

HEALTH & SAFETY POLICY

The Inspiration Station BwD CIC health & safety policy requires that each supervising adult attending sensory/soft play units ensure that their group has read and understood this policy.

HEALTH AND SAFETY POLICY FOR THE SENSORY STATION & SOFT PLAY UNITS, ROOM AND EQUIPMENT

The Sensory Station and Soft Play Station are resource centres for individuals and groups to use with their clients. A representative of the Sensory Station or Soft Play Station will be in attendance to give advice on the use of apparatus and ideas for developing programmes, BUT:

VISITING PARENTS, GUARDIANS, CARERS, SUPPORT WORKERS, AND OTHER SUPERVISING ADULTS REMAIN RESPONSIBLE FOR THE HEALTH, WELFARE AND SAFETY OF THEMSELVES, THEIR CLIENTS AND THEIR GROUP. ANY EQUIPMENT OR ACTIVITY USED IS AT THE HIRER'S DISCRETION.

Hand Sanitisers are available throughout the building. Please use these BEFORE entering the Sensory Station or Soft Play Station.

The Sensory Station and Soft Play Station Units risk assessment is below. However, it is the responsibility of individual carers to evaluate the risk for each activity/equipment used with their clients and group. It is the responsibility of every supervising adult to manage the situation. All groups attending the Sensory Station do so with a suitable ratio of supervising adults to clients.

SAFETY and ACCIDENTS

There are safety signs all around the Sensory Station and Soft Play Station rooms and area – please observe these, your risk assessment and details included below.

All accidents occurring in the Sensory Station and Soft Play Station should be reported immediately to the Sensory Station and Soft Play Station staff (or volunteer), recorded in the accident book and signed by the visiting supervising adult in charge of the group. The Sensory Station and Soft Play Station staff will ring 999 for an ambulance if necessary. Supervising adults must take responsibility for ensuring that the ambulance service is alerted.

SECURITY

The main entrance door to Sensory Station and Soft Play Station must be kept locked during session times.

Company Registration No. 12831020

Head Office - Inspiration Station BwD CIC Office 2 and 3, Old Fire Station Byrom Street Blackburn BB2 2LE

T: 01254 790993 | E: hello@inspirationstationbwd.co.uk

Sensory Station and Soft Play Station doors between reception and the changing area and all fire doors must not be locked shut. Although a supervising adult can deem that the safety and security of their clients are at risk, then a star key is available (please ask the Sensory Station and Soft Play Station staff in advance of booking and again on arrival).

BEFORE ENTERING

Everyone should cleanse their hands with a hand sanitiser before entering or leaving each area.

Everyone should remove all their shoes. Everyone should wear socks at all times.

Everyone must remove any belts, jewellery, jackets/sweatshirts with protruding zips or other decorations.

All clients who are not fully continent must wear suitable protection.

Small items, especially keys, must be removed from pockets before entering.

Food or drinks, including sweets and especially chewing gum, must not be taken into Sensory Station or Soft Play Station.

We advise that clients wear comfortable, loose clothing for movement.

SUPERVISION

Clients **MUST** be supervised by a parent, guardian, care worker, support worker supervising adults at all times.

Any client leaving the Sensory Station or Soft Play Station room during the session must be accompanied by a supervising adult.

WATER BED

Bouncing or jumping on the waterbed is not allowed.

PROJECTORS

Different projector wheels are available for selection. The various wheels will help you create the type of "mood" you would like, e.g. the aqua liquid wheel for relaxation. Please ask us if you wish to try a different wheel or preferably let us know before your session.

Company Registration No. 12831020

Head Office - Inspiration Station BwD CIC Office 2 and 3, Old Fire Station Byrom Street Blackburn BB2 2LE

T: 01254 790993 | E: hello@inspirationstationbwd.co.uk

Supervising adults can angle the projector onto the wall or floor at their own risk. Please avoid tipping it very acutely - this can damage the bulb.

FIBRE OPTIC SIDE GLOW

Only switch it on when needed. This is done by pressing the red switch at the back of the light source.

Supervising adults must immediately report and look for any loose fibres at the cables' ends. Watch closely any clients within your group who may chew through the fibres.

ULTRAVIOLET LIGHT/FLUORESCENT MATERIALS

Supervision is necessary at all times when using fluorescent equipment.

OTHER SENSORY EQUIPMENT (located in the drawers)

Please use the equipment in the drawers during your session.

Careful supervision is necessary when using items from the drawers- some items are small/fragile.

DAMAGED EQUIPMENT

Please report any damaged equipment immediately to the member of Inspiration Station BwD CIC staff or volunteer on duty to remove it.

Please be vigilant. Especially look for any damage to electrical cables and plugs, including exposed internal wires, and report immediately.

Company Registration No. 12831020

Head Office - Inspiration Station BwD CIC Office 2 and 3, Old Fire Station Byrom Street Blackburn BB2 2LE

T: 01254 790993 | E: hello@inspirationstationbwd.co.uk