

# Health and safety policy

This is the statement of general policy and arrangements for:		<b>Never Give Up Escape Rooms Ltd</b>	
<b>Christopher Fitzakerley</b>		<b>has overall and final responsibility for health and safety</b>	
<b>Hannah Lindsey (Member of staff)</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Christopher Fitzakerley / Managing Director	<ul style="list-style-type: none"> <li>Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)</li> </ul>	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Christopher Fitzakerley/ Managing Director	<ul style="list-style-type: none"> <li>Staff given necessary health and safety induction and provided with appropriate training.</li> </ul>	
Engage and consult with employees on day-to-day health and safety conditions	Christopher Fitzakerley/ Managing Director	<ul style="list-style-type: none"> <li>Consult with employees regularly.</li> <li>Ensure all employees are aware to raise any health and safety concerns they have with their manager.</li> <li>Ensure all managers consult their team on safety issues.</li> <li>In addition to raising concerns directly with managers, all staff members have the opportunity to do so at formal health and safety review meetings or sooner if required.</li> </ul>	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Christopher Fitzakerley/ Managing Director  Hannah Lindsey/ General Manager	<ul style="list-style-type: none"> <li>Escape routes well signed and kept clear at all times.</li> <li>Evacuation plans are tested from time to time and updated as necessary.</li> <li>Ensure that emergency plans are developed and brought to the attention of all staff and non-staff members who access the premises.</li> <li>Ensure a fire risk assessment is carried out.</li> <li>Ensure that all staff are trained in fire safety.</li> <li>Ensure that those with delegated roles are adequately trained.</li> <li>Ensure that emergency plans are tested and improved when required.</li> </ul>	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Christopher Fitzakerley/ Managing Director	<ul style="list-style-type: none"> <li>Toilet facilities provided.</li> <li>Ensure that all equipment complies with relevant health and safety standards before it is purchased and that it is fit for purpose.</li> <li>Ensure that a robust inspection and maintenance program is developed and implemented.</li> <li>Ensure that, as part of their training, staff are instructed in how to use, maintain and inspect equipment for faults. To never use faulty equipment and to report faults to management immediately.</li> </ul>	
Signed: * Employer	Christopher Fitzakerley	Date:	11/09/18

# Risk assessment

Health and safety law poster is displayed at (location)	Operation Room on the 1 <sup>st</sup> Floor.
First-aid box is located:	Operation Room on the 1st Floor.
Accident book is located:	Operation Room on the 1st Floor (within the Fire Cupboard).

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Company name: Never Give Up Escape Room Ltd

Date of risk assessment: 11/09/18

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Egyptian Zone-sand blocking the fire doors	Staff/ customers risk injury due to fire and smoke spreading if the fire doors do not close properly due to the sand being in the way.	<ul style="list-style-type: none"> <li>Sand management- the fire doors are tested weekly and if sand is in the way of the doors is moved.</li> </ul>	Periodic check on the fire doors to confirm they are in working order	Hannah Lindsey-General Manager	Weekly	Weekly
Musculoskeletal Injuries	Staff risk injuries particularly to their back from handling heavy/ bulky objects (e.g. props) or from jumping over a tunnel or from standing for long periods (e.g. when hosting).  The public are at risk of banging their heads	<ul style="list-style-type: none"> <li>Tubs are available for moving heavy items so they don't all have to be moved together.</li> <li>Staff shown how to lift and carry safely and know not to lift heavy items all at once.</li> <li>Players of the games are given crash helmets to prevent injury for games which require close contact with hard services.</li> </ul>	<p>Periodic checks on tubs to make sure they are in working order.</p> <p>Periodic checks on the crash helmets to make sure they are in working order.</p>	Hannah Lindsey-General Manager	Daily	Daily
Air Blowers/ Spider drop	Staff/ Customers risk injuries such as sand in their eyes during the "air blowing game".	<ul style="list-style-type: none"> <li>We supply goggles to the players and staff to prevent injury and must be worn when the game is being played.</li> </ul>	Periodic checks to confirm the goggles are in working order.	Hannah Lindsey-General Manager	Daily	Daily

Slips and Trips	Staff/ Customers risk injuries such as fractures/ bruises, if they trip over objects.	<ul style="list-style-type: none"> <li>All enclosed stairs have handrails on one side.</li> <li>Ensure suitable footwear with good grip worn by staff.</li> <li>Staff are trained to check the condition of the equipment/ games to make sure it is in working order.</li> </ul>	No further action required.	Hannah Lindsey- General Manager	Daily	Daily
Stairs	Customers risk injuries if they go to the wrong floor (zone).	<ul style="list-style-type: none"> <li>Each group is accompanied to the floor/ zone they are playing on.</li> <li>Each floor has a rope to stop people going up/ down to a zone they are not supposed to be in.</li> <li>The top floor which is currently only used for storage has a lock on the door.</li> </ul>	No further action required.	Hannah Lindsey- General Manager	Daily	Daily
Violence and threatening behavior	Staff may suffer abuse from members of the public.	<ul style="list-style-type: none"> <li>Staff are trained to provide good and polite service.</li> <li>We have a booking policy in place which is listed on the website (<a href="http://www.nevergiveupnewcastle.co.uk">www.nevergiveupnewcastle.co.uk</a>) and is emailed out to new customers stating that they will not be allowed to play the game if intoxicated.</li> <li>Walkie-talkie system allows staff to communicate to each other.</li> <li>Cameras and buzzer system allow staff to know who have entered the building.</li> </ul>	Contact local police station to get advice on what else may be done.	Chris Fitzakerley/ Managing Director	11/09/18	11/09/18
Working at heights E.g. setting up some of the games.	Staff risk injuries such as bruising or fractures from falls from a height.	<ul style="list-style-type: none"> <li>Strong step ladder in good condition provided and staff are trained to use it.</li> <li>Staff trained to "lower themselves down over the secret tunnel" as opposed to jumping down to prevent serious injury.</li> </ul>	Periodic checks on condition of the step ladder needed.  No further action required.	Chris Fitzakerley/ Managing Director to set up a system	1/12/18	1/12/18

Fire E.g. Faulty electrics, arson	If trapped, staff risk serious, possibly fatal injuries from stroke inhalation or burns.  Staff could get electrical shocks or burns from faulty electrical equipment.	<ul style="list-style-type: none"> <li>• Fire risk assessment done and necessary action taken.</li> <li>• Staff trained to spot and report any discolored sockets or damaged cable.</li> <li>• Staff know where the fuse box is and how to safely switch it off.</li> </ul>	Weekly, by weekly and monthly tests are being done.  Electrician to do a safety check of electrics every 5 years.	Hannah Lindsey- General Manager	Weekly	Weekly
Display screen equipment	Staff risk posture problems and pain, discomfort or injuries, e.g. to hand/ arms, from overuse, improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur e.g. if the light is poor	<ul style="list-style-type: none"> <li>• Staff do not use computers for long and continuous periods.</li> <li>• Lighting and temperature is suitably controlled.</li> </ul>	Tell staff that they are to inform their manager of any pain they have that may be linked to computer use.	Chris Fitzakerley/ Managing Director	1/10/18	1/10/18
Contact with bleach and other cleaning chemicals	Staff cleaning the premises risk skin irritation or eye damage from direct contact with bleach and other cleaning products	<ul style="list-style-type: none"> <li>• Long-handled mops and brushes provided and used.</li> <li>• Gloves</li> </ul>	Where possible replace irritant chemicals with milder alternatives.			
Noise	Staff might suffer permanent or temporey hearing damage from long term exposure to loud music.	<ul style="list-style-type: none"> <li>• Music levels are always kept at a consistent level providing back ground music only.</li> </ul>	Check to confirm the music levels are kept consistent and the sound level is not being moved any higher.	Chris Fitzakerley/ Managing Director	Weekly	Weekly
Glazing	Staff and the public may suffer from injury from impact with one pane of glass.	<ul style="list-style-type: none"> <li>• All safety critical glazing complies with British Standard.</li> </ul>	No further action required.			
Lighting	Staff might suffer from injury due to poor lighting in Doctor Fitzakerley's Dungeon	<ul style="list-style-type: none"> <li>• Torch located at the rear fire door on a hook to be used if required.</li> <li>• Head torch located in the storage cupboard in the master escape room</li> </ul>	Check to confirm the torches have working batteries in. Periodic checks needed.	Hannah Lindsey- General Manager	Weekly	Weekly
Dungeon/ Operation game	Staff might cut themselves when putting the objects back into the Operation Game.  Customers might stumble if the game moves.	<ul style="list-style-type: none"> <li>• Gloves are provided to staff to wear to prevent any injury.</li> <li>• Breaks are fitted to lock the game in place</li> </ul>	Periodic checks to confirm gloves are in working order.  Periodic checks to confirm the breaks are in working order.	Hannah Lindsey- General Manager	Weekly	Weekly
Dungeon / Master Escape Room	Customers could fall off the ladders to the mezzanine	<ul style="list-style-type: none"> <li>• Anti- slip tape has been put on the ladders to prevent people losing their grip or footing</li> </ul>	Periodic check to confirm tape is in working order	Hannah Lindsey- General Manager	Weekly	Weekly