

This is the statement of general policy and arrangements for:		The Coast Roads Festival
Scott Mckenzie		has overall and final responsibility for health and safety
Iain Wright		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Scott Mckenzie	Constantly checking and reassessing all aspects of the business to check we comply with health and safety
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Scott Mckenzie	Complete full inductions with new staff and ongoing training for existing staff
Engage and consult with employees on day-to-day health and safety conditions	Scott Mckenzie	Hold mini staff get togethers at the beginning and end of each shift to ensure everyone is up to date on issues. Fill out daily handover books to record checks and log problems.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Scott Mckenzie	Complete Fire risk assesement, complete training with all new staff and carry out regular drills
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Scott Mckenzie	Have a designated COSHH rep in the business and ensure that all equipment (especially the kitchen) is checked daily.

Signed	SCOTT MCKENZIE	Date:	10/072022
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Behind the Bar
First-aid box is located:	Behind The Bar & Kitchen
Accident book is located:	Behind the Bar

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

What are the hazards?	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	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> • Staff Clean up spillages immediately using suitable methods and leave the floor dry • Bar floor area only washed out of hours staff know about proper use of detergents, correct detergent rates to avoid residue- wash, leave, rinse etc. • Good Housekeeping – work area kept tidy, goods stored suitably etc. • Drainage channels and drip trays provided where spills likely. • Equipment maintained to prevent leaks onto floor. • Good lighting in areas including steps outside or access to cellar areas. • Ensure door to cellar is keep locked and key controlled so only authorized staff can get access. • Ensure stairways are not obstructed • Carpets firmly secured. • Doormats for wet weather • N trailing cables or obstructions in walkways • Cable covers used for all electrical cables especially when hosting bands or DJ's 	<ul style="list-style-type: none"> • Ensure Suitable footwear with good grip is worn by staff • Put up 'authorized persons only' sign on cellar door • . Reiterate message to staff that the cellar is to be locked when not needed for access by authorized staff, staff to report if cellar door left unlocked • Contact the DJ's to ensure they are aware of cable policy 	Manager with Director's	From now on	
Falls from Height	Staff may suffer serious, possibly fatal, injuries if they fall from any height. For Example, staff doing cleaning/maintenance might fall from ladders	<ul style="list-style-type: none"> • Cellar hatches • Check they have been closed after delivery • Ensure other people are excluded from area while hatch open and in use • Ladders to be suitable, regular inspected, and used only for light work of short duration by trained staff 	<ul style="list-style-type: none"> • Speak with brewery about any problems with pedestrians walking by when pavement cellar hatches open and agree if sign, barriers or staff needed to direct pedestrians away from the danger area 			

Violence	Staff and customers may suffer stress and/ or physical injuries from aggressive customers	<ul style="list-style-type: none"> • Staff adhere to legal requirements not to sell alcohol to intoxicated customers • Staff trained in good, polite behavior and how to avoid confrontation following violence policy when to call police etc. • Incident log kept and filled out as soon as possible after incident • Staff made aware of barred customers. • Information sharing scheme with police and other licensed premises in the area – member of local pub watch • Regular glass collection- 'glass policy' implemented for very busy events 	<ul style="list-style-type: none"> • Keep good liaison with the local police and check latest advice • Manager to give talk to re-emphasize 'coping with disputes' training • Ensure all incidents promptly investigated • Consider if fitting panic alarm is practicable and will be of benefit 			
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Transport	Staff may suffer serious injuries if struck by a vehicle, e.g. during deliveries	<ul style="list-style-type: none"> • Reversing of vehicles to be supervised if the other people in the area. • High- visibility waistcoat available 	<ul style="list-style-type: none"> • Talk to the brewery, wholesaler and other suppliers about agreeing safe procedures for deliveries, to try to eliminate reversing, or ensuring staff available 			
Manual Handling	Staff receiving back, neck and limb injuries from lifting heavy loads (e.g. barrels), crates of bottle etc.	<ul style="list-style-type: none"> • Staff training in rolling and stillaging casks. • Sack trucks and trolleys available for beer and bottles crates etc. • Staff training in lifting techniques and posture for items behind the bar 	<ul style="list-style-type: none"> • Consider siting and design of shelving for items behind the bar to eliminate bending and reaching at next refurbishment 			
Gas	Staff and other risk injuries from fire and explosion is equipment not properly maintained and used	<ul style="list-style-type: none"> • Boiler checked and serviced annually by a gas safe registered engineer, see www.hse.gov.uk/gas/index.htm. • Staff trained to recognize and report defects 	<ul style="list-style-type: none"> • No further action at this stage 			
CO2 Leakage	Staff may overcome when charging CO2 while changing barrels and soft drinks dispenser in the cellar	<ul style="list-style-type: none"> • Only staff trained by the brewery or pub company, manager, partner and named staff member, change barrels. • Safe working practice, in line with BBPA guidance • Cellar well ventilated with adequate, low-level, ventilation. 	<ul style="list-style-type: none"> • Put forward another full- time member of staff for training to cover absences and weekends 			

Pressurised equipment	Risk of explosion from over- pressurisation of beer pump systems, or faulty or damaged cylinders.	<p>Pressurised Systems</p> <ul style="list-style-type: none"> • Designed, installed and maintained in line with BBPA's Code of Practice 2006, installation certificate obtained (copy at pub, owner holds original)! • Only trained staff- manager, partner and named member of staff who have undergone training to use the system; • Cleaning containers suitable to accept systems, maximum pressure and labelled to avoid confusion over detergents and flushing water; • System inspected by competent engineer every five years or to schedule produced by the competent engineer; 	<ul style="list-style-type: none"> • Put forward another full-time member of staff for training to cover absences 			
		<ul style="list-style-type: none"> • Any damage reported immediately <p>Gas Cylinders:</p> <ul style="list-style-type: none"> • Only obtained from reputable suppliers; • Numbers kept to absolute minimum! • Moved and stored properly to prevent damage; • Stored in cages, chained up or laid flat and chocked (with suppliers, agreement) away from heat sources, in a dry area with the valves closed; and • Used in an upright position in a safe, secure, dry place 				
Noise	Staff suffering hearing damage from live and recorded music	<ul style="list-style-type: none"> • Bands, and DJ's, speakers located in function room and focused on dancefloor, away from seating areas and bar's • Fitted limiter to speakers 	<ul style="list-style-type: none"> • Educate staff about noise and damage to hearing and assess whether health surveillance needed, established if staff exposed to high noise levels in person life, eg do they go clubbing? 			
Electricity	Staff and customers could get electric shocks from faulty/damaged wiring or electrical equipment	<ul style="list-style-type: none"> • Wiring checked every five years by qualified electrician. • Regular PAT done by electrician. • Staff trained to spot damaged equipment, plugs cable and fittings and take out of service • Staff told where fuse box is to turn off electricity in the event of an emergency. • Fuse box/consumer unit always kept accessible 	<ul style="list-style-type: none"> • Ensure induction talk for any new staff or temporary staff includes how to turn off the electricity • Speak to contractors to ensure that they will only use low-voltage (yellow) equipment. 			

Hazardous Substances	Staff can suffer chemical burns or develop dermatitis from contact with, or use of, cleaning chemicals	<ul style="list-style-type: none"> • All products' safety data sheets checked to see what gloves, eye protection is necessary for use with the chemicals • Chemicals used reviewed with reps/supplier every six months to see if 'safer' alternative available • Staff told about skin care when washing glasses, handling dishwasher chemicals etc. • Chemicals always kept in original labelled containers, any containers for decanted chemicals clearly marked. • PPE – gloves and eye protection available when using, decanting or diluting chemicals. 	<ul style="list-style-type: none"> • Update COSHH books to include every new product 			
Fire	If trapped staff could suffer from smoke inhalation/burns	<ul style="list-style-type: none"> • Fire risk assessment done. • Manager/senior staff member checks fire exits are clear 	<ul style="list-style-type: none"> • Staff to check outside smoking area to check all smoking materials extinguished after closing 			

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: The Coast Roads Festival

Date of initial risk assessment: 10/07/22

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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