

HIP SPICA CHAIRS

INSTRUCTIONS FOR USE Multi-Adj / Portable / STEPS

Code 5585-5587 / 5596 / 5580



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1. Multi-adjustable Hip Spica Chair

INSTRUCTIONS FOR USE

Code 5585-5587



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1.0 INTRODUCTION

Thank you for choosing the Smirthwaite Multi-adjustable Hip Spica Chair.

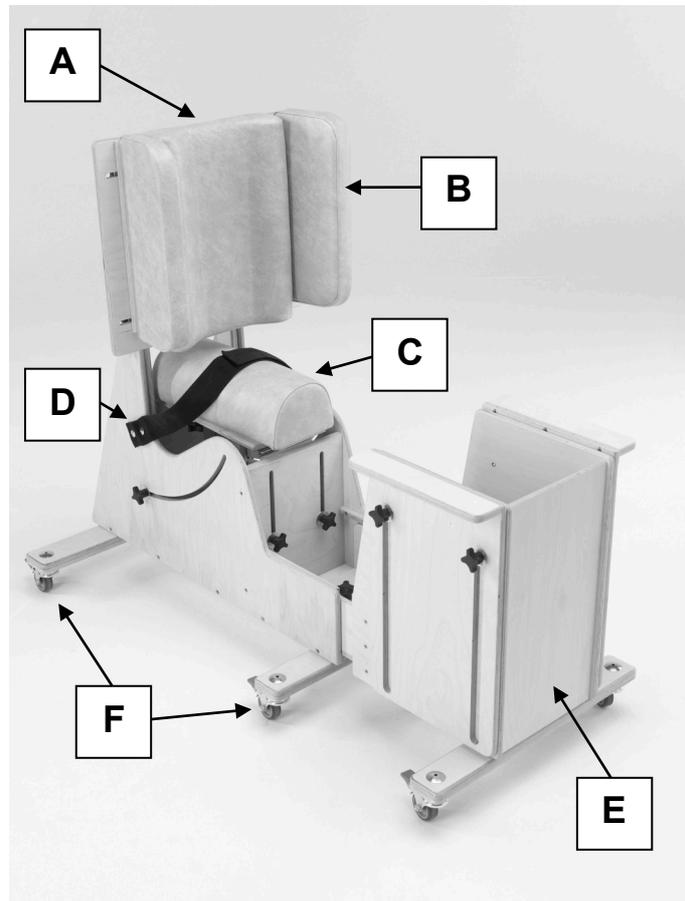
The range of Hip Spica chairs have been specifically designed for children from the age of 8 months who have congenital abnormalities of the lower limbs and require supportive seating.

	<p>IMPORTANT!</p> <p>These instructions should be read by all therapists and carers using the equipment and should be retained for future reference. The product should always be used under adult supervision.</p> <p>Any incorrect use of the product and failure to follow the instructions may put the user at risk or impede the function. If you have any queries using this product or wish for further copies, please do not hesitate to contact Customer Service department on T: +44 (0) 1626 835552.</p>
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2.0 ILLUSTRATION OF YOUR CHAIR

- A. Back
- B. Lateral support wings
- C. Seat
- D. Lapstrap
- E. Detachable tray support
- F. Castors



2.1 TECHNICAL DATA

SIZE	1	2	3
CODE	5585	5586	5587
Dimensions			
Length (mm)	1000	1000	1000
Seat Height (mm)	400-560	400-560	400-560
Back Height (mm)	370-660	450-750	550-850
Tray Size (mm)	760x600	760x600	760x600
User Weight (kg)	85	85	85

3.0 FOR YOUR SAFETY

	STOP!
	Please read these instructions CAREFULLY and THOROUGHLY.

- The user should **NOT** be left unattended whilst in the chair. Always ensure a responsible therapist or carer is in attendance.



- The carer should be familiar with the methods of adjustment and have completed all adjustments appropriately to meet the needs of the child before transferring the child onto the chair.
- Regular maintenance checks and cleaning are essential for the safe use of this equipment (see care and maintenance section).
- Always fasten the pelvic strap and any other straps provided with the chair.
- Always lock at least two of the wheels when the chair is static.
- Regularly check that straps and/or harnesses are not showing signs of tearing or fraying, and that they fasten correctly.
- If any part is loose, damaged or functioning incorrectly, **DO NOT** use until rectified.
- Always keep this product away from naked flames, cigarettes and sources of heat including open fireplaces, radiators, heaters.
- **DO NOT** fit parts or accessories of other manufacturers to this product unless authorised to do so in writing by Smirthwaite Ltd. Failure to follow these instructions will not only invalidate the guarantee but could make the chair dangerous to use. Smirthwaite Ltd will not accept liability for any injury or damage incurred through such malpractices. Any repairs required must be carried out by Smirthwaite Ltd authorised personnel.
- If you believe the chair or any fitted accessory to be faulty at any time, **DO NOT USE** – contact Smirthwaite by telephone on +44 (0) 1626 835552.



STOP!

LAP STRAPS & HARNESSSES SAFETY NOTICE

Lap straps and harnesses must be appropriate and safe for the user and the users clothing.

Lap straps and harnesses must be checked every time the chair is used to ensure they are fitted as prescribed by the clinician, take account of the users clothing and are tightened so that the user cannot sustain injury.

Checking the fit of lap straps and harnesses must be done with the user in the chair and should be undertaken as soon as the users sits in the chair.



4.0 UNPACKING AND ASSEMBLING YOUR CHAIR

- When delivered, the chair will be supplied part assembled with the following assembled sub-sections:
 - Back assembly: Adjustable back plate complete with upholstered cushion, wings and (if ordered), a headrest.
 - Seat assembly: Complete with seat cushion, adjustable seat and a pelvic strap
 - Front section: Storage box and adjustable arms to take the tray.
- To assemble, firstly fit the rear back cushion to the chair frame and secure using the four handwheels provided.
- Secondly, fit the tray support section to the main chair assembly by sliding the support section into the front space of the main chair assembly and locking in place with the handwheel provided.
- Finally, fit the tray to the tray arms by rotating the toggles underneath the tray to secure in position.
- If any part is loose, damaged or functioning incorrectly – do not use until rectified.

If you believe this product to be faulty - **DO NOT USE** - Contact Smirthwaite Ltd on T: +44 (0) 1626 835552.



5.0 SETTING UP AND ADJUSTING YOUR CHAIR

	<p>STOP!</p> <p>If in any doubt, ALWAYS seek ADVICE</p> <p>Always turn handwheels and screws clockwise to tighten or anti-clockwise to loosen. The chair must be fully adjusted by a therapist or trained representative before use.</p>
	<p>IMPORTANT!</p> <p>It is recommended that the chair should be used for a few days prior to any operation so that the patient can become familiar with it.</p> <p>It should then be checked in hospital after the operation, and set up again if necessary.</p> <p>The chair can normally be used from an early postoperative stage.</p>

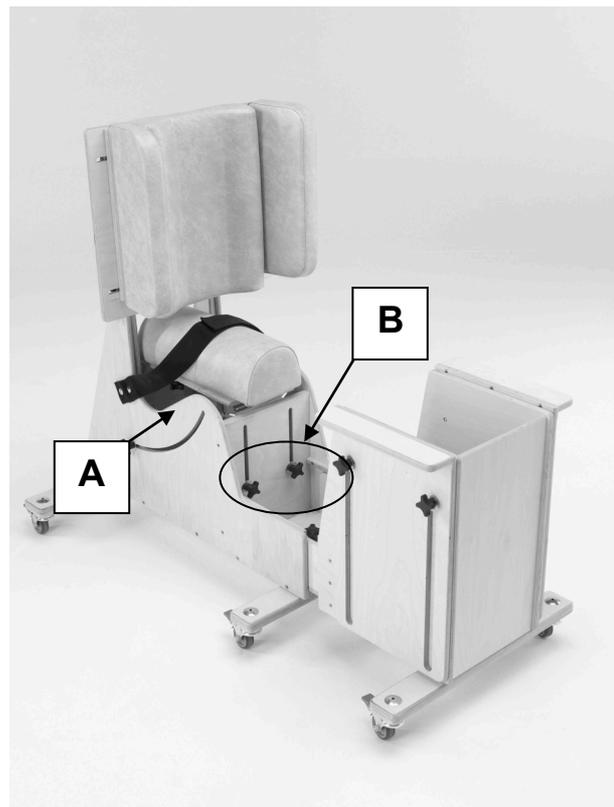
5.1 ADJUSTMENTS

5.1.1 SEAT DEPTH

- The seat can be adjusted forwards and backwards by loosening the two handwheels (A) located on *the underside* of the seat plate.
- Adjustment range is limited by the slot length on each side of the chair.
- Ensure each handwheel is tight after adjustment and before placing the child into the chair.

5.1.2 SEAT HEIGHT & ANGLE

- The seat height can be adjusted by loosening the four handwheels (B) located at the front and rear of the seat.
- Adjustment range is limited by the slot length on each side of the chair.



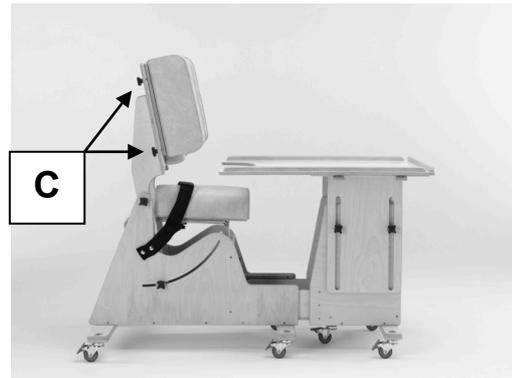
- Ensure each handwheel is tight after adjustment and before placing the child in the chair.
- By setting the front of the seat higher or lower than the rear, the seat angle can be adjusted.



5.1.3 SEAT BACK

To adjust the height of the seat back.

- Loosen the four handwheels (C).
- Slide seat back to desired position.
- Tighten handwheels (C) when the seat back height is set.



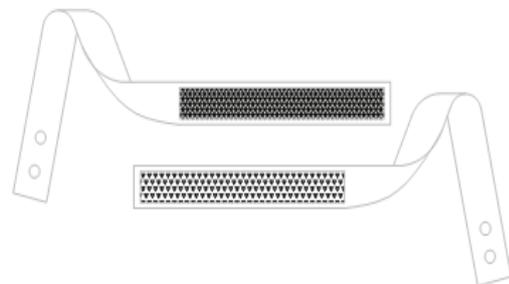
5.1.4 LATERAL SUPPORTS

- Loosen the two handwheels on each lateral support and slide outward/inward to set the desired position (as shown below).
- Ensure the handwheels are tightened after adjustment and before use.



5.1.5 PELVIC STRAP

- The strap is secured by pressing the two Velcro sections together and is released by pulling the sections apart.
- When Velcro straps are used, the Velcro should overlap by at least 75mm (3 inches).



5.1.6 TRAY FITMENT AND HEIGHT ADJUSTMENT

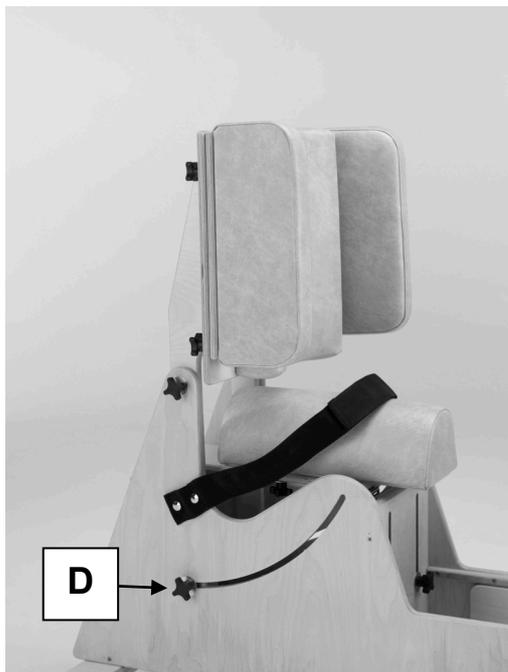
- Ensure the arm rest on each side of the chair is set to the same height.
- Arm rests can be adjusted in height by loosening the two handwheels on each side of the chair, moving the arm rest to the desired height and retightening each handwheel.
- The tray is secured to the armrests by rotating the securing toggles located on the underside of the tray.
- Therefore to set the tray to a desired height, adjust the arm rest height appropriately firstly, and then fit the tray.

5.1.7 HEAD REST

- A headrest accessory is available.
- The headrest fits between the upholstered back cushion and the seat back plate, being secured using the four handwheels.

5.1.8 SEAT TILT IN SPACE

- The rear of the seat can be reclined by loosening the handwheel (D) found on each side of the chair and then adjusting the back to the desired recline angle, as illustrated below.
- Ensure each handwheel is tightened prior to use.



6.0 CARE AND MAINTENANCE

	IMPORTANT!
	Cleaning is recommended on a regular basis.

- Clean upholstery and wooden parts with a damp cloth and mild detergent.
- Stubborn marks on the woodwork should be cleaned by using a soft brush.
- Do not soak or immerse the chair in water.
- The pelvic strap can be cleaned with a damp cloth. In cases of extreme soiling it can be machined washed at low temperature with mild detergent but must be drip dried.
- Store the chair in a cool dry place out of direct sunlight.
- DO NOT use bleach, solvents, abrasives, synthetic detergents, wax polishes, antibacterial sprays or wipes.
- For further information please refer to MHRA or your NHS cleaning guidelines.

6.1 DAILY CHECKS

- Check the tray to ensure no parts are loose or damaged.
- Check all upholstery for signs of wear and tear.
- Check that the hand wheels tighten correctly, and are not cross-threaded or damaged.
- Check all straps for fraying, and that buckles are not missing/damaged.

	STOP!
	The user should not be seated while the checks are carried out.

6.2 SERVICE INTERVAL

The Multi-adjustable Hip Spica Chair should be serviced every 3 years. Servicing must only be undertaken by a Smirthwaite service engineer, or by a Smirthwaite trained representative.



7.0 WARRANTY & SERVICE

Smirthwaite Ltd warrants the products detailed on your order to be free from defects in materials and workmanship for a period of 2 years from date of delivery. If a fault develops during the period, please call Customer Services by email or telephone 01626 835552 who will advise you on the best course of action. Possible action may be for us to arrange to send out one of our Service Engineers, or have the goods returned to us. Should a repair not be possible within the guarantee period we will replace the product for new or nearest equivalent product. In the unlikely event that we cannot repair or exchange we will refund in full.

This warranty is for the UK only. The warranty excludes faults due to accident, neglect, misuse, not following the Instructions and normal wear and tear. This warranty is in addition to your legal rights. Goods will only be collected from the original delivery address.

A charge may be made where the goods cannot be repaired under the terms of the warranty. You will be advised before this is made.

T: +44 (0)1626 835552 E: info@smirthwaite.co.uk

8.0 CONTINUOUS IMPROVEMENT

Smirthwaite Ltd are committed to continuous improvement to their product range. Should you have any suggestions or comments please send them to our product design department at: info@smirthwaite.co.uk

Smirthwaite Ltd reserve the right to change the specification or material without prior notice.

For catalogues, help and further information on our products please contact us at:

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2.PORTABLE HIP SPICA

INSTRUCTIONS FOR USE

Code 5596



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1.0 INTRODUCTION

Thank you for choosing the Smirthwaite Portable Hip Spica Chair

Designed to be tool free, highly adjustable and lightweight, the chair is portable and can be dismantled for storage.

The low seat height allows the child to engage in education, play and everyday activities at peer level while in plaster. It is suitable for use in therapy units, schools and at home.

	<p>IMPORTANT!</p> <p>These instructions should be read by all therapists and carers using the equipment and should be retained for future reference. The product should always be used under adult supervision.</p> <p>Any incorrect use of the product and failure to follow the instructions may put the user at risk or impede the function. If you have any queries using this product or wish for further copies, please do not hesitate to contact Customer Service department on T: +44 (0) 1626 835552.</p> <p>This product has been designed and manufactured specifically and solely for use by clients with special needs.</p>
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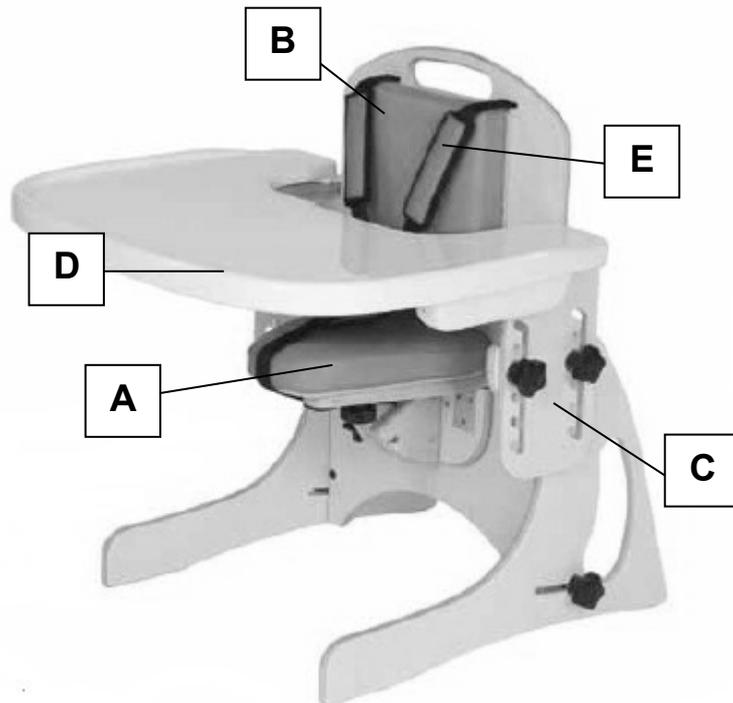
2.0 TECHNICAL DATA

Portable Hip Spica Specification		
Dimension	Min	Max
Age range	12 months	4 years
Seat height from floor (25mm inc')	250	350
Seat depth (mm)	230	285
Tilt-in-Space angle	Supine 12° Prone 0°	
Seat angle (2x 7° inc')	Supine 0° Prone 14°	
Back pad height (seat to top) (mm)	270	360
Tray height to seat (mm)*	35	260
Base length and width (mm)	675 x 545	
User weight limit (kg)	25	
Overall product weight (kg)	10	

* Dimensions given cover extreme range of both the seat and the armrests.

3.0 ILLUSTRATION OF YOUR CHAIR

- A. Seat
- B. Backrest
- C. Armrest
- D. Tray
- E. Harness



4.0 FOR YOUR SAFETY



STOP!

Please read these instructions CAREFULLY and THOROUGHLY.

- The user should **NOT** be left unattended whilst in the chair. Always ensure a responsible therapist or carer is in attendance.
- The carer should be familiar with the methods of adjustment and have completed all adjustments appropriately to meet the needs of the child before transferring the child onto the chair.
- Regular maintenance checks and cleaning are essential for the safe use of this equipment (see care and maintenance section).
- Ensure that all nuts, bolts and handwheels are securely tightened and that none are missing.
- The chair is **ONLY** to be used indoors on a flat level surface.
- Always fasten the pelvic strap and any other straps provided with the chair.
- Always keep this product away from naked flames, cigarettes and sources of heat including open fireplaces, radiators, heaters.
- **DO NOT** fit parts or accessories of other manufacturers to this product unless authorised to do so in writing by Smirthwaite Ltd. Failure to follow these instructions will not only invalidate the guarantee but could make the chair dangerous to use. Smirthwaite Ltd will not accept liability for any injury or damage incurred through such malpractices. Any repairs required must be carried out by Smirthwaite Ltd authorised personnel.
- If you believe the chair or any fitted accessory to be faulty at any time, **DO NOT USE** – contact Smirthwaite by telephone on +44 (0)1626 835552



STOP!

LAP STRAPS & HARNESSSES SAFETY NOTICE

Lap straps and harnesses must be appropriate and safe for the user and the users clothing.

Lap straps and harnesses must be checked every time the chair is used to ensure they are fitted as prescribed by the clinician, take account of the users clothing and are tightened so that the user cannot sustain injury.

Checking the fit of lap straps and harnesses must be done with the user in the chair and should be undertaken as soon as the users sits in the chair.



5.0 UNPACKING YOUR CHAIR



STOP!

If in any doubt, **ALWAYS** seek **ADVICE**.

Always turn hand wheels, levers and screws clockwise to tighten or anti-clockwise to loosen.

- When delivered, the chair will be supplied fully assembled except for the attachment of any accessories ordered.
- If your order has been supplied as a custom kit, please ensure you follow both the instructions documented in this IFU **and** any additional instructions supplied.
- Please take note of any instructions on the packaging/box when unpacking.
- Once the chair has been carefully unpacked, please check all parts.



STOP!

If you believe this product to be faulty – DO NOT USE – Contact Smirthwaite Ltd on T: +44 (0) 1626 835552



6.0 SETTING UP AND ADJUSTING YOUR CHAIR



STOP!

If in any doubt, **ALWAYS** seek **ADVICE**.

Always turn hand wheels, levers and screws clockwise to tighten or anti-clockwise to loosen.

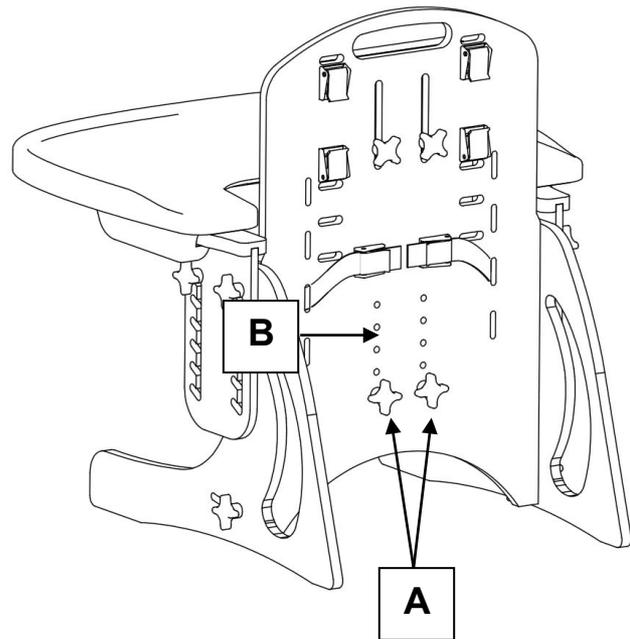
6.1 SEAT ADJUSTMENTS

Four adjustments can be made to the seat; height, depth, seat angle and tilt

6.1.1 HEIGHT

To raise or lower the seat:

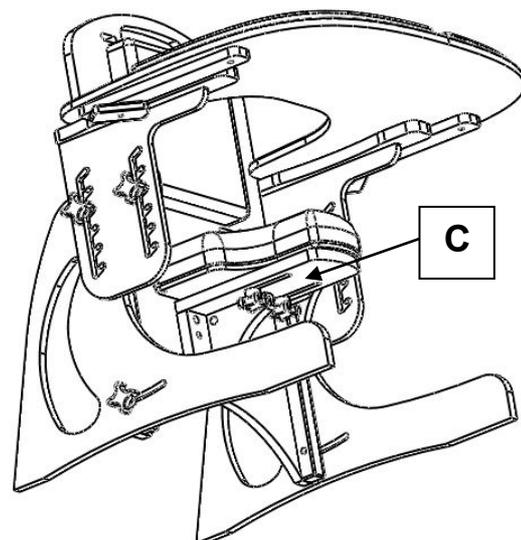
- Remove handwheels and washers (A)
- Position seat at the desired height to the nearest pair of holes – there are 5 preset heights available (B)
- Replace handwheels and washers (A).
- Ensure the handwheels are sufficiently tightened prior to use.



6.1.2 DEPTH

To move the seat cushion backwards and forwards

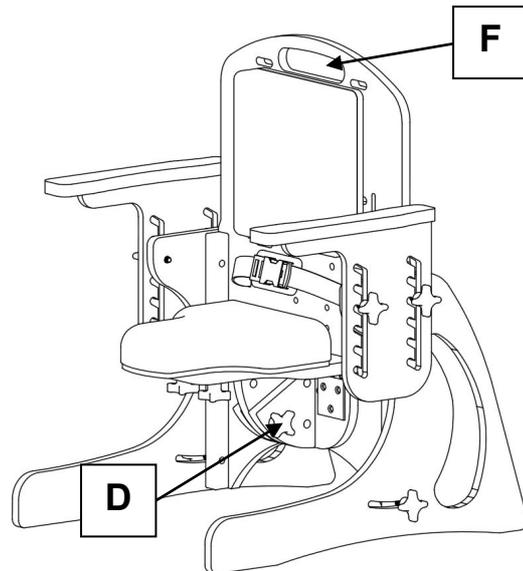
- Loosen the handwheels (C)
- Slide seat to the desired position
- Retighten the handwheels, ensuring they are sufficiently tight prior to use.



6.1.3 ANGLE

To adjust the seat cushion angle

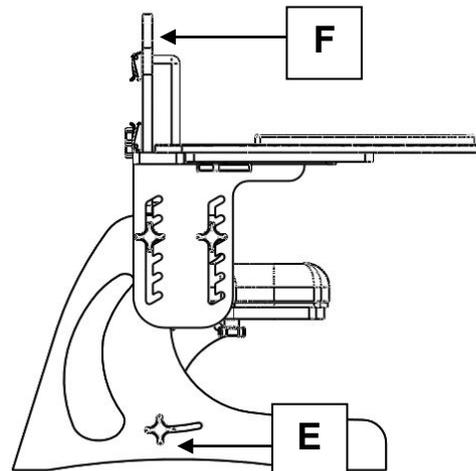
- Place the chair on its side
- Remove handwheel (D)
- The seat cushion can now be adjusted in angle to one of 3 preset positions.
- When the desired position is selected, insert the handwheel (D) and ensure it is tightened prior to use.



6.1.3 TILT

To position seat upright or tilt backward

- Loosen handwheels (E) on both sides of the chair.
- Hold the handle (F) and tilt the chair to the desired position.
- Tighten handwheels (E) prior to use.

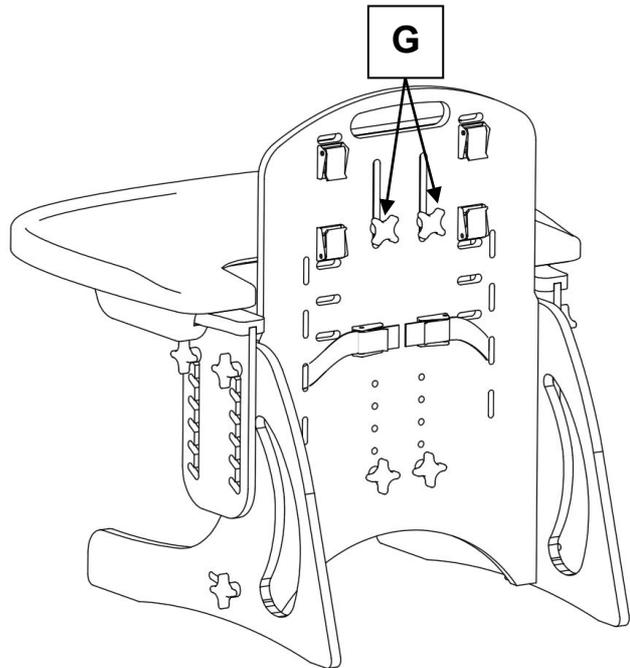


6.2 BACK ADJUSTMENTS

6.2.1 HEIGHT

To raise or lower the back pad cushion

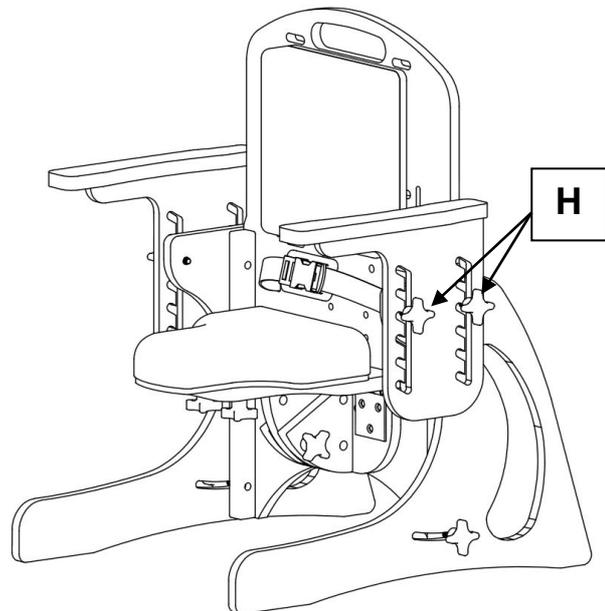
- Loosen the handwheels (G)
- Slide the back cushion to the desired position.
- Retighten the handwheels (G), ensuring they are sufficiently tight prior to use.



6.3 ARM REST ADJUSTMENT

To raise or lower the arm rests – each can be independently set.

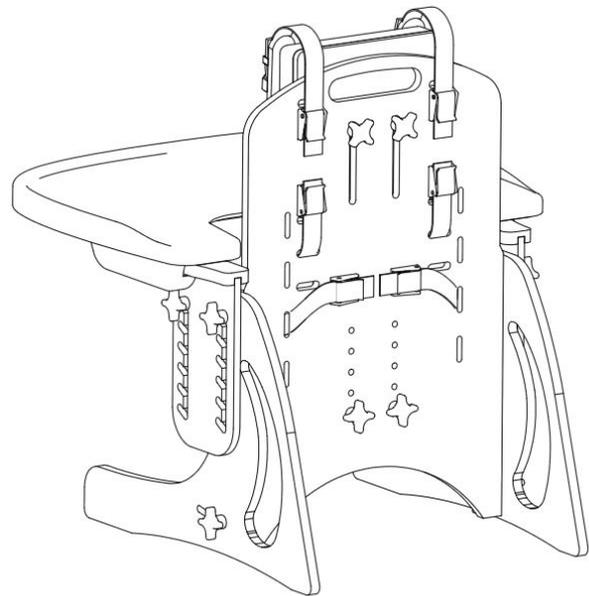
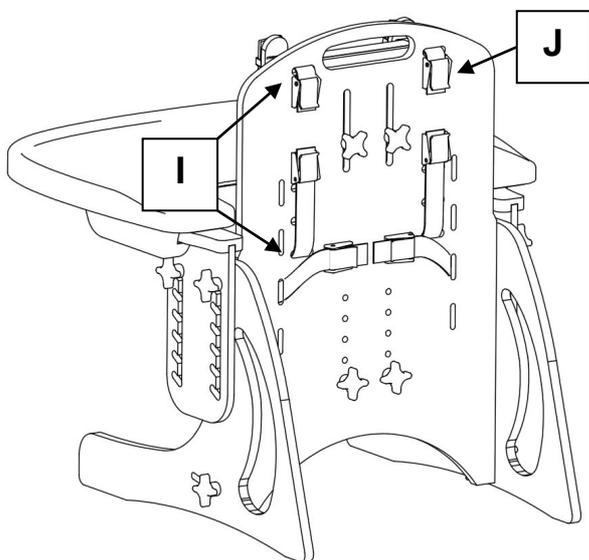
- Loosen the handwheels (H)
- Adjust the arm rest to the desired height
- Retighten the handwheels (H), ensuring they are sufficiently tight prior to use



6.4 POSITIONING STRAPS

6.4.1 5 POINT HARNESS

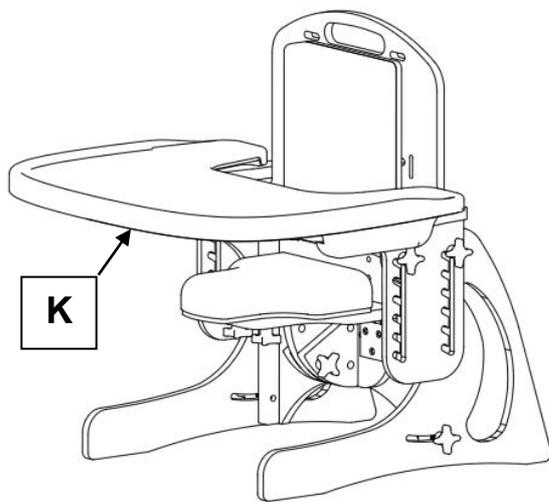
- The harness is fitted to the chair through four horizontal slots (I).
- There are three height positions available.
- Feed the strap ends through the four cam locks provided on the rear of the chair (J).
- Note that when the back cushion is set to its highest setting, the top chest harness straps should pass over the back wood **rather** than through the two top slots (see below right).
- Fasten the remaining strap (front) to the underside of the seat cushion using the handwheel provided. Several eyelets are provided to permit different size clients; select the most appropriate.



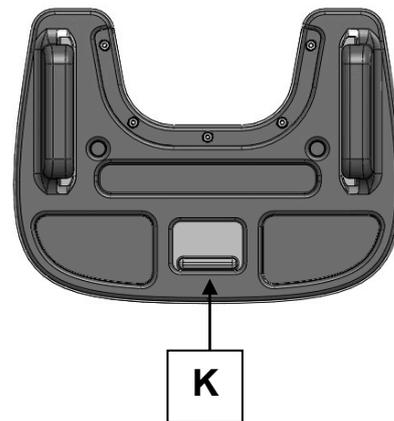
6.5 TRAYS

6.5.1 PLASTIC QUICK RELEASE TRAY

- Before fitting the plastic tray, check to ensure both arm rests are set to the same height (see 5.3).
- Slide tray to the desired position.
- The tray will lock into position automatically.
- To release the tray, pull and hold the handle (K) located underneath the tray (as shown below) and then slide the tray toward you.



UNDERSIDE OF TRAY
SHOWN



7.0 CARE AND MAINTENANCE



IMPORTANT!

CLEANING IS RECOMMENDED ON A REGULAR BASIS

THE USER SHOULD NOT BE SEATED WHILE THE CHECKS OR CLEANING ARE CARRIED OUT

- Clean upholstery and wooden parts with a damp cloth and mild detergent.
- Stubborn marks on the woodwork should be cleaned by using a soft brush.
- Do not soak or immerse the chair in water.
- The pelvic strap can be cleaned with a damp cloth. In cases of extreme soiling it can be machined washed at low temperature with mild detergent but must be drip dried.
- Store the chair in a cool dry place out of direct sunlight.
- DO NOT use bleach, solvents, abrasives, synthetic detergents, wax polishes, antibacterial sprays or wipes.
- For further information please refer to MHRA or your NHS cleaning guidelines.

7.1 DAILY CHECKS

- Check the tray (if supplied) to ensure no parts are loose or damaged
- Check all upholstery for signs of wear and tear
- Check that the hand wheels tighten correctly, and are not cross-threaded or damaged
- Check all straps for fraying, and that buckles are not missing/damaged
- Check all cam locks are present, are securely fixed to the chair, and prevent straps from slipping when pulled.

7.2 SERVICE INTERVAL

The Portable Hip Spica chair should be serviced every 3 years. Servicing must only be undertaken by a Smirthwaite service engineer, or by a Smirthwaite trained representative.



7.3 NOMINAL SERVICE LIFE

Your product has a nominal service life of 12 years, during which full post-sales support will be available with regard to spares and servicing.

Product service life has been determined based upon the design complexity of product, and the anticipated exposure to normal use.

Good practice dictates all Smirthwaite products have been designed and manufactured to high levels of safety and quality, and will meet requirements of normal use when maintained in line with our servicing recommendations.

	<p>STOP!</p> <p>If the product has been out of use for an extended period of time (6 months or more) it should always be serviced prior to being reissued.</p> <p>If the product has been subjected to ‘heavy’ or ‘constant’ use, the service should be reduced to half the recommended period.</p> <p>Constant and/or heavy use is considered to be:</p> <ul style="list-style-type: none">• Daily use above 7 hours duration• Weekly use above 5 days duration• Monthly use above 10 months per year• Use by a client who is at 90% to 100% of the maximum weight limit of the product. The maximum weight limit must NEVER be exceeded• Use by a client who is extremely active, either voluntarily or involuntarily
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7.4 EXTENDING NOMINAL SERVICE LIFE

At Smirthwaite we are proud to produce products that have a reputation for quality and durability.

We believe our products have the potential to provide benefits to our clients beyond the nominal service life documented above.

We will continue to provide full support beyond the nominal service life provided the following conditions are met:

1. A full service schedule has been maintained.
2. A full service and inspection is undertaken at the end of the nominal service life period
3. The product is subsequently serviced annually (or biannually if under ‘heavy/constant’ use conditions)
4. Smirthwaite reserve the right to limit support where parts/components are no longer available



5.

7.5 DOCUMENTATION/RECORDS

- It is the responsibility of the current equipment owner to ensure the 'Instructions for Use' manual and any further manuals for accessories fitted to the equipment are handed over to the new owner at the time of exchange/sale
- It is the responsibility of the current equipment owner to ensure the service and inspection record form is kept up to date

7.6 PRODUCT CONFIGURATION

- Smirthwaite will document and maintain a record of the original product configuration at the time of first sale
- Smirthwaite will not be held responsible for any subsequent changes to this configuration unless authorized to do so in writing by Smirthwaite Ltd
- It is the equipment owner's responsibility to maintain their own records of changes to the equipment configuration and to be able to provide such records to subsequent owners to maintain traceability
- We recommend an inspection/service by a Smirthwaite Service Engineer (or Smirthwaite trained engineer) whenever a significant change is made to product configuration to ensure the product is safe to use. **If in any doubt, ALWAYS seek ADVICE**



IMPORTANT REMINDER!

DO NOT fit parts or accessories of other manufacturers to this product unless authorized to do so in writing by Smirthwaite Ltd.

Any servicing or repairs required must be carried out by Smirthwaite Ltd (or a Smirthwaite trained engineer).

If you believe this product to be faulty – DO NOT USE – Contact Smirthwaite Ltd on T: +44 (0) 1626 835552

If in any doubt, ALWAYS seek ADVICE.



8.0 WARRANTY & SERVICE

Smirthwaite Ltd warrants the products detailed on your order to be free from defects in materials and workmanship for a period of 2 years from date of delivery. If a fault develops during the period, please call Customer Services by email or telephone 01626 835552 who will advise you on the best course of action. Possible action may be for us to arrange to send out one of our Service Engineers, or have the goods returned to us. Should a repair not be possible within the guarantee period we will replace the product for new or nearest equivalent product. In the unlikely event that we cannot repair or exchange we will refund in full.

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T: +44 (0)1626 835552 E: info@smirthwaite.co.uk

9.0 CONTINUOUS IMPROVEMENT

Smirthwaite Ltd are committed to continuous improvement to their product range. Should you have any suggestions or comments please send them to our product design department at: info@smirthwaite.co.uk

Smirthwaite Ltd reserve the right to change the specification or material without prior notice.

For catalogues, help and further information on our products please contact us at:

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F: +44 (0)1626 835428
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W: www.smirthwaite.co.uk



3.STEPS HIP SPICA

INSTRUCTIONS FOR USE

Code 5580



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1.0 INTRODUCTION

Thank you for choosing the Smirthwaite STEPS Hip Spica Chair.

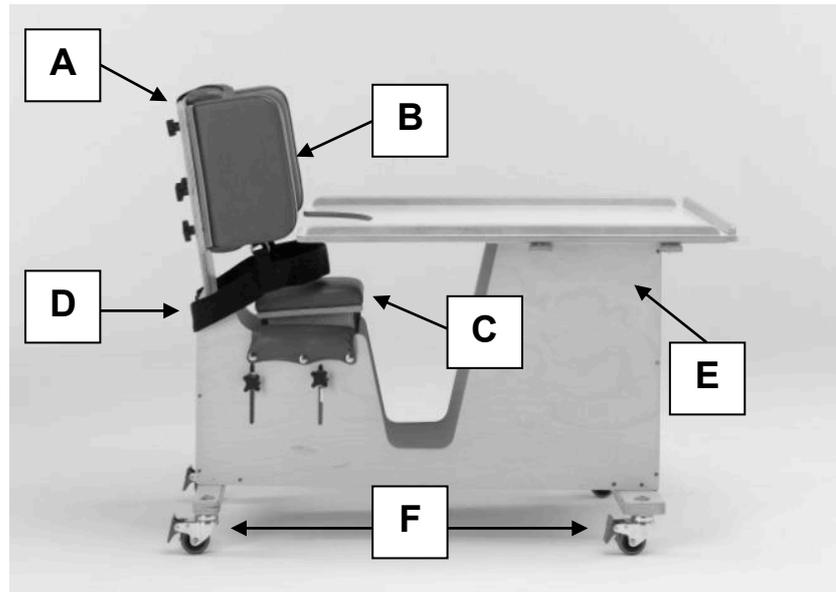
The range of Hip Spica chairs have been specifically designed for children from the age of 8 months who have congenital abnormalities of the lower limbs and require supportive seating.

	IMPORTANT!
	<p>These instructions should be read by all therapists and carers using the equipment and should be retained for future reference. The product should always be used under adult supervision.</p> <p>Any incorrect use of the product and failure to follow the instructions may put the user at risk or impede the function. If you have any queries using this product or wish for further copies, please do not hesitate to contact Customer Service department on T: +44 (0) 1626 835552.</p> <p>This product has been designed and manufactured specifically and solely for use by clients with special needs.</p>



2.0 ILLUSTRATION OF YOUR CHAIR

- A – Back
- B – Lateral support wings
- C – Seat
- D – Lapstrap
- E – Tray support
- F - Castors



2.1 TECHNICAL DATA

SIZE	1
CODE	5580
Dimensions	
Length (mm)	800
Seat Height (mm)	410-510
Back Height (mm)	300-400
Tray Size (mm)	650x600
User Weight (kg)	85

3.0 FOR YOUR SAFETY

	<p>STOP!</p>
<p>Please read these instructions CAREFULLY and THOROUGHLY</p>	

- The user should **NOT** be left unattended whilst in the chair. Always ensure a responsible therapist or carer is in attendance.
- The carer should be familiar with the methods of adjustment and have completed all adjustments appropriately to meet the needs of the child before transferring the child onto the chair
- Regular maintenance checks and cleaning are essential for the safe use of this equipment (see care and maintenance section).



- Always fasten the pelvic strap and any other straps provided with the chair.
- Always lock at least two of the wheels when the chair is static
- Regularly check that straps and/or harnesses are not showing signs of tearing or fraying, and that they fasten correctly.
- If any part is loose, damaged or functioning incorrectly, **DO NOT** use until rectified.
- Always keep this product away from naked flames, cigarettes and sources of heat including open fireplaces, radiators, heaters.
- **DO NOT** fit parts or accessories of other manufacturers to this product unless authorised to do so in writing by Smirthwaite Ltd. Failure to follow these instructions will not only invalidate the guarantee but could make the chair dangerous to use. Smirthwaite Ltd will not accept liability for any injury or damage incurred through such malpractices. Any repairs required must be carried out by Smirthwaite Ltd authorised personnel.
- If you believe the chair or any fitted accessory to be faulty at any time, **DO NOT USE** – contact Smirthwaite by telephone on +44 (0)1626 835552



STOP!

LAP STRAPS & HARNESSSES SAFETY NOTICE

Lap straps and harnesses must be appropriate and safe for the user and the users clothing.

Lap straps and harnesses must be checked every time the chair is used to ensure they are fitted as prescribed by the clinician, take account of the users clothing and are tightened so that the user cannot sustain injury. Checking the fit of lap straps and harnesses must be done with the user in the chair and should be undertaken as soon as the users sits in the chair.



4.0 UNPACKING AND ASSEMBLING YOUR CHAIR



STOP!

If in any doubt, **ALWAYS** seek **ADVICE**.

Always turn hand wheels, levers and screws clockwise to tighten or anti-clockwise to loosen.

- When delivered, the chair will be supplied assembled with the exception of the tray. To fit the tray to the chair, offer up the tray to the correct position and lock into place by rotating the toggles underneath the tray.
- If any part is loose, damaged or functioning incorrectly – do not use until rectified.



STOP!

If you believe this product to be faulty – **DO NOT USE** – Contact Smirthwaite Ltd on T: +44 (0) 1626 835552



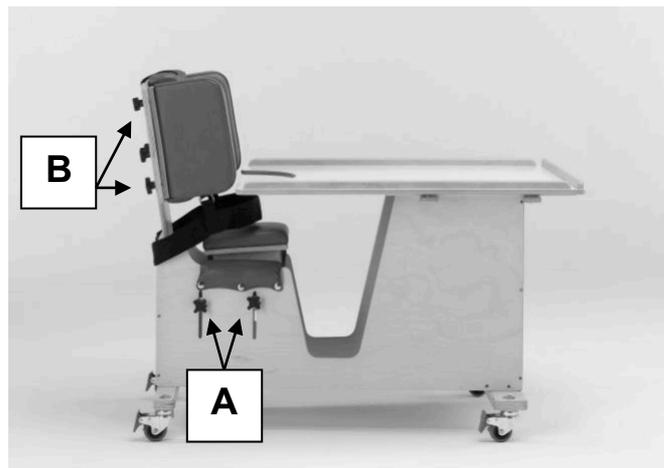
5.0 SETTING UP AND ADJUSTING YOUR CHAIR

	STOP! If in any doubt, ALWAYS seek ADVICE Always turn handwheels and screws clockwise to tighten or anti-clockwise to loosen. The chair must be fully adjusted by a therapist or trained representative before use.
	IMPORTANT! It is recommended that the chair should be used for a few days prior to any operation so that the patient can become familiar with it. It should then be checked in hospital after the operation, and set up again if necessary. The chair can normally be used from an early postoperative stage.

5.1 ADJUSTMENTS

5.1.1 SEAT HEIGHT

- The seat height can be adjusted by loosening the four handwheels (A) located on the sides of the seat (two each side).
- Adjustment range is limited by the slot length on each side of the chair.
- Ensure each handwheel is tight after adjustment and before placing the child in the chair.



5.1.2 SEAT BACK

To adjust the height of the seat back

- Loosen the four handwheels on the rear of the seat back (B)
- Slide seat back to desired position.
- The adjustment range is limited by the slot length on each side of the chair.
- Tighten handwheels (B) when the seat back height is set



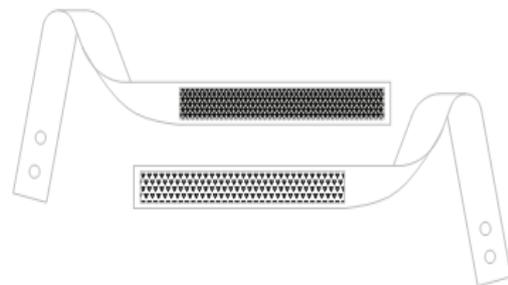
5.1.3 LATERAL SUPPORTS

- Loosen the two handwheels on each lateral support and slide outward/inward to set the desired position (as shown below).
- Ensure the handwheels are tightened after adjustment and before use.



5.1.4 PELVIC STRAP

- The strap is secured by pressing the two Velcro sections together and is released by pulling the sections apart
- When Velcro straps are used, the Velcro should overlap by at least 75mm (3 inches).



5.1.5 HEAD REST

- A headrest accessory is available.
- The headrest fits between the upholstered back cushion and the seat back plate, being secured using the four handwheels.



6.0 CARE AND MAINTENANCE



IMPORTANT!

Cleaning is recommended on a regular basis

- Clean upholstery and wooden parts with a damp cloth and mild detergent.
- Stubborn marks on the woodwork should be cleaned by using a soft brush.
- Do not soak or immerse the chair in water.
- The pelvic strap can be cleaned with a damp cloth. In cases of extreme soiling it can be machined washed at low temperature with mild detergent but must be drip dried.
- Store the chair in a cool dry place out of direct sunlight.
- DO NOT use bleach, solvents, abrasives, synthetic detergents, wax polishes, antibacterial sprays or wipes.
- For further information please refer to MHRA or your NHS cleaning guidelines.

6.1 DAILY CHECKS

- Check the tray to ensure no parts are loose or damaged
- Check all upholstery for signs of wear and tear
- Check that the hand wheels tighten correctly, and are not cross-threaded or damaged
- Check all straps for fraying, and that buckles are not missing/damaged



STOP!

The user should not be seated while the checks are carried out.

6.2 SERVICE INTERVAL

The STEPS Hip Spica Chair should be serviced every 3 years. Servicing must only be undertaken by a Smirthwaite service engineer, or by a Smirthwaite trained representative.



6.3 NOMINAL SERVICE LIFE

Your product has a nominal service life of 12 years, during which full post-sales support will be available with regard to spares and servicing.

Product service life has been determined based upon the design complexity of product, and the anticipated exposure to normal use.

Good practice dictates all Smirthwaite products have been designed and manufactured to high levels of safety and quality, and will meet requirements of normal use when maintained in line with our servicing recommendations.

	<p>STOP!</p> <p>If the product has been out of use for an extended period of time (6 months or more) it should always be serviced prior to being reissued.</p> <p>If the product has been subjected to ‘heavy’ or ‘constant’ use, the service should be reduced to half the recommended period.</p> <p>Constant and/or heavy use is considered to be:</p> <ul style="list-style-type: none">• Daily use above 7 hours duration• Weekly use above 5 days duration• Monthly use above 10 months per year• Use by a client who is at 90% to 100% of the maximum weight limit of the product. The maximum weight limit must NEVER be exceeded• Use by a client who is extremely active, either voluntarily or involuntarily
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6.4 EXTENDING NOMINAL SERVICE LIFE

At Smirthwaite we are proud to produce products that have a reputation for quality and durability.

We believe our products have the potential to provide benefits to our clients beyond the nominal service life documented above.

We will continue to provide full support beyond the nominal service life provided the following conditions are met:

1. A full service schedule has been maintained.
2. A full service and inspection is undertaken at the end of the nominal service life period
3. The product is subsequently serviced annually (or biannually if under ‘heavy/constant’ use conditions)
4. Smirthwaite reserve the right to limit support where parts/components are no longer available



5.

6.5 DOCUMENTATION/RECORDS

- It is the responsibility of the current equipment owner to ensure the 'Instructions for Use' manual and any further manuals for accessories fitted to the equipment are handed over to the new owner at the time of exchange/sale
- It is the responsibility of the current equipment owner to ensure the service and inspection record form is kept up to date

6.6 PRODUCT CONFIGURATION

- Smirthwaite will document and maintain a record of the original product configuration at the time of first sale
- Smirthwaite will not be held responsible for any subsequent changes to this configuration unless authorized to do so in writing by Smirthwaite Ltd
- It is the equipment owner's responsibility to maintain their own records of changes to the equipment configuration and to be able to provide such records to subsequent owners to maintain traceability
- We recommend an inspection/service by a Smirthwaite Service Engineer (or Smirthwaite trained engineer) whenever a significant change is made to product configuration to ensure the product is safe to use. **If in any doubt, ALWAYS seek ADVICE**



IMPORTANT REMINDER!

DO NOT fit parts or accessories of other manufacturers to this product unless authorized to do so in writing by Smirthwaite Ltd.

Any servicing or repairs required must be carried out by Smirthwaite Ltd (or a Smirthwaite trained engineer).

If you believe this product to be faulty – DO NOT USE – Contact Smirthwaite Ltd on T: +44 (0) 1626 835552

If in any doubt, ALWAYS seek ADVICE.



7.0 WARRANTY & SERVICE

Smirthwaite Ltd warrants the products detailed on your order to be free from defects in materials and workmanship for a period of 2 years from date of delivery. If a fault develops during the period, please call Customer Services by email or telephone 01626 835552 who will advise you on the best course of action. Possible action may be for us to arrange to send out one of our Service Engineers, or have the goods returned to us. Should a repair not be possible within the guarantee period we will replace the product for new or nearest equivalent product. In the unlikely event that we cannot repair or exchange we will refund in full.

This warranty is for the UK only. The warranty excludes faults due to accident, neglect, misuse, not following the Instructions and normal wear and tear. This warranty is in addition to your legal rights. Goods will only be collected from the original delivery address.

A charge may be made where the goods cannot be repaired under the terms of the warranty. You will be advised before this is made.

T: +44 (0)1626 835552 E: info@smirthwaite.co.uk

8.0 CONTINUOUS IMPROVEMENT

Smirthwaite Ltd are committed to continuous improvement to their product range. Should you have any suggestions or comments please send them to our product design department at: info@smirthwaite.co.uk

Smirthwaite Ltd reserve the right to change the specification or material without prior notice.

For catalogues, help and further information on our products please contact us at:

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W: www.smirthwaite.co.uk



9.0 SERVICE INSPECTION

9.1 Product Information

Model	
Size	
Date of Manufacture	
Serial Number	
Final inspection	

9.2 Service & inspection record form:

Date	Procedure	Service Personnel



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Hip Spica