



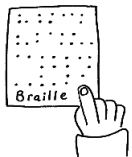
We hope you think this booklet is a good idea.

The information is to help you be safe and healthy at Crook Lane.

Please talk to the staff if you are not happy with any of the information or want to ask any questions.



This leaflet is available in other languages or formats



For more information see [www.cwp.nhs.uk](http://www.cwp.nhs.uk).

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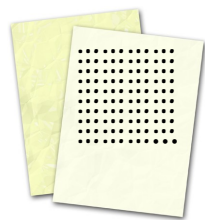
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Information for service users

This leaflet has information which is important for all service users and staff.

There is information about keeping safe, being healthy and respecting other people.

Staff will talk to you about this information and explain these things to you.



There might be more information in your care plans.

You will notice that the entrance door is locked at Crook Lane.

### The entrance door

The entrance door to Crook Lane is always locked for safety and security. This stops people walking onto the unit and they need permission from staff.

You can get out of the unit. Your care plan will tell you if you can leave the unit with staff or on your own.



### Clothing

You can choose the clothes you want to wear at Crook Lane.

It is important to choose clothes that are respectful of other people.

Please wear a dressing gown over your nightclothes when you are in areas like the lounge and dining room.



Always wear socks and slippers when you are walking around the unit.

This is to stop you slipping and hurting yourself.



### Shouting and swearing



Please respect other people and do not shout or swear at Crook Lane.

Shouting and swearing can upset other service users.

Talk to staff if you feel angry or worried about anything and they will help you.

## Your bedroom

Your bedroom is your private space. Please do not go into other service users bedrooms and do not ask other service users into your bedroom.



## Electrical Equipment

You can bring your own electrical equipment to Crook Lane but it is your responsibility to look after it.



If you bring any electrical equipment to Crook Lane it must be checked by staff from the estates department. They will check it is safe to use. Staff will arrange this for you.

Please do not lend your electrical equipment to other service users.

Do not play your music too loudly as the noise disturbs the other service users on the unit.



## The kitchen

Please ask staff before you go into the kitchen so that they can keep you safe.

There is equipment in the kitchen that is dangerous if it not used properly.

Staff will make you a drink or a snack if you want one.



## The office

You can go into the office when staff are with you.

The office has information about you and other service users which must be kept safe and confidential.

Your information is kept in a file in the office.

You can look at your information at any time. Staff will help you to read your information.



## No smoking

All health service buildings are no smoking. This means you cannot smoke inside Crook lane or in the garden.

You must not bring lighters or matches on to the unit.



Staff will give you your money when you need it.

Staff are not responsible for you money if it is not in the safe.



## Healthy Eating

Staff will encourage you to eat healthy food. Healthy food makes you feel good and helps you to be healthy.



## Drugs

Drugs are not allowed at Crook Lane.

You cannot take drugs when you are at Crook Lane.



## Going to bed at night

Getting a good nights sleep can help you to be healthy.

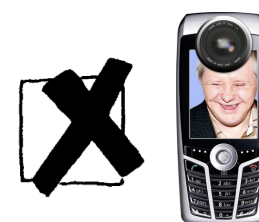
Staff can help you when you are ready to go to bed.



## Mobile Phones



You can use your mobile phone at Crook Lane.



You cannot use your phone to take pictures of other people at Crook Lane.