

Sensory Technology

SENSORY ROOM PROPOSAL



Prepared for:

Mandeville School – 10th March 2023

By:

Danielle Corcoran – danielle@senteq.co.uk

CONTACT US

This proposal is a starting point for your sensory system. Should you find that any of the products or elements of the quotation aren't quite what you are looking for, please feel free to get in touch with your sales person, or our main office to discuss any changes you would like to make. Your sales person is:

Danielle Corcoran

Direct Tel: 07403 331712

Office Tel: 01157 270777

Email: danielle@senteq.co.uk

HOW TO PLACE AN ORDER

Should you decide to move forwards with ordering your system, there are several ways in which you can place an order with us:

Purchase Order

For schools or government based organisations, we will accept a purchase order as confirmation of the works to be completed. A full invoice will then be issued once you are happy and the work has been signed off by your representative. This purchase order can be emailed to your sales representative directly, or to orders@senteq.co.uk, alternatively it can be faxed to 01157 270778, or posted to the below address:

Sensory Technology Ltd
Unit 3, Plot 21 Merlin Way
Quarry Hill Industrial Estate
Ilkeston
Derbyshire
DE7 4RA

50% Deposit

For any private organisations, we do request a 50% deposit with your order as confirmation that you would like the works to go ahead. Please let us know if you wanted to place your order, and the 50% deposit invoice will be issued to you. This deposit can then be accepted by cheque, BACS payment, or card payment over the telephone (3% surcharge). The remaining 50% balance is then due on completion, an invoice will be issued once you are happy and the work has been signed off by your representative.

VAT Exemption

VAT exemption applies when the sensory system is being installed in the following situations:

- A charity which provides the environment to be made available to a disabled person or persons for domestic or their personal use.
- An individual who is Registered Disabled and that will be using the installation for domestic or personal use.

If you feel that VAT exemption applies to your installation, please let us know when placing your order. You will be required to complete our VAT Exemption Declaration. This Declaration forms part of the initial order process, so no dates can be confirmed for work to take place until this completed form has been received.

When sensory products are being supplied on a mail order basis, VAT Exemption may not be applicable to all the products supplied. This depends on your product selection. Only products which are specifically designed for disabled users can be treated as VAT Exempt. Please let your sales person know if this applies to you and they can confirm which products would be applicable when undertaking the quotation.

ABOUT US

Firstly, may I start by thanking you for your interest in our products and services. We pride ourselves on what we do, and the equipment and innovation that we have to offer. We have a passion for the industry and specialise wholly within the Sensory marketplace. This introductory letter has been included with your quotation to give you an idea as to who we are as a company, as well as some things that you should be considering before ordering your Sensory System.



Our company has grown steadily since we started back in 2004, and in that time, we have created some wonderful environments, whether in a room, a pool or a garden. We are a small business that prides itself in giving you and your clients the best possible system to improve both quality of life and the learning experience. From the initial design stage of your project through to the implementation, training and after care support we try our utmost to listen to your needs, react to any problems and provide product and services that we believe to be the best available within the Sensory market.

Unlike many companies, we are with you for the long haul, with our warranties, maintenance and support packages we can ensure your big investments stay big hits with your users. We want you to be happy and recommend what we do to others, as well as feeling that you are getting a personal service as much as possible. We know that nobody and no company is perfect, but we strive to have the highest standards possible. We have developed many products over the years, from Bubble Tubes and Infinity Tunnels through to Outdoor Interactive Water Features and Musical Instruments – our aim is to keep developing and reinvesting in what we have to offer. Sensory Technology Ltd wants long term prosperity, not short term gain. We are unique in the fact that all our electronics are designed in house by our own design engineers meaning if there should be a problem, we can fix it with less downtime and without the need to talk to a third party supplier.

OUR PRODUCTS

All our products meet with all relevant British Standards and come with a one year warranty as standard. As a company we are WEEE registered unlike many of our competitors. WEEE is a green thing. The 'Waste Electrical and Electronic Equipment' directive (or WEEE for short) came into force in January 2007. Any supplier or manufacturer of electronic equipment MUST register with a WEEE compliance scheme, weigh and record all products sold and pay levies for their percentage of treatment costs, or provide the end user with a free way to dispose of the equipment at the end of its life cycle. We will happily take back your equipment at the end of its life, and have it treated and recycled to cut down the impact on the environment. Our WEEE registration number is WEE/KC1634XT.

OUR TEAM

Our installations are carried out by highly trained operatives who are both friendly and helpful. This is a must because they represent our company and our reputation is highly important to us, if you are not satisfied with the level of service and commitment of our engineering team then please feel free to let us know. Our engineers are all:

- **DBS Checked**
- **First Aid trained**
- **Health and Safety Trained**

They are managed by a single project manager who will be your point of contact after order. They will contact you to discuss the implementation of your system, timelines, deadlines, options and access. They will keep you informed along the project to ensure that the job is carried out as smoothly and efficiently as possible whilst minimising the impact on your facility as the work is carried out.



LOW MAINTENANCE SYSTEM

We have designed our equipment to be as maintenance friendly as possible. Some examples are:

- Our Bubble Tubes incorporate emptying mechanisms at the base so no more drill pumps and paper towels everywhere.
- We use LEDs more than any other company, not only are they much more energy efficient - keeping running costs down, but they last longer, anywhere up to 100,000 hours. Compare this to lamps which have a life of 5000 hours maximum and many as low as 50 hours, the savings in time and energy can be substantial. They also give off less heat for those rooms that always get to hot!
- The best thing – many company's remote controls need their batteries changing on a regular basis, as frequently as every couple of weeks – some have rechargeable remotes; but you can't use them if you forget to charge them.....All our remotes have a battery life of at least 5 years. No need to recharge! These figures are based on very heavy use – 120 times an hour, 8 hours a day, 40 weeks of the year!!! This is unrivalled by any other sensory company.

We are only too aware of the paperwork that goes along with ordering any work to be carried out at your premises, so to cut down the headache for you, at the rear of your proposal you can find a copy of our risk assessment and method statement.

Thank you for your time in reading this covering introduction – hopefully it highlights more what we have to offer, what we can do that others may not, and the benefits of using our services. Rest assured that we care about each and every job we do, we know you want your new system to be great, but so do we.

Kindest Regards
Rob Howe
Managing Director



OUR CLIENTS

We work with clients ranging from Councils, Schools, and Prisons, right through to private individuals that are looking for home based sensory solutions. Our team will ensure that your requirements and needs are met throughout the sales process, through to completion. Our after sales service is second to none, we are only a phone call away!



CURRENT CUSTOMER TESTIMONIALS

"Sensory Technology have worked in partnership to develop highly specialised multi-sensory environments for our pupils with profound and complex needs. Considerable time has been spent designing bespoke environments, both indoor and outdoor, that are fully interactive and give access to our pupils at every level. We are indebted to Rob and his team for their attention to detail and willingness to listen to our pupils to ensure their access and stimulating activities maximise their potential."

Roger A Legate OBE & MBE for Linden Lodge School

"Thank you so much for what we now have at Blessed Sacrament! It's incredible and I am so glad that we did business with you. From start to finish you have been an excellent team to deal with. If there's any chance in the future that we can expand any element of our sensory offer in school in the future, I will definitely be back in touch. Yet again, many thanks to you all."

Chris Davey, Executive Headteacher, Blessed Sacrament Catholic Primary School

"Really good service from the initial contact, via the quotes, helping us spec the room to make sure it is of most use to our visitors, through to fitting and training. Service as it should be! The whole service from initial contact to training after completion of works has been first class."

Ian Eccles, Children's Adventure Farm Trust

"I have been blown away by how awesome your company has been to help our school. No one at our school knows when the Sensory Room was fitted, suffice to say a long time ago. We are a special needs primary school, where our children love using the space. It was only recently brought to my attention that 5 of 7 items were not working, which is completely ridiculous. Apparently it has been like this for a long time! After trying a few companies, no one was prepared to touch stuff that wasn't their own. I still cannot understand this mentality. I was lucky enough to speak to Emma and she was very helpful. Throughout our exchange, she was friendly, polite and professional, and she managed to book an engineer visit. Cue the arrival of Roger. He is quite simply a Sensory Room god. Or magician. Either way, he has transformed our little Sensory Room and brought it back from the dead. Aside from being a really nice chap, I got the feeling he always goes the extra mile for his clients – he certainly did with us! Please take a moment to acknowledge these team members and the great work your company does."

Richard Gluck, Maple Ridge School

Denise Feasey
Mandeville School
Oldfield Primary Site
Oldfield Lane North
Greenford
London
UB6 8PR

Date: 10/03/2023
Ref: PR-2303019

Dear Denise,

Following our recent meeting, please find enclosed a quotation for a sensory room to be supplied and installed at Mandeville School on the new Oldfield site. This quotation includes a detailed drawing of how this area will look on completion. I have based this room around the items we discussed in our meeting on Wednesday 8th March. If you would like to see any alterations made to the quotation, please don't hesitate to contact me.

Please ensure the walls are painted a light shade to get the most from the visual effects. We will need WIFI in the room to make the most of the audio system. A switched fuse spur will be needed in the ceiling void to power the sensory equipment. Please ensure there is no radiator on the wall or any other obstacles that will affect the product locations as the room is very full.

As a requirement in the 18th edition wiring regulations, we install a surge protection device on the supply to our equipment. This will protect the delicate electronics from transient voltage spikes, as well as if the building is struck by lightning. The surge protector installed will ensure none of this voltage will damage the equipment on our supply circuit.

Proposed Design



System Overview

The Sensory Room has been designed to create a wonderful multi-functional space for the children with a great range of interactive element for them to explore. They will have both the traditional and relaxing sensory features alongside the more stimulating aspects to provide them with a fun and engaging space. All products are individually controlled to allow you to tailor the room to suit the pupil. A soft flooring will be fitted to ensure the space is both safe and comfortable for the children.

All products will be wired back to one central location to provide quick and easy selection when you enter the room. A media system will be installed to allow complete flexibility in what you display in the room, whether to relax the children or bring learning into the space and theme the room. An input will be fitted for your laptop but I have also included the Apple TV and iPad as there isn't anywhere to easily rest a laptop. This can then be kept in the lockable cabinet for sensory use only and will be set up by the engineers.

All products we specify are extremely maintenance friendly as they all contain LEDs. This means there are no lamps to change and they run on low voltage producing little heat and using little energy. The wireless remotes all have a battery life of at least 5 years on continuous use so again are extremely maintenance friendly.

Visual Effects

Interactive Bubble Tube

This Interactive Bubble Tube that we have proposed for the sensory room is 150mm in diameter and stands 2m tall. The unit will provide calming colour changing bubbles running the whole length of the column. The tube is fitted with LED technology, which means it is cool running, and should never need to have the lamp replaced.

It will be controlled via four coloured switches in the plinth; press each individual colour to dictate the colour of the tube. The switches are produced from the same material as the softplay padding which covers the rest of the plinth, so are not hard to touch and provide great cause and effect learning.

The unit will be installed with a wall bracket at the top to stop it being knocked over and we will supply a bottle of BCB Fluid to help prevent the build-up of bacteria in the tube. The Bubble Tube is a tried and tested design, and we are pleased to say it is one of the brightest and friendliest to use on the market. The tube features an emptying tap at the base; simply attach a hose for the tube to drain itself. Overall control over the tube is via the Switch Panel.



Interactive Borealis Tube



The Borealis Tube is the original and most trusted alternative to the Bubble Tube for a fantastic LED, maintenance free, effect. LED lights are positioned all the way to the top of the tube to create some amazing bright dancing light sequences. As the lights are all LED it is very efficient to run. The tube stands at 2.2m high.

This tube will also be interactive using the same plinth switches as those for the Bubble Tube, the switches will control both tubes together.

The Tube is supplied with a control panel which will have 16 different sequences programmed in to fascinate the users, all of which can be speed and brightness controlled. The top of the tube will be secured with a wall bracket.

Acrylic Mirrors

Acrylic Mirrors will be installed behind the Borealis Tube to reflect the effect back at the users, greatly heightening the impact of the tube. The mirrors are produced from shatterproof acrylic so pose no threat to the users of the room.

LED Colour Changing Mood Lights

Eight of these LED colour changing down lights will be installed to colour wash the entire room. The lights are capable of producing any of 65,000 different colours so they are extremely good for mood setting. As they are fitted with LEDs, there is no lamp to change; they are cooler running and more energy efficient. When active, the lights will colour wash the area with bright, vivid colours.



The lights can be controlled by the Universal LED Controller. This panel will give the supervisor overall control of the lights, allowing them to select from a range of modes. These modes include set colours, scrolling colours and even giving the lighting the ability to change colour to sound.

LED I-Digital Tower Light



The Tower Light is a fantastic new product from our I-Digital range. The unit is split into different colour changing segments which will light up to create different sequences to fascinate the children. The Tower Light will be installed with an in-built microphone enabling the children to interact with the panel using sound whether it be through vocalisation or a simple tap on the panel. As the sound is picked up by the microphone, the lights will change and alter to reflect the pitch of the sound.

The Tower Light will be controlled by its own built-in panel which will have 16 different sequences to entertain the children. All of the sequences can be speed controlled to suit the mood of the room.



UV Lighting

UV Flood Light

A UV Flood light fitting will be installed in the room. This light is responsible for making fluorescent items glow in the dark. These lights will have supervisor only control and can be activated by the Switch Panel.



Interactive UV Tactile Activity Panel



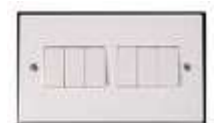
This new UV Reactive Tactile Activity Panel will give the children a selection of different textures and shapes to explore. When the UV lights are on, each of the items on the board will glow in vivid, fluorescent colours. We use a range of textures, colours and finger mazes to give the children different items to discover.

The panel will have some interactive items included such as a switch to activate the LED lighting installed in the board and one to activate the central image.

Control of the System

Switch Panel

A simple on/off switching system is all that is required to select the various units within the room. This will allow the supervisor to activate and deactivate products from one point, rather than having to go to each product and activate them individually. The LED colour changing lights, Borealis Tube and Tower Light all have their own simple controllers, which are detailed above.



Small Lockable Cabinet



We will install a small lockable cabinet on the wall either inside or just outside the room to house the control panels and sound unit. This will be located in a mutually agreed location to best suit the control of the room. The cabinet is very sleek, with a depth of only 100mm.

Two keys are supplied with the cabinet.

Tactile

Lego Panel with Bricks

We will supply and install four large Lego panels, each measuring 380 x 380mm. These panels will be fitted into soft wall padding for a neat finish. A box of Duplo bricks will be supplied giving the children this very tactile activity to interact with in the sensory room. We have proposed Duplo bricks due to the size; the smaller Lego bricks would be a potential choking hazard.



Bespoke Interactive Cog Motion Panel



We will design an interactive fun panel with a range of moving inserts to provide the children with a new feature to explore. The panel will have three inserts, which can be chosen on order, to suit their ability and interest. These are colourful attractive inserts to encourage the children to engage and test their dexterity.

Sound

Media Projector and Bracket

We have included a media projector with this quotation. This unit will be installed in an appropriate position to allow it to be focussed onto the chosen wall. The projector will be connected to the sound system to ensure a clear sound throughout the room. It will be capable of playing any media available via your apps on the supplied iPad via the Apple TV. This will provide you with a very flexible platform to allow you to display any media, whether to relax the children or to bring learning into the sensory room with more structured visuals. Please ensure you do have WIFI connection in the room.



To enable the engineers to set the iPad and Apple TV up, they will need the Wi-Fi details on installation. Alternatively, they will provide step by step details of how to set the units up if this is not possible.

In addition, we will install an input point for your laptop as an alternative way to display media through the projector. I understand this was your original choice but, on thought, it may be difficult to rest your laptop in the room. I have, therefore, included an iPad which can be stored in the lockable cabinet and will be set up by the engineers ready to use (as long as they have the WIFI code). You then have the best of both for the space. You will need to add your own content and apps to the iPad and will require an Apple ID.

Apple TV



We will supply an Apple TV which will be positioned with the projector on the ceiling. This will enable the supervisors to play their selected media through the media projector, both still and moving. They will be able to use apps on the iPad to select a desired image or video to play through the media projector. Please ensure there is WIFI in the room to benefit from this system.

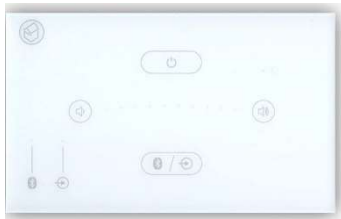
iPad Mini

We will supply an iPad to be used in the room with the sensory system. This will allow you to upload visuals and apps to use in the room for a quick set up on entry. You can then be ready with themes to suit curriculum learning. We will supply an Apple iPad mini WIFI 64GB. A durable case will be supplied with the iPad.



A mini has been selected to fit in the cabinet where you can charge the unit when not in use.

Bluetooth Sound System with Ceiling Speakers



This sound option will enable you to connect any device into the sound system to play your choice of playlist during the sensory sessions via Bluetooth connectivity. This adds real versatility, as any Apple or Android device can be used within

the room. This will enable the supervisors to set up playlists for their groups to easily activate during the session.

Two speakers will be installed in the room to produce a clear sound throughout the area along with an in-built amp to ensure a crisp output.

Furnishings

Large Quarter Circle Tube Plinth

The Tube Plinth will be installed to support and cover the base of the tubes together in one unit. All our plinths are produced from wood and covered in softplay padding. The padding is available in a range of colours to suit the room, although we do recommend the use of a lighter colour to complement the visual effects. The size of the plinth is 1150mm x 1150mm with a curved edge. The plinth can be manufactured in any of our softplay colours.



Floor Padding

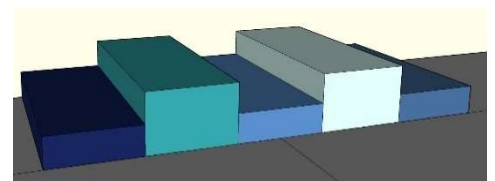


We will supply soft padding for use on the floor in areas as per the enclosed plan. This will be held in place via Velcro strips to make it easier to remove should cleaning be required. We will use 75mm thick pads with vinyl covers to make this a very safe and comfortable environment for the children to use.

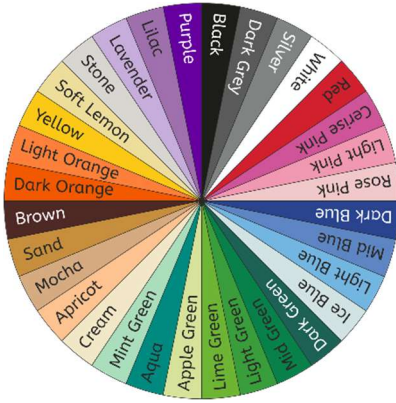
Softplay Feature

Softplay Piano Steps

We will design and install a set of softplay piano steps to provide the children with a gentle obstacle in the room. The steps are produced in a variety of colours and are all different heights to challenge the children. They are produced from sturdy foam with the same vinyl covers as the softplay padding to ensure durability.



Vinyl Colours



When placing your order, please specify which colour combination you would like for your plinth, wall pads (around panels), floor padding and piano steps. You can have a single colour or a combination of colours.

Once the design engineer has visited and created the final plan for manufacture, he will share the plans for approval with you, including the selected colours to confirm.

The Equipment Listed

Below I have listed all the equipment provided with the system:

Quantity	Product Name
1	Interactive Bubble Tube
1	Interactive Borealis Tube
1	BCB Treatment Fluid
2	Wall Brackets
1	Plinth Switches
2	Acrylic Mirrors
8	LED Colour Changing Down Lights
1	Universal LED Control Panel
1	I-Digital LED Tower Light Panel
1	UV Flood Light
1	UV Interactive Tactile Activity Panel
1	Switch Panel
1	Small Lockable Wall Mount Cabinet
1	Lego Panel with Bricks
1	Bespoke Interactive Cog Motion Panel
1	Media Projector & Bracket
1	Laptop Input
1	Apple TV
1	iPad Mini & Case
1	Charging Point in Cabinet
1	Bluetooth Sound System
2	Speakers
1	Large Quarter Circle Tube Plinth
1	Floor Padding
1	Softplay Piano Steps
1	Survey & Design
1	Cabling, Connectors and Fixings
1	Installation Labour, Programming and Training

Full System Price

The total price for the supply and installation of the above system is:

£22,707.44 excluding VAT

The images below are for illustration purposes only and do not necessarily reflect the finished product. Any changes or variations to the design will be discussed during the installation should any section of the quotation not be completed as designed, an alternative will be offered.

Proposed Room Layout (Angle 1):



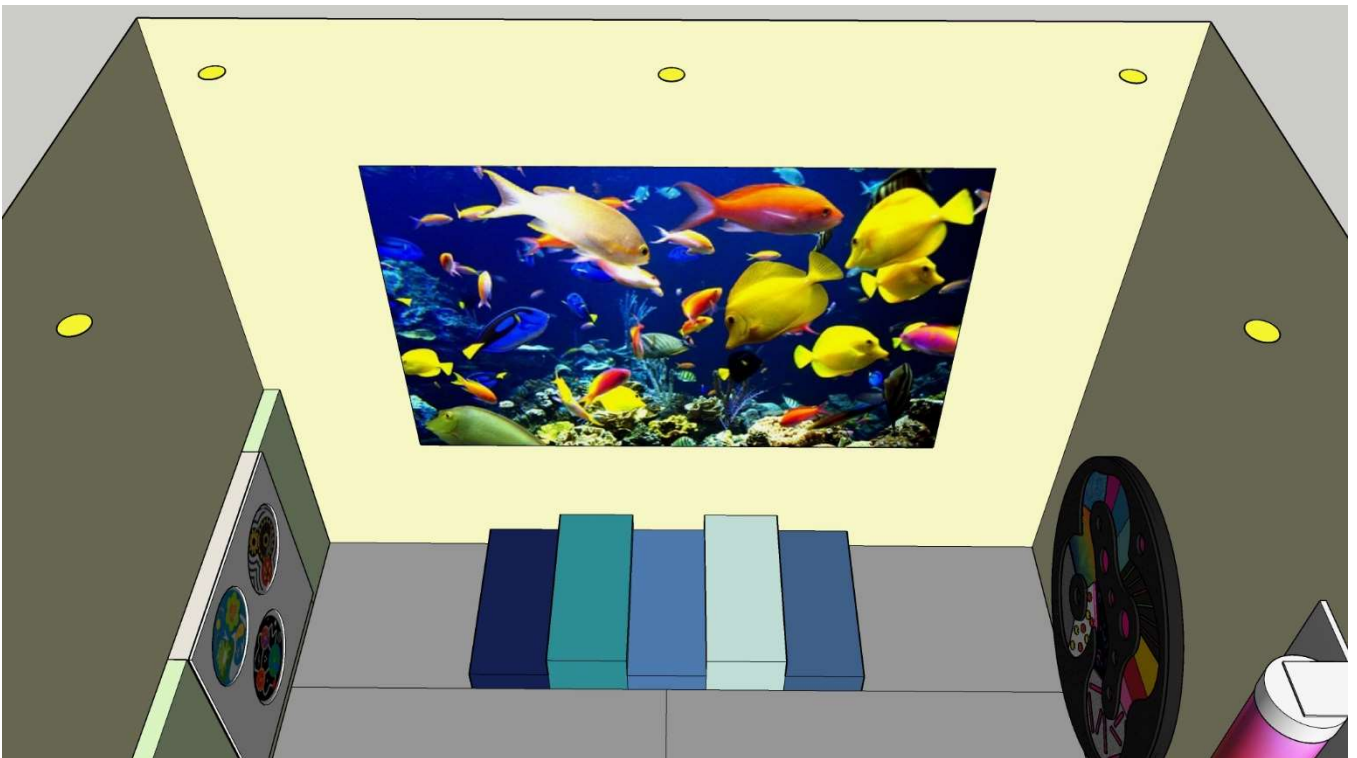
Proposed Room Layout (Angle 2):



Proposed Room Layout (Angle 3):



Proposed Room Layout (Angle 4):



Proposed Room Layout (Angle 5):



Optional Extras

Please note, all prices below exclude installation. If you would like to add or swap any products, please let me know and I will revise the quote accordingly.

Beanbag



We have available beanbags with the system. This will allow your users to move around the different areas of the room and sit in comfort whilst using the system. The beanbags are manufactured using softplay vinyl so are available in our range of colours, which can be decided upon if you choose to place the order.

The beanbags are lined internally to ensure the beans cannot escape.

£199.00 excluding VAT

I know you did want a beanbag but wasn't sure once everything has now been designed if you want to lose the space for one. Please confirm and I can add it in if necessary.

GUARANTEE

All products and installation are guarantee for 12 months from completion. This covers everything installed but does not cover lamps & fuses. The guarantee covers all other parts and labour and begins from the date of delivery. After that 12-month period, we will automatically send you quotation for a maintenance contract. Our maintenance options vary from a single preventative visit per year, through to several visits, the most suitable option will be dependent on the system/s installed. If you would like pricing on our maintenance options at this stage, please get in touch with your sales representative.

FURTHER INFORMATION

This small section just outlines what we will need from you to complete this project should you decide to go ahead.

We may require a meeting to discuss what products you require from a selection of options. We would need to check the size of the room to ensure that the quotation can be met. Should we find that any element of the system cannot be installed, an alternative will be offered either at survey stage, or at installation stage. Any potential further costs will be discussed with you before we proceed with any alterations to the system.

We will require twelve to sixteen weeks lead-time from placing the order to actual installation of the system. If you would like to discuss the possibility of an earlier date, please contact Emma in the office. We cannot reserve any time in the installation diary until an order is placed, either via a purchase order (certain organisations only, please refer to page 2 in your quotation document for further information) or via a 50% deposit.

We only use parts that are suitable for the application they are intended. This quotation is valid for a period of 60 days.

If the sensory products are being installed in a new build we are happy to work with the building contractor to detail containment required for the installation. If the building process is delayed we must be informed as soon as possible to rearrange the engineer's diary and limit time wastage. If the engineers arrive on site and are unable to gain access into the building to complete the works, the client will be charged at a rate of £600.00 for a wasted visit. If our electricians are tampered with by any contractor after installation, we will charge the client at our standard rate to rectify the issue.

CONTACT US

This proposal is a starting point for your sensory system. Should you find that any of the products or elements of the quotation aren't quite what you are looking for, please feel free to get in touch with your sales person, or our main office to discuss any changes you would like to make. Your sales person is:

Danielle Corcoran

National Sales Manager

Direct Tel: 07403 331712



Office Tel: 01157 270777

Email: danielle@senteq.co.uk

Mandeville School

Risk Assessment & Method Statement

METHOD STATEMENT

	Name	Title	Signature	Date
Document Author	Danielle Corcoran	Account Manager		10/03/2023
Checked by	Robert Howe	Managing Director		10/03/2023
Authorised by (for Client)				

Emergency Contact Details			
Contact	Danielle Corcoran	Rob Howe	Rebecca Howe
Tel	01159 270777	01159 270777	01159 270777
Mobile	07403 331712		

Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Sensory Technology Ltd.

Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- Falling from height
- Injury from incorrect Manual handling.
- Injury from slips trips and falls.
- Contact dermatitis from exposure to dust.
- Disease from standing/stagnant water.
- Injury from the incorrect actions of other contractors on site.
- Injury to members of the public during operations.
- Injury from machine hazards

Preventative Measures you must take;

- You must be "competent" to carry out the task.
- You must NOT carry out this task alone
- Barriers erected at entrances and around the work area if deemed necessary by the foreman or safety officer to protect tenants.
- You must not lift beyond your capabilities, get help if necessary.
- Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment

Personal Protective Equipment you must wear when needed;

- a) Safety Glasses
- b) Hi-Vis Vest
- c) Ear Defenders
- d) Dust Mask
- e) Gloves
- f) Safety Boots

Environmental Protection Measures you must take;

- a) You must dispose of waste and spoil to the designated area or skip provided for waste.

Quality Control; Adhere strictly to the following procedure to ensure quality of service

- a) If in doubt contact your manager for clarification before proceeding.

Task Description

This method statement describes the work process installation of Sensory Equipment on site. This involves the cabling, connections, mounting, fixing and commissioning of Sensory Equipment.

Staff & Training

The projects will be carried out by staff from Sensory Technology Ltd. All staff members are competent/qualified in the tasks that they undertake. A project supervisor will be appointed and will be responsible for safety and quality of work on site. They will liaise with the Client where necessary.

PPE

All site workers will wear Safety boots at all times, other items of PPE such as eye protection, Hi Vis Vests, Ear Defenders, Dust Mask, and gloves are available to be worn as and when necessary.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the project supervisor who will ensure it is dealt with. Sensory Technology staff will be inducted if required by the Client.

Welfare

Access to welfare facilities is required where available. The Company carries certain welfare items for refreshment and cleanliness. Access to toilets and washing facilities will be required and are to be provided by the Client.

First Aid

A full first aid kit is available to employees at all times. These are situated within the company vehicles. A competent first aider will be present on site. Access to the site's first aid facilities will be required.

Permits to work

Permits to work will be completed if requested by the Client prior to commencement of work on site.

Site Access and Egress

Site access will be performed in line with the requirement of the client, with careful attention being paid to access control doors and fire doors.

Material Handling

Materials will be handled in a careful manner in accordance with any data sheets supplied with the materials. Any relevant PPE will be worn where necessary.

Manual Handling

It is necessary to Manually Handle certain items used to install the system. Heavy items should not be lifted alone, get help if necessary via additional person or lifting equipment.

Scaffold & Access to height

Scaffold towers may be used to carry out the installation. These towers will only be erected and checked by competent persons.

Work at Height

Suitable access equipment will be used for working at height. It will be checked for safety prior to commencement of work, and harnesses will be used where deemed necessary.

Working from ladders and steps

Ladders will only be used for tasks where a scaffold would not be feasible to use. Ladders will be lashed where required and over reaching is not permitted.

Safety of other contractors and members of the public

Barriers used where necessary, site to be kept as tidy as possible to minimise possibility of trips/falls. If access is needed, the person will be accompanied by a trained operative from Sensory Technology Ltd.

Installation of Sensory Equipment

Step by step procedure

- 1) **Start of works.** Site foreman will ensure site is safe to commence work, Tenants have been warned and barriers erected to prevent unauthorised access where necessary.
- 2) Staff and contractors will put on required Personal Protective Equipment
- 3) Staff will liaise with project supervisor regarding an overview of the project and will allocate tasks to commence installation.
- 4) Tools, consumables and equipment will be brought in from the Company vehicles and stacked safely within the working area taking note of manual handling procedures.
- 5) Any access equipment will be erected where necessary and checked for safety prior to use.
- 6) Installation will commence. The use of power tools is required, for safety, these are checked prior to use. All mains power tools are regularly PAT tested, and suitable fixings are used for the substrate to which the products are to be fixed.
- 7) Products are to be removed from packaging. All packing will then be stacked or removed from site.
- 8) Cabling and connections are made in a neat and safe manor, in line with all electrical regulations as required, and by competent persons.
- 9) Regular cleaning and clearing of the area will be carried out to avoid slips/trip hazards.
- 10) Regular communication with project supervisor to ensure locations and suitability of products installed.
- 11) All products to be fitted with secondary fixings to ensure safety if primary fixings fail.
- 12) Waste removal to on site refuse facilities will be undertaken. If not available, waste will be placed in company vehicle to be disposed of at Sensory Technology premises. No waste should be left on site.
- 13) Making good of room to be undertaken.
- 14) Full system test and commission will be carried out including electrical testing where necessary.
- 15) The system will be handed to the customer, along with operational training.

RISK ASSESSMENT

HAZARD	PERSONS AT RISK	LEVEL OF RISK	PRECAUTIONS
Road Crossing	All Operatives	Low	<ul style="list-style-type: none"> Take note of site rules Ensure any warning signs remain visible Trained operatives
Manual Handling	All Operatives	Medium	<ul style="list-style-type: none"> Trained Operatives Use lifting equipment where necessary Multiple carriers of large or heavy items Ensure area of movement is clear of obstructions
Floor Hazards	All Operatives and other users of the area	Medium	<ul style="list-style-type: none"> Ensure slippery areas are cleaned/cleared Ensure materials and tools are stored in a neat manner Ensure debris is cleared away Ensure trip hazards are avoided
Ladder Working	All Operatives	Low	<ul style="list-style-type: none"> Use platforms where necessary Ensure ladders are correct length Ensure ladders are footed Ensure ladders are lashed if appropriate Ensure Platforms and/or access towers are correctly assembled Ensure harness is worn if appropriate Ensure ladder is safe by checking before use Do not over reach when using access equipment
Concrete Drilling	All Operatives and other users of the area	Low	<ul style="list-style-type: none"> Use only battery operated or PAT tested equipment Trained Operatives Eye protection used Ensure fixings are correctly installed Extension Leads routed to minimise possible trip hazards
Power Tools	All Operatives	Medium	<ul style="list-style-type: none"> Ear defenders and eye protection where appropriate Routing of extension leads to avoid trip hazards Battery powered or PAT tested equipment only Trained Operatives Use in safe areas Removal of dust and debris
PPE	All Operatives	Medium	<ul style="list-style-type: none"> Ensure worn at all appropriate times and in line with site regulations Ensure PPE is fit for use and not damaged etc.
Soldering Irons	All Operatives	Medium	<ul style="list-style-type: none"> Ensure cables are routed to avoid possible trip hazards Gas, battery or current PAT tested irons only Ensure they are turned off when not in use Protect flammable material from falling solder
Electric Shock	All Operatives and other users of the area	Low	<ul style="list-style-type: none"> Ensure supply is isolated and locked off if possible prior to working Trained Operatives
Falling Tools	All Operatives and other users of the area	Medium	<ul style="list-style-type: none"> Operatives to keep clear of ladders and other access equipment
Falling Equipment	All Operative and other users of the area	Medium	<ul style="list-style-type: none"> Ensure units are well secured and secondary fixings attached Use two men/lifting equipment where necessary to hold products Trained operatives

Completed by: Rebecca Howe

Date: 10/03/23

Checked by: Robert Howe – MD

Date: 10/03/23