

## 6. POSSIBLE ANSWERS TO INSURERS' QUESTIONS (if additional insurance is needed for the night shelter)

- Who is responsible for the running and organisation of the shelter? If this is a registered charity do they hold their own insurance? *Answer: WYDAN (West Yorkshire Destitute Asylum Network) Charity Number 1158052. Yes they hold their own insurance.*
- Who employs the volunteers and trains them? *Answer: WYDAN*
- Are the users being referred? Where from and how? *Answer: Users are referred from our referral agencies: PAFRAS, British Red Cross, Migrant Help/Urban House . We have robust referral procedures and guidelines in place.*
- When will the shelter run? How often? *Answer: (Insert your own dates here)*
- Have the relevant risk assessments and health and safety checks been done? *Answer: Yes, these are checked by WYDAN at our induction meeting approximately two weeks prior to hosting.*
- Have the local fire and police authorities been notified? *Answer: Yes. (Please inform your local police and fire station.)*
- Will food be provided? With this be cooked and prepared on site? Will Deep Fat Fryers be used and are staff food safety trained? *Answer: Yes. Deep fat Fryers will not be used.*
- The maximum number of users attending each evening? *Answer: 10*
- Age and sex of users? Will there be separate areas for men and women? *Answer: Men only. Aged 18 +*
- Are the volunteers appropriate for the number and type of users? *Answer: Yes*
- How many users will be at the shelter at different times? *Answer: Maximum of 10 users*
- Have volunteers been trained in the handling of 'sharps' and how to 'handle' drug users? *Answer: No, it would be exceptional for our client group to be 'substance users'. We do not accept referrals from anyone with substance misuse issues. However, we provide policy guidance and information in our Information Folder in case the unlikely event occurs.*
- Will any of the users be classed as vulnerable? Will volunteers be DBS checked? *Answer: Yes by the definition of being destitute asylum seekers our users could be vulnerable. We have a Vulnerable Adult Policy. Volunteers are not DBS checked.*
- What procedures will be in place to protect users and volunteers? *Answer: We have robust policies and procedures in place. We provide comprehensive training and guidance to our volunteers through information sessions and information provided in the handbook. Volunteers are never permitted to be alone with guests.*
- What time will the shelter open and close? *Answer: The shelter will open from 5.00pm till 8.30am the next day. (Please put in your own times, and those for Saturday/Sunday opening if different.)*
- Are you aware of attendance figures prior to the event? *Answer: Up to a maximum of 10.*
- Will the users be 'dry' and drug free? Are there procedures in place? *Answer: Yes. We do not accept anyone with drug or alcohol issues.*
- Are there evacuation escape signs in place (fire exit signs)? *Answer: Yes. (Please check your own situation.)*
- Are the facilities at the premises suitable for use? *Answer: Yes*