

HEALTH AND SAFETY POLICY

SEN-den (play, info, support) CIC recognises its duty to ensure the health and safety of its staff, volunteers, adults and children attending our activities, and any other therapists or professionals involved in our work with families.

Premises

We currently occupy space at the Lancaster Centre and have a license agreement in place with Enfield LGBT Network who are responsible for overall Health and Safety and Facilities Management at the Centre.

Enfield LGBT Network have a Health and Safety policy in place which complies with the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. *A copy of their Health and Safety policy is available on request.*

Enfield LGBT Network's responsibilities include ensuring that:

- The Lancaster Centre, as a workplace, satisfies health, safety, and welfare requirements.
- The kitchen and toilets are cleaned daily, and soap and hand drying facilities are always available.
- Common areas of the Centre are hoovered, dusted and sanitised daily.
- All fire safety regulations are adhered to and all fire alarm points, fire extinguishers and emergency lighting systems are tested regularly and maintained in good working order.
- Precautions are taken against danger from flammable and explosive hazards, electrical equipment, noise, or radiation.
- Chemicals and cleaning materials are stored appropriately.
- All bins at the Centre are emptied on a regular basis and waste is disposed of appropriately and safely.

SEN-den's activities in the sessional rooms at the Lancaster Centre

For activities that are carried out by SEN-den, Lubna Reid is the designated health and safety officer with responsibility for maintaining a safe environment for families, staff, volunteers and other therapists or professionals we work with to deliver services to families.

Specifically, Lubna is responsible for ensuring that:

- A generally clean and safe environment is maintained in the room(s) being used.
- The room(s) are adequately ventilated and maintained at an appropriate temperature.
- All furniture, toys and equipment are kept clean, are well maintained and in a good state of repair to avoid injuries or accidents.
- Any toys and equipment not being used for a specific activity, are safely and securely stored away from the children to avoid damage, injuries, or accidents.
- Toys, equipment, and resources used for each activity are chosen with care in terms of suitability for their intended use and compliance with current safety standards.
- Any broken toys and equipment which could be hazardous are disposed of promptly.

- The number of children participating in any given activity is capped at an appropriate number to maintain a safe environment. This number will differ with each activity and will take into consideration the age of the children and the extent to which their autism affects their behaviour and communication, including their ability to follow instructions.
- There is a quiet space available for a child and their parent, in the event that they need to take some time away from the room in which the group activity is taking place, to give them a chance to regulate their emotions and behaviour, in a calm and safe environment.

If necessary, Lubna will speak with parents or carers in a respectful, supportive, and compassionate way, should a child be struggling to safely participate in a particular activity, which could inadvertently put other children or adults present at that activity, at risk.

Parents and carers are responsible for:

- Deciding on the suitability of an activity for their autistic child, given their particular interests, sensory needs, communication preferences and behaviours.
- Determining which available toys and equipment their child can play with safely.
- Remaining vigilant about their children's needs and behaviours during an activity.
- Showing consideration for the health and safety of all children and adults present.
- Following guidance provided by Lubna, SEN-den staff or volunteers or other activity leaders to ensure the health and safety of participants.

Please note that this guidance could include respectfully asking the parent and child to leave the session temporarily and to go to a designated safe space, or respectfully asking them to leave the activity and venue completely, depending on the specific circumstances.

Insurance

SEN-den has appropriate and continuous insurance cover in place for all of its activities. **Our annual cover was last renewed on February 7th, 2021.** Our insurance policy with Markel (UK) Limited includes **£5,000,000 of public liability cover and £10,000,000 of employer's liability cover** (which encompasses SEN-den's staff and volunteers).

As a condition of SEN-den's insurance cover, parents or carers must accompany children taking part in SEN-den's activities at all times. This is consistent with the fundamental principle underpinning this policy, that parents and carers are responsible for their children at all times.

Copies of current insurance certificates are included within Appendix 1 of this policy document.

Additional considerations

Young children, and children with autism in particular, can behave in unusual and unexpected ways. They may also find it harder to understand and follow instructions. Parents and carers therefore must be vigilant when attending SEN-den sessions and it is essential that parents who attend SEN-den's sessions understand their responsibilities.

In practice, this means that:

- Children must be supervised by their parent or carer at all times.
- Children must stay within the room where the play session or activity is taking place and they are not allowed to roam freely through the Centre.
- Children must not enter the kitchen area at the back of the Centre at any time.
- Children must be supervised by their parent or carer when they use the toilets.
- Parents and carers must not use their mobile phones excessively as this will prevent them from monitoring the behaviour and safety of their child / ren.
- Parents are asked not to share any drinks or snacks for their children with other children attending the activity, in case of any allergies. *As a precaution, SEN-den collects information from parents / carers about any allergies that their children have, when they register with us.*
- In most cases, we do not serve hot drinks unless it is an adult-only activity. If a parent comes to an individual family meeting in the office and has a child accompanying them, SEN-den would serve the hot drink in a lidded cup as an extra precaution.

In case of the need for first aid:

- Lubna is trained in **Paediatric First Aid (Siren Training completed in February 2020)** and with consent from the child's parent or carer, will administer first aid. This training will be refreshed at regular intervals.
- SEN-den has a well-stocked and current first aid kit that is accessible at all times.
- SEN-den has an accident book which complies with RIDDOR 2013 requirements and will be used to promptly record any incidents.

A copy of Lubna's current First Aid certificate is contained within Appendix 1 of this policy document.

In case of a medical emergency:

- An ambulance will be called by dialling 999.

The Health and Safety policy is explained to any staff and volunteers who assist at our play and support activities, as well as other professionals we work with at the Centre. This policy will be updated with any changes in our health and safety arrangements; these changes will be explained to any staff and volunteers supporting our routine activities, as well as other professionals we work with.

Appendix 1: Insurance certificates and First Aid training certificate

APPENDIX 1: CERTIFICATES



Confirmation of Liability Insurance

This document may be useful to you when you are asked to provide evidence of insurance to one of your clients.

Policyholder: SEN-den (play info support) CIC
Policy Number: S17495
Policy Wording: Charities and Community Groups

Public liability insurance

Period of Insurance: 07 February 2021 to 06 February 2022 (both dates inclusive)
Limit: £5,000,000
Basis: Any One Claim / Aggregate

Signed for and on behalf of Markel (UK) Limited:

A handwritten signature in black ink, appearing to read "S. Fisher".

Dated 5 February 2021

Note: This certificate of insurance is for information purposes only. You should refer to the actual policy document for the binding terms, conditions and exclusions of cover.



Certificate of Employers' Liability Insurance^(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Certificate)

Policy Number: E17495

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|--------------------------------------|-------------------------------|
| 1. Name of Policyholder | SEN-den (pay and support) CIC |
| 2. Date of commencement of insurance | 27/02/2021 |
| 3. Date of expiry of insurance | 06/02/2022 |

We hereby certify that:

- subject to the paragraph 2, the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or in offshore installations in any waters outside the United Kingdom in which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and
- the minimum amount of cover provided by this certificate is no less than £10,000,000

Signed on behalf of Market International Insurance Company Limited (Authorized Insurer)

(Signature)

- Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the certificate covers the holding company and all its subsidiaries, or that the certificate covers the holding company and all its subsidiaries except any specifically excluded by name, or that the certificate covers the holding company and only the named subsidiaries.
- Specifically applicable law as provided for in regulation 4(6) of the Regulations.

SIRENO

FIRST AID AND FIRE SAFETY TRAINING

This is to certify that

Lubna Reid

*Has achieved the qualifying standard in accordance with the
Health & Safety (First Aid) Regulations 1981*

(12 HOUR) PAEDIATRIC FIRST AID

Date of issue:
17th February 2020

Certificate Number

Certificate valid for three years from date of issue

OFSTED2020021700085698

Signed



For and on behalf of Siren Training LTD

UKRLP UK Register
of Learning
Providers

registration number 10040021