

**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 3 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.**

**Hand Sanitisers are available throughout the building. Please use these BEFORE entering any sensory room and cafe and AFTER using toilet areas.**

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. **It is assumed that all groups attending will do so with the appropriate ratio of carers to clients**

### **TRAINING FOR CARERS**

- Before a group can use SPACE the carers attending the session must have read this policy.

### **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.

### **USE OF THE SPACE ROOM**

**All the following apply to clients and carers alike.**

#### **BEFORE ENTERING THE SPACE ROOM**

- **Cleanse hands with alcohol free hand sanitiser (and also in changing/toilet areas)**
- All shoes should be removed when using water bed
- Any buckles, belts, jewellery or jackets /sweatshirts with protruding zips or other decorations should be removed.
- All clients who are not fully continent 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.
- 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**

## Weighted Blankets

Hazard	Risk	Controls	Consequence	Likelihood
Use of weighted Blanket	Child or adult could suffocate under the weight of the blanket	<ul style="list-style-type: none"> <li>• <b>Blankets should NEVER be used without one to one constant supervision</b></li> <li>• Blankets should never be used <b>for no longer than 20 minutes.</b></li> <li>• The blanket should <b>weigh no more than 10% of the person's weight.</b></li> <li>• Every client should be <b>individually risk assessed by their own carers to decide if the blanket is appropriate for their use</b></li> <li>• Blankets should never be used if the person has respiratory or cardiac problems, serious hypotonia (floppy muscles), uncontrolled epilepsy, serious skin allergies or circulatory problems.</li> <li>• The person's head or neck should never be covered.</li> <li>• Their vital signs should be observable at all times, watching for any negative reactions including difficulty breathing, nausea, increase in temperature or any behavioural/physical reactions demonstrating discomfort or anxiety.</li> <li>• The person should not be rolled up into the blanket</li> <li>• The person must be able to remove the blanket independently.</li> <li>• The weighted blanket must never be used as a restraint.</li> <li>• When used for the first time it must be by a carer able to interpret the user's response in</li> </ul>	High	Improbable

		order to assess whether it is the right tool to meet their needs.		
--	--	---	--	--

### **WATER BED**

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

### **PROJECTORS**

- Different projector wheels are available for you to select. 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 floor or wall. 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.
- **Please watch out for any loose fibres at the ends, report these immediately.**
- **Watch for clients who may bite through the fibres.**

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

- 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 EQUIPMENT located in the drawers**

- Please use the equipment in these drawers to add to your session.
- Supervision is necessary when using items from these drawers, 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.