



Voyager VR Studio Safety Procedure

1. Introduction

The safety of all users and staff at Voyager VR Studio is our top priority. This safety procedure outlines the guidelines and protocols that must be followed to maintain a safe and secure environment in the studio. All users are required to read, understand, and adhere to these procedures at all times.

2. General Studio Safety Guidelines

1. **Follow Staff Instructions:** Users must follow all instructions provided by Voyager VR Studio staff at all times. Failure to do so may result in immediate termination of the session.
2. **No Unauthorised Access:** Only authorised users and staff are permitted in the studio. Guests are not allowed unless prior approval has been given.
3. **No Food or Drink Policy:** To prevent damage to equipment and maintain cleanliness, no food or drink is allowed inside the studio. Users should utilise designated break areas for refreshments.
4. **Proper Attire:** Users should wear appropriate clothing and footwear that allows for safe movement and use of equipment. Loose clothing or accessories that could get caught in equipment should be avoided.
5. **Emergency Exits:** Users should familiarise themselves with the location of emergency exits, first aid kits, fire extinguishers, and emergency contact information upon arrival.
6. **Stay Within Designated Areas:** Users must stay within the designated studio areas.

3. Equipment Safety

1. **Pre-Use Equipment Checks:** Before using any equipment, a Voyager VR Studio staff member will conduct a pre-use inspection to ensure that it is in proper working condition. Users are required to participate in this inspection and confirm the equipment's condition.
2. **Proper Use of Equipment:** Users must use all equipment as intended and according to the instructions provided by Voyager VR Studio staff. If users are unsure about how to operate any equipment, they must request assistance.
3. **Report Faulty Equipment:** If any equipment is found to be faulty or damaged during use, users must immediately stop using it and report it to a studio staff member.

4. **Avoid Overloading Equipment:** Users must not exceed the recommended weight limits or capacity for any equipment or props in the studio.
5. **Post-Use Equipment Checks:** After each session, a post-use inspection will be conducted to check the equipment's condition. Users are required to participate in this inspection.

4. Electrical and Fire Safety

1. **Electrical Safety:** Users should avoid overloading electrical outlets and must not unplug or move any equipment without the approval of Voyager VR Studio staff.
2. **Fire Safety:** Users must not block fire exits or tamper with fire extinguishers. In the event of a fire, users should evacuate the studio immediately using the nearest emergency exit and proceed to the designated assembly point.
3. **No Open Flames:** Open flames (e.g., candles, lighters) are strictly prohibited in the studio.

5. Health and First Aid

1. **First Aid Kits:** First aid kits are available in the studio. Users should familiarise themselves with their location and inform the staff if any items are missing or depleted.
2. **Report Accidents:** Any accidents, injuries, or medical emergencies must be reported to Voyager VR Studio staff immediately. Staff will assist in providing first aid or contacting emergency services as needed.
3. **Personal Health Conditions:** Users with known medical conditions (e.g., epilepsy, heart conditions) should inform the staff prior to using the studio to ensure appropriate precautions are taken.

6. Emergency Procedures

1. **Evacuation Procedure:**
 - Upon hearing the alarm or receiving instructions from staff, users must stop all activities and leave the studio immediately through the nearest emergency exit.
 - Do not use elevators during an evacuation.
 - Proceed to the designated assembly point and wait for further instructions from Voyager VR Studio staff.
2. **Fire Procedure:**
 - In case of fire, activate the nearest fire alarm and call the emergency services.
 - If safe to do so, use a fire extinguisher to control small fires. Otherwise, evacuate the building immediately.
3. **Emergency Contact Information:** Emergency contact numbers and procedures are posted near all exits and should be reviewed by users upon entering the studio.