

# The Friends of The Willows Ltd

Independent Charity Reg No 519208

The Space Centre, 10 Pedders Lane, Ashton on Ribble, Preston PR2 2TH Tel 01772 760403

**IT IS THE RESPONSIBILITY OF EACH ESTABLISHMENT ATTENDING SPACE TO ENSURE THAT THEIR CARERS HAVE READ THIS DOCUMENT.**



## **HEALTH AND SAFETY POLICY FOR THE USE OF SPACE AND ITS EQUIPMENT**

The SPACE Centre is a resource centre for individuals and groups to use with their clients. A representative of SPACE will be available to give support and advice on the use of equipment and ideas for developing programmes BUT

**VISITING CARERS REMAIN RESPONSIBLE FOR HEALTH, WELFARE AND SAFETY OF THEMSELVES & FOR THEIR CLIENTS.**

**ANY EQUIPMENT OR ACTIVITY USED IS AT THE CARER'S DISCRETION.**

The SPACE Centre risk assessment is attached, but it is the responsibility of individual carers to assess the risk for each activity/equipment used with their individual clients. It is the responsibility of each carer to manage the specific situation.

### **TRAINING FOR CARERS**

- Before a group can use SPACE the carers attending the session must have read this policy.
- A Health and Safety training DVD version of this policy is available to borrow.
- An additional training DVD is available to give ideas for structuring sessions and use of equipment.

### **SAFETY and ACCIDENTS**

- There are **safety signs all around the centre – please observe these and the risk assessment with this pack.**
- Any accidents occurring in the centre should be reported immediately to the SPACE Centre staff, recorded in the accident book and signed by the visiting carer in charge of that group. If necessary the SPACE staff will ring 999 for an ambulance.

### **FIRE PRECAUTIONS**

- On arrival at The SPACE Centre numbers of staff and clients **must** be entered onto the **fire register sheet** at the **beginning of the session.**
- If you discover a fire raise the alarm by breaking the glass over the alarm button and activating the fire alarm system. These break glass alarms are located at each fire exit noted below.
- Evacuate the premises immediately and assemble all the clients and staff you are responsible for at the assembly point in the car park behind the SPACE Centre.

### **FIRE EXITS**

- Main entrance doors in the front hall
- Rear exit door at toilet end of main corridor
- In SPACE opposite the base of the slide –Break glass with the hammer provided, then move the lever to the right to exit.

The **Fire Assembly Point** is the car park behind SPACE

## USE OF THE SPACE ROOM

All the following apply to clients and carers alike.

**SECURITY – The main entrance door to SPACE should be kept locked during session times. There is a security chain that can be used if carers are concerned that clients may wander.**

**The doors into SPACE and the door between reception and the changing area are fire doors and should not be locked. However if clients' safety and security is at risk then a star key can be used, please ask the SPACE staff.**

## BEFORE ENTERING THE SPACE ROOM

- All shoes should be removed or covered with the overshoes provided. Socks should be worn.
- Any buckles, belts, jewellery or jackets /sweatshirts with protruding zips or other decorations should be removed.
- All clients who are not totally reliably toilet trained should wear appropriate protection.
- Small items, especially keys, should be removed from pockets
- No food or drinks including sweets, especially chewing gum, may be taken into SPACE.
- We advise that clients should wear comfortable loose clothing to allow for movement.

## SUPERVISION

- Clients must be supervised by carers at all times.
- Clients using the upstairs area need a carer with them.
- Any client leaving the SPACE room during the session must be accompanied by a carer.

## CEILING TRACKING HOIST

- Please do not use the hoist unless you have been trained to do so. Ask SPACE staff if you are unsure.
- Slings used should belong to the individual client. There are some slings available at SPACE which should only be used at the carer's discretion. Carers should sign the sheet accepting the responsibility of their use.
- **Never allow the lifting tape to go up into the motor above the line marked**

## CONTROL ROOM

- Only SPACE staff should enter the control room.

## STEPS & SLIDE

- **These must be used with particular caution. Please observe the safety notices at the entrance into the SPACE room and at the top of slide!**
- **Carers need to assess the risk for each individual client as the slide needs to be used with discretion. IF YOU ARE IN ANY DOUBT DO NOT USE THE SLIDE**
- **When the slide is in use supervision is required at all times. To control clients on the slide it may be necessary to post a carer at the top of the slide to supervise traffic.**
- **NEVER GO DOWN THE SLIDE HEAD FIRST OR BACKWARDS.**
- Do not attempt to run UP the slide surface.
- If you take clients on the slide who have physical problems e.g. hip/knee/ankle contractures or increased / decreased muscle tone you may need to sit next to them to guide them and perhaps raise their legs at the bottom.
- Do not go down the slide with clients sitting in front of you , i.e. between your legs, as their legs could get trapped under yours.
- Avoid bare skin on the slide to prevent friction burns.
- Socks or overshoes should always be worn when going *down* the slide.

## STEPS

- Carers or clients may wish, they to remove their socks to assist in ascending/descending the stairs.
- Alternatively overshoes are available for those who need extra stability, thus enabling them to keep their shoes on.

## **BALL POOL**

- Numbers using the ball pool at any time need to be limited according to the size of the clients
- Before jumping into the ball pool always ensure that there are no submerged clients
- If a client has a toileting accident whilst in the ball pool please inform SPACE staff immediately!

## **VESTIBULAR SWING (AIR CHAIR) OR TYRE**

- This swing can be removed from the room if necessary.
- No one should attempt to stand in the swing.
- No one should swing so high that their feet reach the ceiling.
- Do not allow clients to run around in the swing so that the support bars hit the ceiling.
- When in use make sure that other clients are not near enough to be knocked over.

## **WATER BED**

- Bouncing or jumping on the waterbed should never be allowed.

## **INFLATABLE ROLLS AND BALLS**

- These are for balance and vestibular experience, not for use as footballs!
- These items should never be thrown or kicked as they puncture easily.
- Never allow anyone to ride down the slide on one of these.

## **PROJECTORS**

- Different projector wheels are available for you to select, please see equipment book located outside the SPACE door in the blue rack. The different wheels will help you to create the type of “mood” you require, e.g. the aqua liquid wheel for relaxation. Please ask if you wish to try another wheel or preferably let us know prior to your session.
- The projector can be angled onto the ball pool, slide wall or waterbed area. Please **avoid tipping it very acutely** as this can damage the bulb.

## **VIBRATION MATTRESS**

- This can be removed from the room if necessary
- The mattress can be used for general relaxation, or on specific areas of the body.
- The intensity and speed of the vibration can also be controlled. Please ask SPACE staff for information.
- **Do not let clients stand or run across it as the vibration panels will break.**

## **FIBRE OPTIC SIDE GLOW**

- Only switch on when required. You can do this by pressing the red rocker switch at the back of the light source.
- Keep light source covered by padded box if clients are active. The cover can be removed if clients are not likely to touch the light source.
- **Please watch out for any loose fibres at the ends, report these immediately.**
- **Watch for clients who may bite through the fibres.**

## **PLASMA GLOBE**

- Only switch on when required.
- The globe is very fragile & requires supervision whilst in use.
- You can vary the intensity of the globe by the switch on the side of the black base.

## **ULTRA VIOLET LIGHT AND FLUORESCENT MATERIALS**

- There is a UV area upstairs and also downstairs by the ballpool.
- Supervision is necessary when the fluorescent equipment is being used.

**AROMA AIR DIFFUSER**

- This can be used to enhance the relaxing atmosphere if so desired.
- We have a mixture of general relaxing oils as recommended by a qualified aromatherapist.- please ask for more details.
- **You must decide if this is appropriate for your clients.**

**ADDITIONAL SENSORY EXPERIENCE BOXES located in the entrance hall**

- Please use the equipment in these boxes to add to your session.
- Supervision is necessary when using items from these boxes, as some items are small and breakable.

**DAMAGED EQUIPMENT**

- Please look out for any damaged equipment and report this to the member of staff on duty who will remove it from use.
- Please look out for any damage to electrical cables and plugs, including exposed internal wires, and report it as above.