

Salisbury Escape rooms Risk Assessment – Covid 19

(This risk assessment will be updated as per Governmental requirements as they are released)

Intention to reopen for Business 1st August 2020 – Dependent upon and in accordance with Governmental Guidance in the interim

Governmental advice as of 4th July 2020

Escape rooms do not have a specific category but can be assumed to be included within:

Amusement arcades and other entertainment centres

Close contact activity such as visiting an entertainment centre should only be conducted within a household group/bubble or with one other household/bubble.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by: (Person)	Action by: (Time/Date)	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. In main briefing room, By and inside toilet area and at sink within escape room Stringent hand washing taking place. (Instructions during briefing) See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Separate paper towel bins by each washing area. Separate bin for used gloves/Face masks 	<p>Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	By GH, MJ or PW dependant on who is overseeing the Sessions	Ongoing daily basis	

		<ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available <p><u>Cleaning</u></p> <p><u>Basic clean</u> (Between each Team) Cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, locks, puzzle pieces, reception area using appropriate cleaning products and methods.</p> <p>Wherever loose items are available to attendees a second set should be obtained for extra cleaning during the session.</p> <p><u>Deep clean</u> First (10am) and last (8pm) sessions to be booked out for more extensive cleaning throughout premises – Sessions to now run 12 noon, 2pm, 4pm and 6pm.</p> <p><u>Cleaning following a reported/suspected case of Covid-19 having been within the rooms</u> If any person reports to us that they have attended the escape rooms and have symptoms of COVID-19 or any person is suspected of having attended with such symptoms then a deeper clean will be carried out based upon Governmental advice</p> <p><u>Social Distancing</u> Teams (Max. 6 persons per Team) will be accepted as per current Governmental advice at that particular time.</p>	<p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Sign off sheets to ensure that the necessary procedures are being followed.</p> <p>Cleaning materials to be supplied in sufficient quantities for both quick clean between Teams and also deeper clean at the end of each day</p>			
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		<p>(I.e. Teams only in relevant Family / Group 'Bubble')</p> <p>Staff member to brief and escort attendees whilst adhering to relevant social distancing measures.</p> <p>On entry to the premises, escorting up the stairs, into rooms and during Briefing as well as End debrief/Photographing and escorting out.</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p><u>Staff at premises</u></p> <p>Only one member of staff will be present during Sessions to limit social contact and aid Distancing.</p> <p><u>Vulnerable persons</u></p> <p>No member of staff is considered to be Vulnerable.</p> <p>Teams attending will be required to declare and sign that no member of their Team falls within the category of a Vulnerable person who would be excluded at that time by the current Governmental guidance</p> <p><u>Payments</u></p> <p>Payments to be only accepted online or via Voucher, to avoid unnecessary contact through cash / cards.</p> <p>Conference calls to be used, where possible, instead of face to face meetings.</p> <p><u>Toilets</u></p> <p>There is only a single toilet available, so</p>				
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		<p>attendees will only be able to use this one at a time, as per guidance.</p> <p>Attendees will be requested to utilise their own toilet facilities before attending and discouraged from using those on site. However should usage be made a 'clean' to be made between each Team attending</p> <p><u>Wearing of Gloves</u> A supply of disposable gloves will be provided for discretionary use if additional barrier is required/requested. Advice will be provided on safe removal and disposal in bins provided to reduce risk of contamination. Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p><u>PPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>In this instance however, as social distancing is more difficult: Staff and Team attendees will be required to wear basic face coverings. Attendees will be asked to bring their own, however face shields will be provided to those that do not.</p> <p><u>Ventilation</u> Wedges will be supplied to attendees to keep internal doors open.</p>	<p>Wearing of gloves is not a substitute for good hand washing.</p> <p>Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>			
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		<p>Fans will be positioned next to opened windows at either end of the set of rooms to facilitate air flow throughout. Further doors will be opened between each Team session to all further ventilation</p> <p><u>Time allowed to Teams</u> The first (10am) and last (8pm) sessions will be marked out 'Closed' to allow for a more strenuous cleaning each day. Remaining sessions will take place at 12 noon, 2pm, 4pm and 6pm. Each individual session will be restricted to 60 mins (following the Briefing) to allow for Ventilating and clean the rooms between Teams</p> <p><u>Disclosure</u> A member of each Team will be required to declare that their Team conforms with the Governmental requirements at that particular time ((I.e. Teams only in relevant Family / Group 'Bubble') They will be required to Sign a form to this effect.</p> <p><u>Contact tracing</u> Each Team will have supplied contact details for all attendeeed They will be requested to notify us should any member of their party develop symptoms of Covid – 19. Should we be notified of such an instance by a Team we will contact NHS Track and trace to identify the assistance required at that time</p> <p><u>Accidents</u></p>				
			<p>As per Governmental guidance: Track and trace.... Businesses to assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed</p>			

		<p>Should any person require first aid this will be carried out with a minimum of contact to lessen cross contamination</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p><u>Mental Health</u> Staff will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Staff will offer support to others who are affected by Coronavirus or has a family member affected.</p>			
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Reference:

Below Objectives have been considered as to their relevance to our business as an 'Escape room' and implemented as required:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy#shops-5-2>

Working safely during coronavirus (COVID-19)

From: Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport

Published: 11 May 2020

Updated: 24 June 2020

2.1 Top level considerations for all parts of the visitor economy

Objective: To provide top level considerations for managing customers, visitors and contractors.

Steps that will usually be needed:

1. Assessing the number of customers, or crowd density, that can reasonably enable social distancing within any space. This will vary depending on layout or usage. This will require taking into account the total floorspace as well as pinch points and busy areas.
2. For indoor and outdoor attractions, and business event venues, consider limiting the number of customers or adjusting the crowd density at any time. For example, by implementing timed ticketing or asking customers to book ahead where possible.
3. Consider how customers and employees will move in congestion areas, for example doorways between adjacent indoor spaces and outdoor spaces.
4. Reviewing how customers move through and around the venue (indoors and outdoors) and considering how you could adjust the flow of customers and employees to reduce congestion and contact; for example, queue management or one-way flow, where possible.

5. Managing queues to ensure they do not cause a risk to individuals or other businesses, for example by introducing queuing systems, using barriers and having staff direct customers. This may include using outside premises for queuing where available and safe, for example some car parks.
6. Ensuring any changes to entry, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers.
7. Encouraging customers to use hand sanitiser or handwashing facilities as they enter the premises to reduce the risk of transmission by touching products or surfaces.
8. Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.
9. Working with your local authority and landlord to take into account the impact of your processes, including queues, on public spaces such as high streets and public car parks and fire escapes outside and within the public realm.
10. Having clearly designated positions from which employees can provide assistance to customers whilst maintaining social distance.
11. Working with neighbouring businesses and local authorities to consider how to stagger the number of people arriving throughout the day; for example, by staggering opening hours which could help reduce the demand on public transport at key times and avoid overcrowding.
12. For any activities which involve passing objects around (e.g. in casinos or indoor attractions) the following steps should be considered:
 - Putting in place picking up and dropping off collection points where possible, rather than passing goods hand to hand
 - Regular cleaning of these objects or replacement with new objects as and when needed
 - Encouraging increased handwashing and introducing more handwashing facilities for workers and customers or providing hand sanitiser where this is not practical.
13. Where changing facilities and toilets are required, setting clear use and cleaning guidance for toilets, showers, lockers and changing rooms to ensure they are kept clean and clear of personal items, where possible safe ventilation is increased and that social distancing is achieved as much as possible.
14. Where a premises delivers a mix of services, ensuring only those services that are permitted to be open are available. For example, a hairdresser should ensure that beauty or nail treatments are not offered; and a community or leisure centre should not host indoor sports or fitness activity.

4.2 Moving around buildings and stores

Objective: To maintain social distancing as far as possible while people travel through the workplace.

Steps that will usually be needed:

1. Reducing movement by discouraging non-essential trips within buildings and sites, for example restricting access to some areas, encouraging use of radios or telephones, where permitted. These items require cleaning between users if multi-use.
2. Introducing more one-way flow through buildings. Providing floor markings, where appropriate, and signage should remind both workers and customers to follow to social distancing wherever possible.
3. Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.
4. Making sure that people with disabilities are able to access lifts while social distancing.
5. Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing and increasing the frequency of cleaning and disinfection of these areas.

4.4 Accidents, security and other incidents

Objective: To prioritise safety during incidents.

In an emergency, for example, an accident, provision of first aid, fire or break-in, people should not have to stay the recommended distance apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Steps that will usually be needed:

1. Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.

Cleaning

Steps that will usually be needed:

1. Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
2. Frequent cleaning objects and surfaces that are touched regularly, including self-checkouts, trolleys, coffee machines, betting machines or staff handheld devices, and making sure there are adequate disposal arrangements for cleaning products.
3. Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
4. Maintaining good ventilation in the work environment (for example, opening windows and doors frequently, where possible).
5. If you are cleaning after a known or suspected case of COVID-19, refer to the [specific guidance](#).

5.1 Before reopening

Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:

- an assessment for all sites, or parts of sites, that have been closed, before restarting work
- cleaning procedures and providing hand sanitiser, before restarting work

Steps that will usually be needed:

1. Ensuring that ventilation systems are safe, including checking whether you need to service them or adjust them, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.
2. Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.

5.3 Hygiene: handwashing, sanitation facilities and toilets

Steps that will usually be needed:

1. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
2. Providing regular reminders and signage to maintain hygiene standards.
3. Providing hand sanitiser in multiple locations in addition to hand-washing facilities.
4. Setting clear use and cleaning guidance for showers and toilets to ensure they are cleaned very frequently and social distancing is achieved as much as possible.
5. Enhancing cleaning for busy areas and common touch points.
6. Special care should be taken for cleaning of portable toilets.
7. Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.
8. Providing more waste facilities and more frequent rubbish collection.
9. Providing hand drying facilities – either paper towels or electrical driers.
10. It is recommended that any ventilation or air conditioning system that normally runs with a recirculation mode should now be set up to run on full outside air where this is possible.

5.3.1 Toilets

Objective: To ensure that toilets are kept open and to ensure/promote good hygiene, social distancing, and cleanliness in toilet facilities

Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

Steps that will usually be needed:

1. Using signs and posters to build awareness of good hand-washing technique, the need to increase hand-washing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
2. Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).
3. To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable hand-washing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.
4. Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.
5. Keep the facilities well ventilated, for example by fixing doors open where appropriate.
6. Special care should be taken for cleaning of portable toilets and larger toilet blocks.
7. Putting up a visible cleaning schedule can keep it up to date and visible.
8. Providing more waste facilities and more frequent rubbish collection.

5.4 Handling goods, merchandise and other materials

Objective: To reduce transmission through contact with objects that come in the store.

Steps that will usually be needed:

1. Encouraging increased handwashing and introducing more handwashing facilities for workers and customers or providing hand sanitiser where this is not practical.
2. Putting in place picking-up and dropping-off collection points where possible, rather than passing goods hand-to-hand.
3. Cleaning exterior and interior touchpoints in accordance to sector guidance, for example, theme park rides and attractions. Also considering the introduction of hand sanitiser stations immediately before and after customer use.
4. Keeping returns separate from displayed merchandise / stock to reduce the likelihood of transmission through touch.