



The following procedure covers:

- Admissions Policy
- Age restrictions
- Attire
- Controlling access to areas of the Battle Bar intended to be out of use
- Preventing unauthorised access
- Safety Information and Signs
- Waivers

## Admissions policy

The admission policy is on display in key areas at reception and at the entrance to the Battle Bar, as well as on the website for online bookings.

Persons who appear to be intoxicated by **alcohol or drugs** must be refused admission. Anybody under the age of 18 will be refused access to the Battle Bar.

**Food and drink** must not be brought onto or consumed in the Battle Bar.

## Age restrictions

- No under 18's will be allowed in the Battle Bar area

## Attire

Participants will be made aware of any potential hazards before beginning Axe Throwing. For example Jewellery, open toe footwear and loose clothing.

## Controlling access to Axe Throwing intended to be out of use

Precautions must be taken to prevent unauthorised access to the Battle Bar intended to be out of use (e.g. prior to opening, at closing time, scheduled or unplanned closure of the bar area or the whole bar during the day). During these times barriers with signage should be in place to prevent unauthorised access.

## Preventing unauthorised access to staff only areas

If anyone needs to access behind the activity areas for maintenance or cleaning, then the following MUST be followed:

- The area/activity being accessed must be closed off by the installation of a physical solid barrier
- Signage MUST be displayed on the barrier to state that there are people working in the area and NO access is allowed to the activity area
- One member of staff MUST be at the access point to the activity area and have a clear view of all the area which is closed off. This staff member will have a radio and be constant communication with those working behind the activity area

- Once the task has been completed the staff members **MUST** ensure that all staff/ contractors are accounted for prior to anyone being allowed back onto this area of the park.

## Safety Information and Signs

The following signage must be in place in the reception area:

- Admission signage detailing the admission policy including age
- Signage detailing the contra indications to taking part including medical conditions and behaviour policy
- Signage detailing the main risks associated with taking part in activities
- Signage identifying if flashing lights are used within the location
- Suitable CCTV signage including the reason for recording the images and who to contact to obtain images.

The following signage must be displayed at the entrance to the Battle Bar prior to customers accessing the equipment and activities:

- A sign stating that the customer must not take part in any activity unless they have completed a waiver, undertaken and understood the briefing
- A sign stating that the participant must only undertake activities that are within their ability and skill level.

At each activity there must be Specific Activity Rules and clear signage displayed at the entrance to the activity. This must identify how to best use the area and any rules in relation to activity that must not be tried in the area.

## Waivers

Every participant within the Battle Bar must complete a waiver. The waiver must be signed and dated.. The waiver will contain information on the risk associated with the activities within the Battle Bar and emergency contact details.

## Action Required:

- ✓ Admissions Policy to be displayed at reception and at the entrance to the Bar.
- ✓ Ensure that members of staff are trained in this procedure as part of the health and safety induction training for all staff members and a refresher training programme is in place, the training must be recorded on the members of staff's ***Individual Training Record***.

## Associated Forms:



- Individual Training record

### Associated Risk Assessments:

- Arcade
- Crazy Pool
- Seating Area
- Shuffle Board
- Electronic Darts
- Beer Pong
- Axe Throwing

### Associated Guidance and Legislation:

- None

### Training on this procedure is required for the following staff:

- All Staff
- All Managers
- Receptionists and Multi Skilled Staff

### Updates of procedure:

Revision	Issue	Description of Amendments	Date	Action By
2	1	None - First Issue	May 2021	Train designated staff and incorporate the procedure into QMS.

### Date of Next Update:

This procedure is reviewed every two years or updated as and when necessary, the next review is January 2023.