

# Health and safety policy

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| <b>This is the statement of general policy and arrangements for:</b> | <b>clueQuest Ltd.</b>   |
| <b>Chief Operating Officer - Zsolt Papp</b>                          | <b>has overall and final responsibility for health and safety</b>                   |
| <b>Team Leaders - Sophie Brandi, Shaun Gendall, Andy Rowlings</b>    | <b>have day-to-day responsibility for ensuring this policy is put into practice</b> |

| <b>Statement of general policy</b>   | <b>Responsibility of:</b>                            | <b>Action/Arrangements</b>   |
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| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace                              | Chief Operation Officer                              | 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   | Chief Operation Officer<br>Team Leaders<br>All staff | Staff routinely consulted on health and safety matters as they arise.  |
| Implement emergency procedures – evacuation in case of fire or other significant incident.   | Chief Operation Officer                              | Escape routes well signed and kept clear at all times. 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 | Chief Operation Officer<br>Team Leaders              | Toilets, washing facilities and drinking water provided.<br>System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.      |

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| <b>Signed: * (Employer)</b> | Zsolt Papp | Date: | 07/01/2019 |
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| Health and safety law poster is displayed at (location) | Staff kitchen   |
| First-aid box is located:                               | Upstairs Mission Control Room & Downstairs Mission Control Room |
| Accident book is located:                               | Upstairs Mission Control Room                                   |

# Risk assessment

Company name: clueQuest Ltd

Date of risk assessment: 07/01/2019

| CUSTOMER FACILITIES (I.E. SEATING AREA & TOILETS) |            |  |   |  |                         |                 |         |
|---|------------|--|---|--|-------------------------|-----------------|---------|
| What are the 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    |
| Slips and trips                                   | Low        | Staff and visitors may be injured if they trip over briefing area furniture & stairs or slip on spillages. | <p>General good housekeeping is carried out on a daily basis by a contracted professional cleaner.</p> <p>All risk areas well lit, including stairs.</p> <p>Steps are marked individually.</p> <p>No trailing leads or cables present.</p> <p>Staff keep work areas clear (e.g. no boxes left in walkways, deliveries stored immediately).</p> <p>Spillages are immediately cleaned up or marked with a slip-hazard warning notice.</p> | Better housekeeping around the water dispenser e.g. on spills. | All staff, Team Leaders | Ongoing         | Ongoing |
| Overcrowding                                      | Medium     | Staff and visitors might be harmed in case of an emergency evacuation.                                     | All customers advised to arrive on time for the their allotted time   | N/A  | All staff, Team Leaders | Ongoing         | Ongoing |

# Risk assessment

|      |     |   |   |  |                         |         |         |
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|      |     |   | <p>slot as delays can cause overcrowding in the briefing area at times.</p> <p>Staff trained to manage big groups.</p> <p>Access to venue refused if customers arrive too early or too late for their booking as this this can lead to overcrowding.</p> <p>The maximum number of players allowed per escape room is capped at 6 in order to lower risk of an impeded exit in case of an emergency and/or evacuation.</p> |  |                         |         |         |
| Fire | Low | If trapped, customers could suffer life threatening injuries from smoke inhalation/burns. | <p>Fire risk assessment done and necessary action taken.</p> <p>Fire safety equipment is to be tested and logged weekly.</p> <p>Fire drills are to be carried out, tested and logged monthly.</p> <p>Smoke detectors fitted with alarm sounders and some include light beacons. These are fitted in all escape room units and corridors across the building.</p>  | Ensure the actions identified as necessary by the fire risk assessment are done. | Chief Operating Officer | Ongoing | Ongoing |

# Risk assessment

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|  |  |  | <p>The corridors and the staircase in the front and back of 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.</p> <p>Staff trained to ensure safe evacuation.</p> <p>There are two escape routes around the building depending on the location of the fire. Please see annexed floor map below.</p> <p>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.</p> <p>If there is a fire in any room the aim is to keep it local and keep the smoke inside.</p> <p>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 mission control room.</p> |  |  |  |  |
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# Risk assessment

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|  |  |  | <p>The green marked space next to the downstairs mission control room is a refuge area for people with reduced mobility, where any person with reduced mobility should wait for the firemen to arrive and rescue them.</p> <p>Fire safety procedure and evacuation plan displayed in briefing area above water fountain.</p> <p>We try to ensure that at least one fire warden is present per shift.</p> <p>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.</p> <p>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.</p> <p>Staff are trained to escort teams out</p> |  |  |  |  |
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# Risk assessment

|   |                   |  | safely to the Fire Assembly Point which is in front of HSS Tool Hire (143 Caledonian Rd, N1 0SL).   |  |                         |                        |             |
|---|-------------------|--|---|--|-------------------------|------------------------|-------------|
| <b>ESCAPE UNITS: PLAN52, OPERATION BLACKSHEEP, REVENGE OF THE SHEEP</b> |                   |  |   |  |                         |                        |             |
| <b>What are the hazards?</b>  | <b>Risk level</b> | <b>Who might be harmed and how?</b>  | <b>What are you already doing?</b>  | <b>Do you need to do anything else to control this risk?</b> | <b>Action by who?</b>   | <b>Action by when?</b> | <b>Done</b> |
| Slips, trips and falls  | Medium            | Staff and visitors may be injured if they trip over furniture /objects/, slip on objects or climb on top of furniture. | <p>Visitors are informed that no running, jumping or climbing is required during the game.</p> <p>Staff monitor the game via CCTV and warn players about possible health &amp; safety risks.</p>  | Ensure flooring is properly maintained.                      | All staff, Team Leaders | Ongoing                | Ongoing     |
| 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> <p>Staff monitor the game via CCTV and warn players about possible health &amp; safety risks.</p> <p>Heavy items bolted to the floor or marked appropriately to discourage players from lifting/ moving them.</p> | N/A  | All staff, Team Leaders | Ongoing                | Ongoing     |

# Risk assessment

|              |     |  |   |     |                         |         |         |
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|              |     |  | All objects relevant to the game are easy to move/lift.   |     |                         |         |         |
| Choking      | Low | Young children (0-3) or individuals with intellectual disabilities could choke on small objects and props.                                   | <p>Legal guardians are advised by staff to take extra caution during the game.</p> <p>At risk players are not allowed in the rooms unsupervised.</p> <p>Recommended lower age limit is 9+.</p>  | N/A | All staff, Team Leaders | Ongoing | Ongoing |
| Broken props | Low | Players could suffer cuts due to broken props.   | <p>Regular maintenance carried out on a daily basis.</p> <p>Broken/damaged props immediately replaced.</p> <p>In case of props breaking during game, staff will warn players to avoid contact with sharp shards of either glass, plastic or ceramics.</p> | N/A | All staff, Team Leaders | Ongoing | Ongoing |
| Lighting     | Low | Players could suffer injuries, visual discomfort or seizures triggered by flashing lights in some of the escape units (Revenge of the Sheep) | At risk players are not allowed in the rooms unsupervised.  | N/A | All staff, Team Leaders | Ongoing | Ongoing |
| Sound        | Low | Players with ADS (autism spectrum disorders) might find the sounds accompanying our games irritating.  | <p>At risk players are informed about sounds prior to game.</p> <p>Staff can arrange for sounds not to be played during game.</p>   | N/A | All staff, Team Leaders | Ongoing | Ongoing |

# Risk assessment

|      |     |   |  |  |                         |         |         |
|------|-----|---|--|--|-------------------------|---------|---------|
| Fire | Low | If trapped, customers could suffer life threatening injuries from smoke inhalation/burns. | <p>Fire risk assessment done and necessary action taken.</p> <p>Smoke detectors fitted with alarm sounders and some include light beacons. These are fitted in all escape room units and corridors across the building.</p> <p>Safety button added to unlock room in case of an emergency or evacuation.</p> <p>Customers instructed about operating safety button.</p> <p>Staff are trained to escort teams out safely to the Fire Assembly Point which is in front of HSS Tool Hire (143 Caledonian Rd, N1 0SL).</p> | Ensure the actions identified as necessary by the fire risk assessment are done. | Chief Operating Officer | Ongoing | Ongoing |
|------|-----|---|--|--|-------------------------|---------|---------|



# Risk assessment

ANNEXE - Fire Safety Strategy clueQuest Ltd.

