



Bright Lives
social enterprise

Empowerment through Achievement

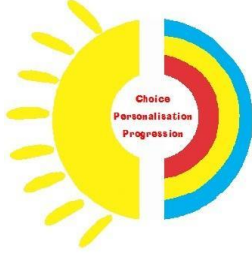
Terms and Conditions for Sensory Room

Code of conduct/ Terms and Conditions for Sensory Room

- **All users are expected to treat other people and property with respect.**
- Smoking is not allowed on the sites.
- Users must be supervised at all times. Maximum of 4 people in Sensory Room
- Please ensure equipment is treated with respect. (Any breakages will be charged to the individual groups) Responsible person will be required to sign that the sensory room is in good condition before being allowed to use the facility.
- No persons are allowed to wander around the site and must stay in the vicinity of the agreed locations.
- Please leave the rooms as you find them. No food or drink or other consumables shall be taken into the sensory room
- The Centre shall reserve the right to exclude any persons or groups found misbehaving or ignoring the Conditions of Hire.
- No removal of Bright Lives Social Enterprise CIC property.
- No photographs to be taken on the site without prior approval (for data protection reasons).

- **Adults and Carers Responsibility**
- Adults/Carers are at all times responsible for actively monitoring their young people or adults using the facilities. It applies to all areas of the building including the sensory room.
- Under no circumstances should any vulnerable adult be left in the centre unattended.

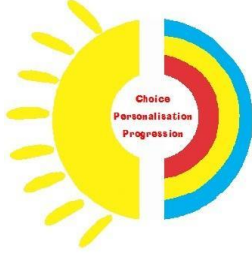
- **Hire charges**
- Please complete and submit your booking form duly signed.
- Payments for room hire. All agreed charges must be paid prior to the hiring and no use of the sensory room will be allowed until payment has been made.
- Invoices can be raised on request.
- Bookings can be held for a period of one month and paid for in advance this will be invoiced.
- The minimum hiring period is one hour, for one or two clients inclusively, at £20 per hour.



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- The right is reserved to cancel any hiring without notice where Bright Lives CIC considers it necessary for a cause outside its control and in such an event the hiring fee shall be returned forthwith but Bright Lives C.I.C shall not be held liable or required to pay compensation for any loss sustained as a result of or in any way arising out of the cancellation of the hiring.
- **Insurance**
 - Groups and organisations are expected to have their own public liability insurance cover.
 - The owners of Bright Lives Social Enterprise CIC shall not be responsible for any loss or damage to any property of the hirer arising out of the hiring of the sensory room.
 - Any loss, damage or injury which may be incurred by or be done or happen to any persons resorting to Bright Lives Social Enterprise CIC during the hiring of the sensory room arising from any case whatsoever other than negligence beyond the control of the owners of the sensory room.
 - Any loss whatsoever of the hirer arising as a result of any event or circumstances beyond the control of the owners of the sensory room.
- **Complaints procedure**
 - In the first instance please refer any complaint verbally to the Staff at Bright Lives C.I.C
 - Health and safety: Hirers are responsible for ensuring that there is a safe environment for the hire activity to be carried out. However, if you have any concerns about anything these should be reported to the Staff at Bright Lives Social Enterprises CIC as soon as possible. In an emergency there is a First Aid kit available on sites.
- **Toilets**
 - Persons must be supervised at all times when visiting the toilet facilities.
- **Accident on site**
 - Staff on duty will have access to first aid facilities. Please inform us if anyone has an accident, however minor – one of our staff will take a look and record the injury.
 - If you need to summon the emergency services please ask the staff to call for you.
 - Please follow all safety notices and instructions



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- **In the event of fire or emergency**

- During the day a continuous alarm (Ringing Bell) will sound and everybody must evacuate the building, assembling on the assembly area in the car park at the rear of the building.
- The person in charge is to identify this area and exit route before commencing hire.
- Upon hearing the fire alarm (unless you can see you are in immediate danger) close all doors behind you
- Evacuate the building from the nearest exit. If required available leader to take to assembly point
- Assemble in the assembly area
- Check that no-one is missing – leaders of groups to take clip-board with attendees to the assembly areas.
- Do not re-enter building until an authorised person gives you the all clear

- **Discovery of a fire**

- If you discover a fire, sound the alarm by breaking the nearest break glass alarm. Evacuate the building as detailed above
- Do not attempt to fight any fire as people are more important than buildings

- **Hoist**

- We have one Oxford Midi mobile electric hoist – again you will need your own sling. Our staff can only assist if requested by you, and only with the equipment.
- **Please remember that you will only be allowed to use a hoist if you have been trained in their use.** You will have to bring in your own slings if you need to use them. You must ensure slings are in good working order. **Please advise the staff if you require a hoist prior to your visit and we can ensure you have a copy of the instruction manual.** You will be asked to sign a disclaimer and be given a badge to identify you as a trained user. .