care team with regard to a care plan and the funding available to you for specialist equipment and/or personal assistants. Please provide a copy of this to your named Disability Adviser in Student Support.

Please Note: If external specialist suppliers are to be used, they will be required to provide various documents to Accommodation Essex, who will liaise with the Estates Management Team to help facilitate the process. There will need to be sufficient advance notice, prior to any work commencing on campus.

- Provide confirmation of funding for any specialist equipment and installation to Accommodation Essex
- Advise Accommodation Essex of any specialist equipment that is installed into your study room and 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 Accommodation Essex for their reference. Note: the University will not be responsible for any form of maintenance or associated costs unless agreed otherwise in writing by Accommodation Essex
- Advise Accommodation Essex when you 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)
- 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.