# **Health and safety policy**

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| This is the statement of general policy and arrangements for: | | **Lock & Code Escape Rooms** | |
| **Matthew Russe** | | **has overall and final responsibility for health and safety** | |
| **Matthew Russe**  **(Member of staff)** | | **has day-to-day responsibility for ensuring this policy is put into practice** | |
| 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 | Matthew Russe | | Ensure chemical products are stored away correctly and correctly labelled.  Perform regular checks to ensure all fixtures and fittings are secure. |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | n/a | |  |
| Engage and consult with employees on day-to-day health and safety conditions | n/a | |  |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: [https://www.gov.uk/workplace-fire-safety-your-responsibilities](https://www.gov.uk/workplace-fire-safety-your-responsibilities%20) | Matthew Russe | | All doors will unlock with power outage or fire alarm as well as a player controlled open button.  Players are continuously monitored so that if there is an emergency, the game master can also help unlock the doors from the outside.  Exit routes are explained to players. Fire exits are marked. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Matthew Russe | | Ensure chemical products are stored away correctly.  Check and manage toilet facilities at Meadow Street site.  Ensure damaged equipment is repaired or managed effectively.  Ensure briefing given is clear and chance is given for questions to be asked. |

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| Signed: \* (Employer) | Matthew Russe | Date: | 10-09-2016 |

You should review your policy if you think it might no longer be valid, eg if circumstances change.

If you have fewer than five employees, you don’t have to write down your policy.

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| Health and safety law poster is displayed at (location) | n/a |
| First-aid box is located: | On the windowsill |
| Accident book is located: | On the windowsil |

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

Combined risk assessment and policy template published by Lock and Code 2016.

Company name: **Lock and Code Escape Rooms Date of risk assessment**: **10-09-2017**

# **Risk assessment (Reviewed).**

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| **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** |
| Slips and trips | Visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.  No trailing leads or cables. Cables are secured.  Staff keep work areas clear, eg no boxes  left in walkways.  Each room is checked before a game is played.  Within the games torches will be provided in the case of low lighting.  Players required to read Risk Assessment that states that some hidden entrances may be raised above floor level so players will have to step over.  Hidden entrances will be locked until player unlocks them.  Any change of floor level is hazard taped. | Keep checking before each game.  . | Matthew Russe | From now on | 10/09/2016 |
| Loose fittings/Fixtures | Visitors may be injured in the fixtures/fittings are not secure. | Performing checks before each game to ensure that the room is as safe as possible.  The trap door is made to come off of its fastening, - the door is made of very lightweight mdf and is at ground level.  Repairs are carried out as soon as possible. | Keep checking before each game. | Matthew Russe | From now on | 10-09-2016 |
| Games are played in low lighting. | Visitors could bang into things/knock things off of shelves. | All furniture is large to minimize the risk of tripping. Loose items are generally at below waist level, any lightweight items may be overhead.  Torches/lamps are given to participants before the game.  Lighting can be switched on during the sequence of the game. | If players have a visual impairment, they may need to have brighter lighting, they can play the game with the main lights on if they need too. | Matthew Russe | From now on | 10-09-2016 |

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| Players may be anxious to be locked in the room / panic attacks | Players may have panic attacks or anxiety about having the door locked behind them. | We can leave the door unlocked at the request of the players. | Check with players they are happy to be locked in, | Matthew Russe | From Now on | 10-09-2016 |

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