

Cherry Street SEND and Sensory Hub – Conditions of Use

Thank you for choosing to book a space at Cherry Street SEND and Sensory Hub. To ensure the safety of yourself and those you are responsible for, please read the following information before you visit. If you have any questions about the contents of this document, please email CherryStreetHub@wolverhampton.gov.uk or call 01902 558406.

This document is supported by the 'Quick Reference Guide – Use of Wolverhampton Family Hubs' and the 'Fire Evacuation Arrangements' which are available on request.

Cherry Street SEND and Sensory Hub will have a Business Support Officer (BSO) on site during weekdays between the hours of 8.30am and 4.30pm. If during your visit you have any questions or queries, please direct them to the BSO.

If you are accessing the site outside of these hours then please refer to Appendix 2 of the 'QRG – Use of Wolverhampton Family Hubs' called, 'TERMS & CONDITIONS OF USE OF FAMILY HUBS OUTSIDE CORE HOURS'.

Accident on site

Please inform the Business Support Officer (BSO) if anyone has an accident during your time at Cherry Street SEND and Sensory hub, however minor. Please also share any 'near misses' (i.e. something that had the potential to cause harm/injury but didn't at the time) to ensure we can maintain the safety of the site.

The site first aid kit is located in the office and the kitchen.

A record of the accident and any near misses will be recorded by the BSO. If you need to summon the emergency services, please ask the staff to call for you.

Please ensure you follow all safety notices and instructions to reduce the risk of any accidents or injuries whilst on site.

Damage to Cherry Street SEND and Sensory Hub property

In the event that there is either:

- Damage to the building or
- Damage to furniture, fittings, equipment, or safety equipment on or about the premises

please report this to the BSO on site as soon as possible. The damage will be recorded and if a cost is associated with the repair, then someone will be in touch to discuss this. [Please see the Quick Reference Guide (QRG) – Use of Wolverhampton Family Hubs p.10.]

Fire alarm procedure

Fire evacuation arrangements for the site are visible around the hub via appropriate signage. A copy of the 'Fire Evacuation Arrangements' can be requested via the BSO if necessary.

Safeguarding

All visitors to the site are required to sign in and out using the form in the office.

The organiser will be responsible for providing a signing in sheet for delegates who have pre-booked an event and for ensuring that delegates sign in and out for the event.

Any professionals accessing the site will be required to show ID badges.

Organisers will be responsible for supervising their delegates around the site.

What do we need from you?

We would ask that you adhere to the timing of your session that you have booked with us and respect the equipment within the room.

If equipment or furniture needs to be moved to accommodate seating, for example when delivering training, please ensure that it is returned to its original position. You must ensure that the fire exits remain clear and accessible for the duration of your visit.

When your session is due to end, you and your group need to be ready to vacate the space on time at the end of your booked session. Please take into consideration time to clear away resources at the end of your session when booking a time slot.

Please ensure that only equipment marked as for general use (i.e. in the tambour unit on the left hand side of the sensory room and the two large tambour units on the right hand side of the main hall) is utilised. **All equipment and resources must be returned to the location that they were found, and any keys must be returned to the BSO before leaving the site.**

Compliance with our terms and conditions of using our sensory room:

We recommend that all group leaders or professionals utilising Cherry Street sensory room carry out a risk assessment for individual users where it is deemed necessary.

You have full responsibility for those in your care and for the safe use of our equipment and facilities when using the sensory room.

The hoist is only to be used by those that are trained and competent in the safe use of slings and hoists. Slings unfortunately cannot be provided by the hub and staff on site are not trained to use it. It is your responsibility to ensure that the maximum load, as stated on the signage, is not exceeded.

You should check the room and equipment at the start of your session and report any damages to the BSO before you begin, to ensure that you are not held responsible for any damages found when we do our checks at the end of your session.

Organisers are fully responsible for the health and safety of those in their care using this facility and should provide constant monitoring. No children or young people should be left unattended in any of the spaces on site.

Users must be wearing appropriate continence wear where it is required.

Reasons that would prevent you from using the sensory room:

Due to the complex needs of the children that use the space, if you are aware you have come into contact with someone with a communicable illness, then please contact Cherry Street SEND and Sensory Hub via email CherryStreetHub@wolverhampton.gov.uk or by calling the office on 01902 558406 to cancel your booking.