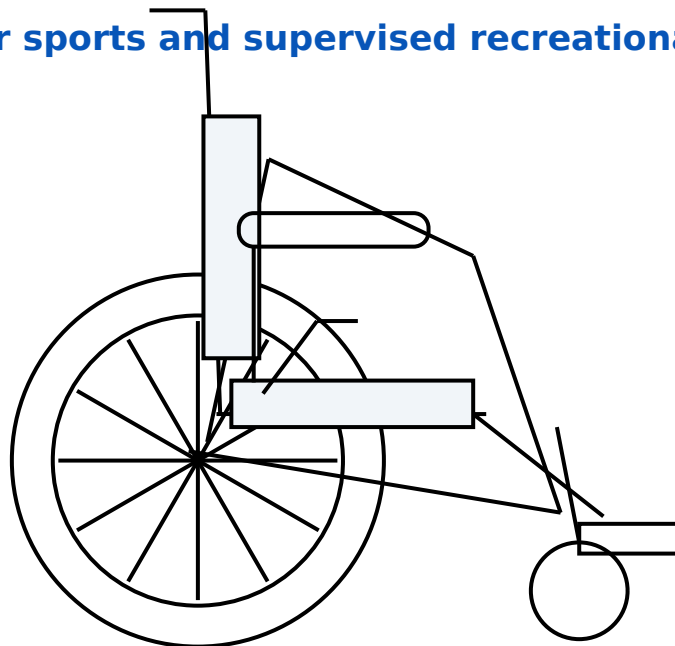




WHEELCHAIR SAFETY & USER MANUAL

Kids' wheelchair sports and supervised recreational activities



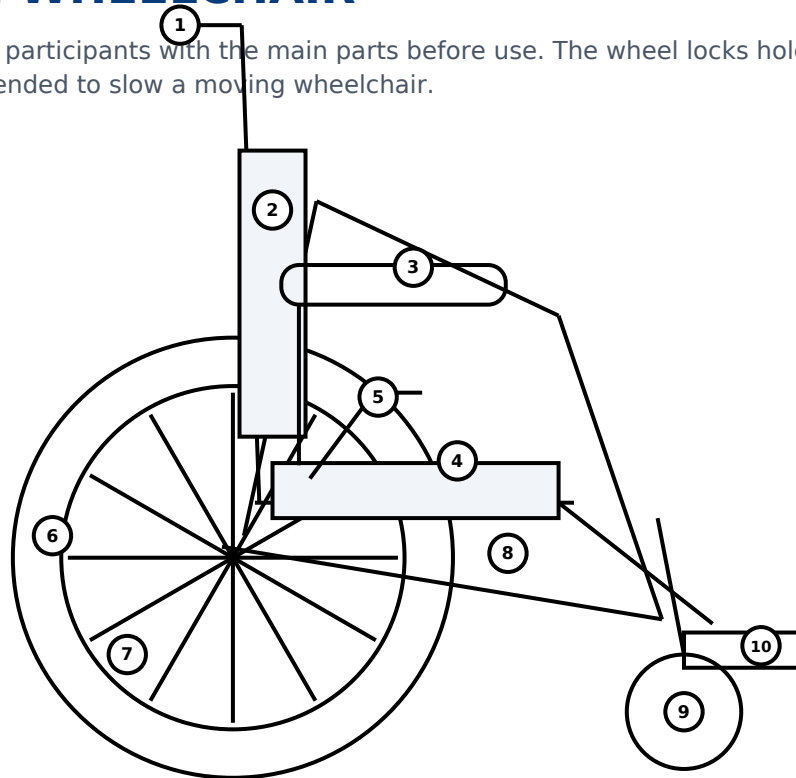
STOP: A trained adult must inspect the wheelchair and brief participants before every session.

SUITABLE USE	NOT PERMITTED
Indoor courts or other flat, dry, level activity areas under active adult supervision.	Roads, ramps, kerbs, stairs, slopes, wet areas, transport seating, wheelies, stunts or deliberate collisions.

This guide supports Wheelie Kids recreational activity delivery. It does not replace the wheelchair manufacturer's instructions, professional mobility assessment or emergency procedures.

1. KNOW THE WHEELCHAIR

Familiarise supervisors and participants with the main parts before use. The wheel locks hold the chair stationary; they are not intended to slow a moving wheelchair.



NO.	PART	PURPOSE / SAFETY POINT
1	Push handles	For an assisting adult. Push smoothly and communicate before moving.
2	Backrest	Supports posture. Must be secure, dry and free from tears.
3	Armrests	Support the arms; never use them as lifting points.
4	Seat and lap belt	Sit centred. Fit the belt low across the hips, never the stomach or chest.
5	Wheel locks / brakes	Apply both before seating, exiting or parking. Never use them as moving brakes.
6	Rear wheel	Must be secure and rotate freely with no wobble or damaged spokes.
7	Push rim	Use for self-propelling. Keep fingers and thumbs away from spokes.
8	Frame / cross brace	Must be fully open, stable and free from bends or cracks.
9	Front caster	Must turn and roll freely without looseness or debris.
10	Footrest / footplate	Support both feet. Move clear before seating and exiting.

2. PRE-USE INSPECTION

If any check fails: TAG THE WHEELCHAIR OUT OF SERVICE and notify the Wheelie Kids supervisor. Do not improvise a repair during play.

CHECK	PASS STANDARD	✓
Frame and folding brace	Fully open and stable; no cracks, bends, sharp edges or loose fixings.	
Rear wheels and push rims	Secure; spin freely; no wobble, damaged spokes or exposed sharp edges.	
Front casters	Turn and roll freely; no debris, looseness or excessive wear.	
Wheel locks / brakes	Both engage firmly and prevent the wheels from rolling when parked.	
Seat and backrest	Dry, correctly fitted, untorn and free of foreign objects.	
Armrests and push handles	Secure, undamaged and firmly attached.	
Footrests / footplates	Present, secure, correctly positioned and able to move clear for entry/exit.	
Lap belt and buckle	Webbing, stitching and buckle intact; buckle clicks and releases correctly.	
Activity area	Flat, dry, clear of traffic, kerbs, steps, slopes, cables, debris and bystanders.	

Participant fit check

- Confirm the wheelchair is an appropriate size for the participant and that they can sit comfortably with their back supported.
- Both feet must rest fully on the footplates without dragging or extending into the caster area.
- Do not exceed the rated capacity shown on the manufacturer's label. If the label is missing or unreadable, remove the chair from use until confirmed.

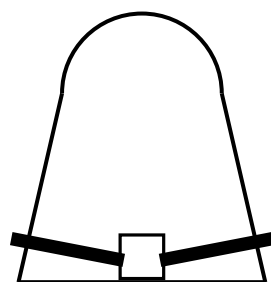
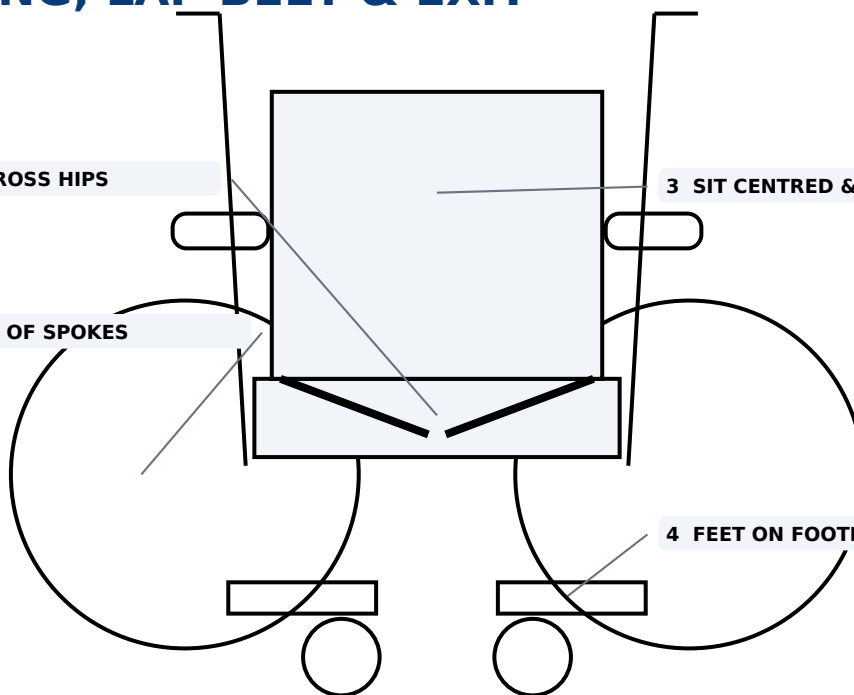
3. SEATING, LAP BELT & EXIT

1 BELT LOW ACROSS HIPS

2 HANDS CLEAR OF SPOKES

3 SIT CENTRED & BACK

4 FEET ON FOOTPLATES



LOW AND SNUG ACROSS THE HIPS

BUCKLE CHECK

1. Brakes ON before seating.
2. Pull belt across the lap.
3. Insert tongue until it clicks.
4. Adjust snugly; check comfort.
5. Press release to unbuckle.

TO SEAT A PARTICIPANT

1. Park on a flat surface.
2. Apply both wheel locks.
3. Move footplates clear.
4. Assist the participant to sit fully back and centred.
5. Return footplates and place both feet securely.
6. Buckle the lap belt low across the hips and adjust comfortably.
7. Recheck posture, feet and hands before releasing brakes.

TO EXIT

1. Stop completely on a flat surface.
2. Apply both wheel locks.
3. Unbuckle the lap belt.
4. Move footplates clear.
5. Assist the participant to stand or transfer using the organisation's approved procedure.
6. Never allow a participant to stand on the footplates.

The lap belt is a positioning aid for this activity. It is not a vehicle restraint and does not make the wheelchair suitable as a seat during transport.

4. SAFE OPERATION

START SLOWLY	Begin with straight-line pushing, stopping and turning before games or races.
LOOK AHEAD	Watch the activity area, other participants, boundaries and supervisor signals.
CONTROL SPEED	Use short, even pushes. Slow before turns. Never grab the wheel locks while moving.
SAFE HANDS	Use the push rims. Keep fingers, thumbs, clothing and loose items clear of spokes, tyres and casters.
SAFE FEET	Keep both feet on the footplates. Stop immediately if a foot slips or drags.
KEEP SPACE	Maintain the separation set by the supervisor. No blocking, ramming or deliberate chair-to-chair contact.
NO STUNTS	No wheelies, tipping, standing, kneeling, riding on footplates, extra passengers or towing.
STOP SIGNAL	On a whistle or STOP call: stop pushing, hold the push rims, remain seated and await instructions.

Supervisor controls

- Define the activity boundary and pedestrian exclusion area before participants enter.
- Provide a demonstration and supervised practice lap before competitive activities.
- Use age-, size- and ability-appropriate groups, speeds and game rules.
- Maintain active line-of-sight supervision and stop unsafe behaviour immediately.
- Only one seated participant per wheelchair. Do not allow non-participants to push unless directed.
- Stop the session if the surface becomes wet, cluttered or unsafe, or if equipment is damaged.

Never use these wheelchairs on roads, near moving vehicles, on ramps, kerbs, steps, steep slopes or as seats in a vehicle.

5. ASSISTED MOVEMENT & INCIDENT RESPONSE

When an adult assists

- Tell the participant before moving, turning or stopping the wheelchair.
- Use both push handles and walk at a controlled pace.
- Keep the participant's hands, feet and clothing clear of moving parts.
- Approach obstacles only if permitted by the site procedure. These activity wheelchairs are not to be taken over kerbs, stairs or slopes during sessions.
- Apply both wheel locks whenever stationary for seating, exit or instruction.

If a participant falls, collides or reports pain

1	STOP the activity and make the area safe.
2	Do not move the participant unless there is an immediate danger. Follow the site's first-aid and emergency procedures.
3	Call the designated first aider and emergency services if required.
4	Remove the wheelchair from service, tag it and inspect it before any reuse.
5	Record the incident and notify the responsible site contact and Wheelie Kids representative.

Stop-use conditions

- Loose, bent, cracked or unstable frame components
- Wheel, caster, push rim or brake damage
- Torn upholstery, damaged belt or faulty buckle
- Sharp edges, exposed fasteners, unusual noise or resistance
- Any defect that could affect safe steering, seating or stopping

TAG OUT - DO NOT USE until checked and cleared by an authorised person.

6. AFTER USE, CLEANING & STORAGE

- Apply both wheel locks before cleaning or storage.
- Remove loose dirt with a soft brush or cloth. Wipe high-touch surfaces with a suitable mild cleaner/disinfectant, following product directions.
- Do not soak bearings, hubs, upholstery or the folding mechanism. Do not use abrasive or corrosive chemicals.
- Dry the wheelchair fully before folding or storage.
- Store indoors in a dry, secure location away from heat, moisture, chemicals and unauthorised use.
- Record damage, faults, cleaning and maintenance. Keep any tagged chair separate from serviceable equipment.

QUICK SESSION CHECKLIST

Date:		Site / event:	
Supervisor:		Wheelchair ID:	

☐ Frame opens securely and is stable	☐ Wheels, push rims and casters are secure and roll freely
☐ Both wheel locks hold the chair stationary	☐ Seat, backrest, armrests and handles are secure
☐ Footrests and footplates are secure	☐ Lap belt, stitching and buckle pass inspection
☐ Activity area is flat, dry and clear	☐ Participant fit and feet position checked
☐ Participant received safety briefing and practice	☐ Post-use damage check and cleaning completed

Faults / action taken:	
Supervisor signature:	

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Document control: Recreational wheelchair activity guide - review after any equipment change, incident or updated manufacturer guidance.