

This is the statement of general policy and arrangements for:	Compendium Escape Room's 1A Crompton Street Bury Lancashire BL90AD	
Business Owner	Has overall and final responsibility for health and safety	
Team Leaders	Have day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Business Owner	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Team Leaders	Staff given necessary health and safety induction and provided with appropriate training. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Business Owner, Team Leaders, All staff	Staff routinely consult on health and safety matters as they arise
Implement emergency procedures – evacuation in case of fire or another significant incident.	Business Owner	Escape routes well always signed and kept clear. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Business Owner, Team Leaders, Contracted External Staff	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Authorised by Compendium Escape Rooms	Last Updated	17.11.2023

Health and safety law poster is displayed at (location)		Main Building – 1 st Floor control room.					
First-aid box is located:		Main Building: Upstairs Control Room & Downstairs Control Room					
Accident book is located:		Main Building Upstairs Mission Control Room					
What Hazards	Risk level	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
Covid-19, Physical contact with virus or contaminated materials and airborne contraction of the virus.	Medium	Staff and visitors	<p>All non-essential visitors, clients, guests or customers are not permitted to visit the location.</p> <ul style="list-style-type: none"> • Card Payments Encouraged / Online Payments Only & Shift Leaders will be the only ones taking payment as much as possible • Face masks and shields are available for all staff to use during hosting and during resetting of escape rooms. • Equipment frequently shared in the past like GM phones are wiped frequently. • Workstations should be regularly cleaned and disinfected after each use (this includes break spaces as well). • Non-essential props and props unable to be altered / redesigned for sanitising purposes will be either removed from games OR placed in a rotating set to allow for thorough cleaning and airing out in our Sanitation Stations. 	Adjust the modifications when new guidance is given.	All Staff	Ongoing	Ongoing
Slips and trips	Low	Staff and visitors may be injured if they trip over	<ul style="list-style-type: none"> • General good housekeeping is carried out daily by a contracted professional cleaner. • All-risk areas are well lit, including stairs. 	Better housekeeping around the	All Staff/ Team Leaders	Ongoing	Ongoing

		briefing area furniture & stairs or slip on spillages.	<ul style="list-style-type: none"> ● Steps are marked individually. ● No trailing leads or cables present. ● Staff keep work areas clear (e.g., no boxes left in walkways, deliveries stored immediately). Spillages are immediately cleaned up or marked with a slip-hazard warning notice. 	water dispenser e.g. on spills.			
Overcrowding	Medium	Staff and visitors might be harmed in case of an emergency evacuation.	<ul style="list-style-type: none"> ● All customers advised to arrive on time for their allotted time slot as delays can cause overcrowding in the briefing area at times. Staff trained to manage big groups. ● Access to the venue is controlled/refused if customers arrive too early or too late for their booking as this can lead to overcrowding. ● The maximum number of players allowed per escape room is capped at 6 to lower risk of an impeded exit in case of an emergency and/or evacuation. 	N/A	All Staff/ Team Leaders	Ongoing	Ongoing
Fire	Low	If trapped, customers could suffer life threatening injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> ● Fire risk assessment done, and necessary action taken. ● Fire safety equipment is to be tested and logged weekly/ More like quarterly? ● Fire drills are to be carried out, tested and logged monthly/ More like Yearly ● Smoke detectors fitted with alarm sounders, and some include light beacons. These are fitted in all escape room units and corridors across the building. ● The corridors and the staircase in the building will withstand fire for 30 Minutes creating a fire safe zone for evacuation purposes. This is the official escape route leading up to the briefing area. ● Staff trained to ensure safe evacuation. ● There is one escape route around the building. 	Ensure the actions identified as necessary by the fire risk assessment are completed.	Business Owner	Ongoing	Ongoing

			<ul style="list-style-type: none"> ● All doors opening to the corridor will always close automatically and the walls are fireproof and will stop fire from spreading for at least 30 Minutes. ● If there is a fire in any room the aim is to keep it local and keep the smoke inside. ● The briefing area is a fire safe area which has a very low risk of fire and can be reached through the basement or through the corridor running next to our downstairs control room. ● Fire safety procedure and evacuation plan displayed in the briefing area. ● We try to ensure that at least one fire warden is present per shift. ● All rooms are fitted with fire doors which are locked with magnets only in order to automatically release in case the fire alarm goes off or the electricity cuts off. ● There is also a safety button next to each door which releases them manually. All teams are instructed as part of the briefing how to operate the safety button in case of an emergency. Risk Assessment ● Staff are trained to escort teams out safely to the Fire Assembly Point which is in front of the Millgate Shopping centre, Crompton Street Entrance. 				
Slips, trips and falls	Medium	Staff and visitors may be injured if they trip over furniture /objects/, slip on objects or climb	<ul style="list-style-type: none"> ● Visitors are informed that no running, jumping or climbing is required during the game. ● Staff monitor the game via CCTV and warn players about possible health & safety risks in real time via radio communication. 	Ensure flooring is properly maintained.	All staff, Team Leaders	Ongoing	Ongoing

		on top of furniture.					
Manual handling	Medium	Players risk injuries or back pain from handling heavy objects.	<p>Players are advised during briefing that they should NOT move or lift any heavy objects, nor force anything.</p> <ul style="list-style-type: none"> ● Staff monitor the game via CCTV and warn players about possible health & safety risks. ● Heavy items bolted to the floor or marked appropriately to discourage players from lifting/ moving them. ● All objects relevant to the game are easy to move/lift. 	N/A	All staff, Team Leaders	Ongoing	Ongoing
Choking	Low	Young children (0-3) or Individuals, whom are neuro-diverse could choke on small objects and props.	<ul style="list-style-type: none"> ● Legal guardians are advised by staff to take extra caution during the game. ● At risk players are not allowed in the rooms unsupervised. ● Recommended lower age limit is 12+. 	N/A	All staff, Team Leaders	Ongoing	Ongoing
Broken props	Low	Players could suffer cuts due to broken props.	<ul style="list-style-type: none"> ● Regular maintenance carried out daily, ensuring prop quality and integrity ● Broken/damaged props immediately replaced. ● In the case of props breaking during the game, staff will warn players to avoid contact with sharp shards of either glass, plastic or ceramics. 	N/A	All staff, Team Leaders	Ongoing	Ongoing
Lighting	Low	Players could suffer injuries, visual discomfort or seizures triggered by flashing lights in	<ul style="list-style-type: none"> ● At risk players are not allowed in the rooms unsupervised. 	N/A	All staff, Team Leaders	Ongoing	Ongoing

		some of the escape units					
Sound	Low	Players with ADS (autism spectrum disorders) or are neuro-diverse might find the sounds accompanying our games is disturbing.	<p>Customers are guided to notify staff about neuro-diverse party members or members with disabilities. At risk players are informed about sounds prior to game.</p> <ul style="list-style-type: none"> ● Staff can arrange for sounds not to be played during games. 	N/A	All staff, Team Leaders	Ongoing	Ongoing
Fire	Low	If trapped, customers could suffer life threatening injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> ● Fire risk assessment done, and necessary action taken. ● Smoke detectors fitted with alarm sounders, and some include light beacons. These are fitted in all escape room units and corridors across the building. Safety button added to unlock room in case of an emergency or evacuation. ● Customers instructed about operating safety button. ● Staff are trained to escort teams out safely to the Fire Assembly Point which is in front of the Millgate shopping centre Crompton Street Entrance. 	Ensure the actions identified as necessary by the fire risk assessment are done.	Business Owner	Ongoing	Ongoing