

## ORWOODS ASSEMBLY INSTRUCTIONS FOR BED RAILS /COT SIDES

### *I. when fitting to ORWOOD adjustable beds:*

IMPORTANT! - These bed rails are designed for adult users only.

WHEN FITTING THE BED RAILS ENSURE THE HOUSINGS ARE POSITIONED SO THAT THERE IS NOT A GAP BETWEEN THE END OF THE BED RAIL AND THE HEADBOARD OR WALL THAT COULD ALLOW ENTRAPMENT. Bed occupants may become trapped and injure themselves in their sleep. A risk assessment should be carried out prior to initial fitting at the outset and whenever the bed occupant changes or after the cot sides are adjusted. We recommend that installers / users have due regard to the latest published guidance on use of bedrails issued by the Medicines & Healthcare Products Regulatory Authority (available as a download on MHRA website).

When lifting the rails into position check that BOTH locking pins are located, i.e. pins NOT visible. Do not rely on the click sound only.

THE BED RAIL HOUSINGS SHOULD BE CHECKED AT REGULAR INTERVALS TO ENSURE THAT THEY HAVE NOT LOOSENED.

The condition of the chrome finish should be checked regularly. If it has been damaged the chrome can splinter and flake off leaving sharp edges. Bed rails with flaking chrome must be taken out of service and scrapped.

### FITTING

1. Having carried out the risk assessment referred to above, decide on the positions for the moulded plastic housings. When a bed rail is fixed, at the head end of the bed the gap between the upright of the bed rail and any hard fixed headboard should not exceed 60mm.
2. For maximum strength it is suggested that - provided it is in accordance with the risk assessment - the housings are fitted so that the bolt attaching the housing passes both through the side of the upholstered bed base surround and through the outer rail of the motorised slatted action which sits inside the upholstered bed base surround.



image shows an ORWOODS mechanism being lowered into bed base, the solid single-piece laminated wooden outer-rail of the action is clear to see at the edge of the mechanism, it is the part of the mechanism that will be touching the insides of the upholstered base surround when the mechanism is in place. For strength, the drilling / bolt-fixing goes through the upholstered surround and the outer rail of the mechanism.

3. Note: The housings are marked 'THIS WAY UP' with arrows. When correctly positioned, in addition to the 'THIS WAY UP' guide, the black plastic sprung-pin pulls should be on the inside of the bed rail uprights (see photos overleaf – sprung pins locate in holes drilled into the inner sides only of the cot-side uprights).
4. Drill a 10mm hole at the selected point (allow for the hole being slightly offset from the upright position of the cot side, and raise the moving parts of the motorised action out of the way while drilling, as necessary). Position "T" nut in the 10mm hole from inside the wooden action and tap into place with a hammer; the bolt attaching the housing tightens (with an allen key) into this threaded nut, sandwiching the housing, the upholstered base surround and the outer rail of the motorised action in between.
5. The cot sides can be extended to the length necessary to fit into the housings by pulling the ends apart like a trombone. NOTE each cot side has two small 'stops' at the top of the uprights to prevent the cot side dropping down and jamming in the curved part of the rail. The cot sides should be positioned so that the 'stops' are facing outwards from the bed and do not catch on the mattress as the cot side is lowered.
6. REGULARLY CHECK THE MOULDED PLASTIC HOUSINGS ARE SECURELY FASTENED.



**II. when fitting to non-ORWOOD adjustable beds:**

In so far as possible, follow instructions in I. above

Non-ORWOODS beds will generally have an upholstered surround that is made of MDF / chipboard core which is significantly weaker than 20mm thick ply; there may well also not be any strong laminated mechanism outer-rail through which any fixing can be made (eg where the profiling mechanism is not removable, and mechanism parts are screw-fixed directly into the upholstered base surround).

In either circumstance, adjustments to fixing method will have to be made:

1. Where the upholstered base surround is MDF/chipboard and there is a removable mechanism which does have a strong laminated outer rail, it will be sufficient to drill and bolt through the base surround and outer rail and fix as for ORWOOD beds.
2. Where the upholstered base surround is MDF/chipboard and there is no removable mechanism, that is to say, where there is no strong laminated mechanism outer rail available which can be drilled and bolted through, drill fixing and bolting through the MDF/chipboard side alone will not be sufficiently strong for supporting the fitting of a cot-side / bed rail. In this case, to prevent risk of bed user leaning against cot-side and the bolt tearing through the MDF/chipboard side, an additional piece of plywood backing (we recommend at least 10mm thick and probably approx. 4" / 100mm square) should be placed behind the upholstered surround where the fixing is to be made, and then drilled and bolted through at the same time as the upholstered side to strengthen the whole base surround fixing.



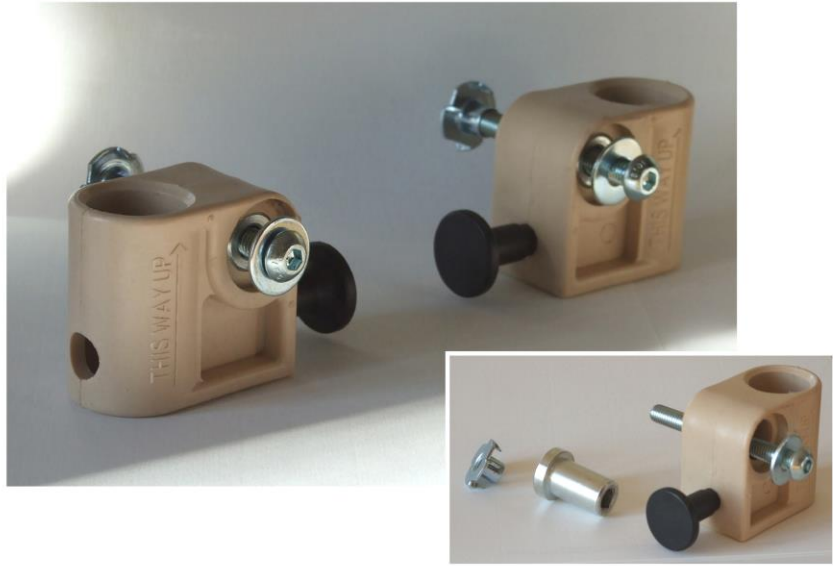
Drilling and fixing through an additional backing plate adds strength behind an MDF side

Where there is no removable mechanism (no strong outer rail available) as described immediately above, care must also be taken to evaluate how far down the upholstered base surround any fixing should be made: if a bed user leans against a rail which is fitted to a bolt-fixing that is made too near the top edge of an MDF/chipboard base, there is a risk that the top edge might completely break off. A decision on this will depend upon things like MDF/chipboard side thickness etc – all part of initial risk assessment.

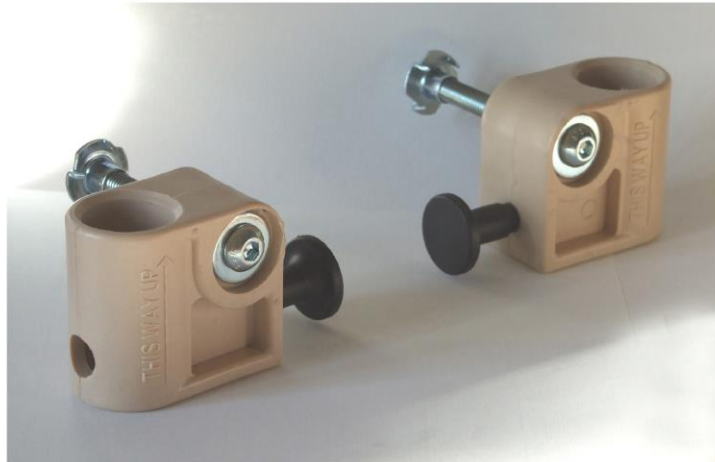
**ORWOOD Cot Side fitting instruction photos**

**RIGHT:**  
a pair of correctly aligned housing assemblies, viewed from the front prior to fixing to bed base.

**INSET:** parts of the right hand housing - note the metal bush, pushed out here, normally running right through the housing with the bolt passing right through it. The wide end of the bush must always face the bed base to which the housing is being fitted.



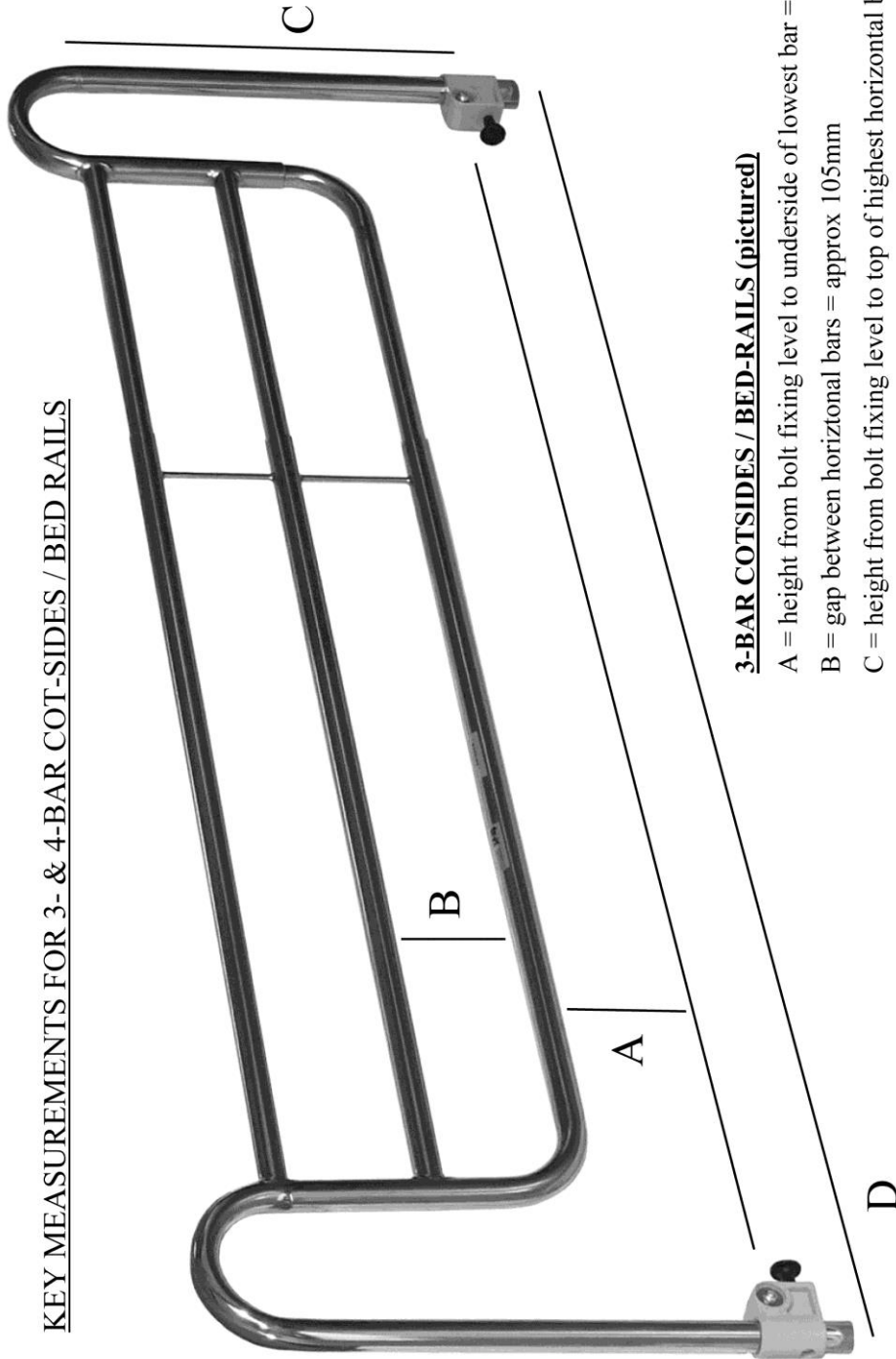
**RIGHT :**  
Fixing holes are to be drilled through the upholstered bed base surround and outer rail of the motorised action. Bolts pass through the drilled holes and are tightened with an allen key into the T-nut threaded housings which will have been tapped into place from inside the bed base, sandwiching the upholstered bed base surround and outer rail of the motorised action in between.



**FAR LEFT:**  
left upright of cot side (as viewed from in front of the cot side) inserted correctly into housing. Note black sprung pin pull has located pin into one of the holes on the inside of the cot side upright.

**INSET:**  
picture shows *reverse* of the housing shown with cot side upright inserted FAR LEFT; note the wider end of the metal bush is always closest to T-nut and faces directly on to the upholstered bed base surround.

KEY MEASUREMENTS FOR 3- & 4-BAR COT-SIDES / BED RAILS



**3-BAR COTSIDES / BED-RAILS (pictured)**

- A = height from bolt fixing level to underside of lowest bar = 110mm (4.5")
- B = gap between horizontal bars = approx 105mm
- C = height from bolt fixing level to top of highest horizontal bar = 390mm (15.5")
- D = length between outside of leg uprights 1200-1880mm (47-74")

**4-BAR COTSIDES / BED-RAILS (not pictured - as picture but with 4th rail)**

- A = height from bolt fixing level to underside of lowest bar = 120mm (5")
- C = height from bolt fixing level to top of highest (4th) horizontal bar = 550mm (21.5")