



## **WORKING MEN'S CLUB & INSTITUTE UNION LIMITED**

Please contact your local Branch for further information.

### **CLUB RISK ASSESSMENTS**

The attached documentation provides draft risk assessments for the following:

- Bar Risk Assessment –
  - Carrying and emptying bottle skips (A1)
  - Handling glass (including cleaning, carrying, sorting, stacking, storage) (A2)
  - Use of Glass Dishwashers (A3)
  - Use of Optics (A4)
  - Noise at Work (A5)
  
- Cellar Risk Assessment –
  - Manual Beer Line Cleaning (B1)
  - Moving and storing barrels and crates (B2)
  - Use of BOC Suregas (B3)
  - Changing carbon dioxide cylinders/beer gas cylinders (B4)

NOVEMBER 2010



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**BAR RISK ASSESSMENT**

<b>TASK ACTIVITY</b>	<b>CARRYING AND EMPTYING BOTTLE SKIPS</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests	
<b>What are the hazards (dangers)?</b>	Manual handling of heavy loads Broken glass Slips/trips Fire escape obstruction	
<b>What are the potential outcomes from the hazards?</b>	Personal injury Property damage	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- staff training in manual handling</li> <li>- do not fill bottle skips more than 70% full to enable easier movement</li> <li>- do not leave bottle skips in areas where they may cause obstruction of passageways/fire exit routes</li> <li>- monitor condition of bottle skips and action repairs where necessary</li> <li>- the use of mechanical aid to move full bottle skips wherever possible/available</li> <li>- use of two persons always to manually manoeuvre/lift bottle skips when contain bottles</li> <li>- use of ramps where bottle skips need to be transferred up/down steps (wherever possible)</li> <li>- refer to guidance in Health and Safety Policy</li> <li>- two trained persons should always be used to lift bottle skips to empty into bins for disposal and protective eye goggles should be used for this task</li> <li>- ensure broken glass is not placed into the bottle skips – broken glass should be disposed of into a separate, dedicated bin.</li> </ul>	
<b>References</b>	Health and Safety Policy	
<b>What else can we do/what else is required?</b>	Monitor practices closely	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Club Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



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**BAR RISK ASSESSMENT**

<b>TASK ACTIVITY</b>	<b>HANDLING GLASS (INCLUDING CLEANING, CARRYING, SORTING, STACKING, STORAGE)</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests	
<b>What are the hazards (dangers)?</b>	Broken glass Falling glasses Food contamination	
<b>What are the potential outcomes from the hazards?</b>	Cuts Personal injury Damage to clothing/other items	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- club Steward/Stewardess to receive formal in-house Health and Safety training including handling glass. Cascade training to be given to all bar staff &amp; cleaners on induction</li> <li>- glass carriage in glass collecting racks or trolleys once collected from bar areas</li> <li>- no stacking of glasses into each other to carry manually unless specifically designed “stacker” glasses are used which may be stacked up to should height only</li> <li>- use of goods lifts to transfer glasses to different levels of the club where provided. Collecting racks must be used in absence of goods lifts to transfer to different levels when collecting a significant number of glasses e.g. more than four</li> <li>- glasses to be checked prior to service to customers and also after washing</li> <li>- use of plastic glasses for decanting bottled drinks and serving drinks in at certain times/locations (refer to Health and Safety Policy)</li> <li>- broken glass disposal procedure to be adhered to</li> <li>- no glass in the kitchen permitted – with the exception of sundae glasses to which strict procedure should be followed</li> </ul>	
<b>References</b>	Health and Safety Policy	
<b>What else can we do/what else is required?</b>	<ul style="list-style-type: none"> <li>- training of all new staff in-house induction</li> <li>- regular independent internal inspections to review/verify procedure</li> </ul>	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Club Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



**BAR RISK ASSESSMENT**

<b>TASK ACTIVITY</b>	<b>USE OF GLASS DISHWASHERS</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club	
<b>What are the hazards (dangers)?</b>	Broken glass and crockery Chemicals Spillages/leaks Moving glass dishwasher – manual handling Hot water/objects	
<b>What are the potential outcomes from the hazards?</b>	Cuts/Personal injury Slips and falls Back/manual handling injury Electric shock	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM LOW (X)	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- stewards/stewardess trained in Health and Safety – all other bar staff to receive Cascade training induction on use of glass dishwash machines, chemicals, handling glass and crockery and manual handling</li> <li>- guidance, information and training given</li> <li>- COSHH manual available</li> <li>- spillages mopped up as they occur – ‘wet floor’ hazard signs provided and used</li> <li>- manufacturer’s instructions followed for glass dishwasher</li> <li>- regular planned preventative maintenance of glass dishwashers</li> <li>- employment of approved contractors</li> <li>- broken glass/crockery disposal procedure</li> <li>- equipment suitably earth bonded wherever necessary</li> <li>- to report faults/leaking glass and dishwashers in accordance with club policy</li> </ul>	
<b>References</b>	Health and Safety Policy COSHH manual	
<b>What else can we do/what else is required?</b>	Monitor practices closely	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Club Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



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A4

**BAR RISK ASSESSMENT**

<b>TASK ACTIVITY</b>	<b>USE OF OPTICS</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club	
<b>What are the hazards (dangers)?</b>	Falling bottles Glass Spillages	
<b>What are the potential outcomes from the hazards?</b>	Personal injury Broken glass Slips	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- check on a regular basis, that optics are secure and being used for the correct size bottle</li> <li>- if not secure, do not use optic – do not use temporary measures such as an elastic band to secure bottle</li> <li>- additional restraining bar to the front of optics in some pubs introduced</li> </ul>	
<b>References</b>	Health and Safety Policy	
<b>What else can we do/what else is required?</b>	Monitor condition of optics	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Club Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>





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B1

**CELLAR RISK ASSESSMENT**

<b>TASK ACTIVITY</b>	<b>MANUAL BEER LINE CLEANING</b>	
<b>Who is at risk from the activity?</b>	Person undertaking beer line cleaning Bar staff	
<b>What are the hazards (dangers)?</b>	Chemical Personal injury Damage to clothing/equipment	
<b>What are the potential outcomes from the hazards?</b>	Ingestion of chemical Spillage of chemical causing burns/irritation or splashing	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- approved beer line cleaning solution to be used at all times</li> <li>- all lines in cellar and at bar(s) to be clearly labeled to ensure correct lines cleaned</li> <li>- beer line cleaning signs to be used</li> <li>- only Steward/Stewardess and bar staff who have received formal training (attended basic health and safety course) to undertake beer line cleaning</li> <li>- stewards/stewardess and bar staff to follow beer line cleaning procedure detailed in health and safety policy and cellar management workbook and discussed at health and safety training</li> <li>- avoid cleaning lines at busy times e.g. Friday and Saturday. Clean lines only when club is closed except when insufficient lines are available for operation</li> <li>- use personal protective equipment when undertaking beer line cleaning – in accordance with COSHH manual – protective goggles/gloves and a rubber apron</li> <li>- always use litmus paper to test product before re-connecting to line for sale to consumer. Never taste/feel product as a method to check chemical free</li> </ul>	
<b>References</b>	Health and Safety Policy COSHH manual	
<b>What else can we do/what else is required?</b>	Avoid beer line cleaning during operational hours Regular independent inspections to review internal procedure	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Club Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



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B2

**CELLAR RISK ASSESSMENT**

<b>TASK ACTIVITY</b>	<b>MOVING AND STORING BARRELS AND CRATES</b>	
<b>Who is at risk from the activity?</b>	Bar and cellar staff Anyone in the vicinity	
<b>What are the hazards (dangers)?</b>	Heavy objects Manual handling Sharp edges/glass	
<b>What are the potential outcomes from the hazards?</b>	Back strain Personal injury Cuts Damage to property/equipment	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- training in manual handling and specifically moving barrels – guidance on lifting. Advocate use of mobile hoist reasonably practicable</li> <li>- two persons to lift barrel onto top deck of stillages and always where lifting barrels over 9 gallons. Staff trained not to attempt to lift anything not within their own capacity</li> <li>- crates stacked no more than 5 high and barrels stacked no more than 2 high</li> <li>- allow adequate space around barrels to allow easy access and remove the need to overstretch</li> <li>- stack barrels (max 2 high) in pyramid (stacking edge of barrel over other barrels to stabilize where possible)</li> <li>- padding of any low levels of cellar ceiling and ‘mind your head’ signage displayed where appropriate</li> <li>- restrict access to cellar – only persons trained in manual handling in the cellar to access unless closely supervised or being trained or to stand well clear of activities)</li> <li>- use of heavy duty cellar gloves at all times to move barrels</li> <li>- issue of associate workbook to all associates at commencement of employment</li> </ul>	
<b>References</b>	Health and Safety Policy	
<b>What else can we do/what else is required?</b>	Regular monitoring of lifting activities and ongoing training	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	All staff and managers Area managers	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



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B3

**CELLAR RISK ASSESSMENT**

<b>TASK ACTIVITY</b>	<b>USE OF BOC SUREGAS</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff Anyone in the vicinity	
<b>What are the hazards (dangers)?</b>	Pressurised gas in cylinders Damaged valves Manual handling Falling cylinders	
<b>What are the potential outcomes from the hazards?</b>	Explosion Gas leak Personal injury	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM LOW (X)	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- secure cylinder in upright position</li> <li>- never drop/throw cylinder</li> <li>- store away from heat and ignition sources</li> <li>- ventilate cellar following leakage if safe to do so – refer to gas monitoring system and evacuate cellar</li> <li>- carbon dioxide cylinders must e connected to a reducing valve only</li> <li>- installed by BOC contractors</li> </ul>	
<b>References</b>	Health and Safety Policy BOC installation information Carbon dioxide detection system information	
<b>What else can we do/what else is required?</b>	Periodically check cylinders for general condition and leakage Regular service of system by BOC approved contractor	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Club Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



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B4

**CELLAR RISK ASSESSMENT**

<b>TASK ACTIVITY</b>	<b>CHANGING CARBON DIOXIDE CYLINDERS/BEER GAS CYLINDERS</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff Dreymen Contractors carrying out repairs/maintenance	
<b>What are the hazards (dangers)?</b>	Gas escapes/pressure builds up Explosion	
<b>What are the potential outcomes from the hazards?</b>	Carbon dioxide poisoning/asphyxiation Explosion of pressurized cylinder and subsequent causing impact damage	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- all equipment to be installed by approved cellar services contractor</li> <li>- appropriate training of managers on hazards and risks</li> <li>- restricted access to cellar when cylinders are handled</li> <li>- where cylinders are too heavy for one person, they should only be moved by two people</li> <li>- only people trained in the movement of cylinders should move them</li> <li>- cylinders must always be chained when in a vertical position, where chains are not available, cylinders must be laid flat and 'chocked'</li> <li>- always connect carbon dioxide/beer gas cylinders to a reducing valve; never direct to a beverage cylinder</li> <li>- never connect any cylinder directly to any equipment not provided by the beverage supplier</li> <li>- keep cylinders away from heat</li> <li>- never drop or throw a cylinder even when empty</li> <li>- always follow manufacturer's instructions for the use and maintenance of carbon dioxide alarms</li> </ul>	
<b>References</b>	Health and Safety Policy COSHH manual	
<b>What else can we do/what else is required?</b>	Monitor practices closely	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Club Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



## **WORKING MEN'S CLUB & INSTITUTE UNION LIMITED**

Please contact your local Branch for further information.

### **FIRE RISK ASSESSMENTS**

The attached documentation provides the following:

- Risk assessments:
  - Accumulation of waste including cooking oil (C1)
  - Arson, pest damage, sabotage etc. (C2)
  - Combustible material items (C3)
  - Cooking equipment, ductwork, gas pipes, gas boilers (C4)
  - Electrical appliances/circuits (C5)
  - Smokers and discarded smoking material (C6)
  - Obstruction of fire exit routes, fire doors propped open/means of escape breached, lack of emergency lighting or signage (C7)
  - Items stored too near to heat sources (C8)
  - Storage of chemical and flammable products e.g. aerosols etc. (C9)
  - Fire when working in an isolated or remote area or fire in remote area (C10)
  - Failure of the emergency/fire evacuation procedure (C11)
  - Failure of the fire detection and/or fire alarm systems (C12)
  
- Fire Safety Plan (D)
  
- Records of Tests for:
  - Fire Detection System (E1)
  - Fire Alarm System (E2)
  - Emergency Lighting System (E3)
  - Electrical Safety – Visual Checklist (E4)
  - Fire Drill Record (E5)
  - Fire Extinguisher and Hose Reels (E6)
  - Fire Safety Schedule Checklist (E7)

NOVEMBER 2010



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C1

**FIRE RISK ASSESSMENT**

<b>WHAT IS THE FIRE HAZARD?</b>	<b>ACCUMULATION OF WASTE INCLUDING COOKING OIL</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club	
<b>What are the specific hazards (dangers)?</b>	Waste and new cooking oil Accumulation of refuse Smokers' materials/lit cigarettes and matches etc. Obstruction of fire exit routes	
<b>What are the potential outcomes from the hazards?</b>	Fire Smoke Personal injury Fatality Explosion Obstruction of means of escape Property damage	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- Refer to fire risk assessment on smoking materials.</li> <li>- Store accumulations of waste outside of fire exit/protected routes for escape in emergency.</li> <li>- Store new and waste oil in suitable areas e.g. fire retardant store or externally in an area so as not to obstruct means of escape.</li> <li>- Arrange for waste oil to be collected regularly – do not allow to accumulate.</li> <li>- External refuse area/those that public may pass by – ensure that risk of vandalism/arson or placing of cigarette as passing by is avoided so far as is reasonably practicable.</li> <li>- Staff training on fire safety on induction and refresher every 6 months.</li> <li>- Suitable and sufficient fire detection, alarm and fire fighting equipment provided for tackling fire types e.g. new or waste oil – fire blanket and carbon dioxide; combustible waster – water fire extinguisher(s).</li> </ul>	
<b>References</b>	Fire Risk Assessment on smoking materials Health and Safety Policy	
<b>What else can we do/what else is required?</b>	Maintain Vigilance Ongoing staff training on fire safety	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee, Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



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**FIRE RISK ASSESSMENT**

<b>WHAT IS THE FIRE HAZARD?</b>	<b>ARSON, PEST DAMAGE, SABOTAGE ETC.</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club	
<b>What are the specific hazards (dangers)?</b>	Deliberate fire to building from arson/sabotage Gnawing of electrical wires causing electrical fire	
<b>What are the potential outcomes from the hazards?</b>	Fire Smoke Personal injury Fatality Property damage	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM LOW (X)	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- Rodent entry controlled by pest proofing to deny entry.</li> <li>- Rodent activity controlled/eliminated by action by staff/management and approved competent pest control contractor where necessary.</li> <li>- Prevention of 'encouragement' of arson/sabotage by avoiding access to high risk areas of the club where possible e.g. chemical stores, toilets to be kept locked, inaccessible refuse areas to members where possible, restricted access to back of club areas, CCTV to front of club areas.</li> <li>- Ashtrays to all tables in smoking areas of club to help prevent use of floors/glasses etc.</li> <li>- Toilets designed to avoid 'encouragement' of arson activities.</li> <li>- Implementation of fire log book to implement daily checks of fire escape routes.</li> <li>- Staff training on fire safety on induction and refresher training every 6 months.</li> </ul>	
<b>References</b>	Health and Safety Policy	
<b>What else can we do/what else is required?</b>	Maintain Vigilance Review of design of premises on an ongoing basis – especially following any arson related incident Ongoing pest control activities	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



**FIRE RISK ASSESSMENT**

<b>WHAT IS THE FIRE HAZARD?</b>	<b>COMBUSTIBLE MATERIAL ITEMS</b>
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club
<b>What are the specific hazards (dangers)?</b>	Furnishings including carpets, curtains, seat coverings, varnished/lacquered surfaces etc. Paper/cardboard e.g. bottles, boxes, serviettes, documentation, food and drink packaging etc.
<b>What are the potential outcomes from the hazards?</b>	Fire Personal injury Fatality Property damage
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- Do not dispose of ash into bin containing combustible materials (see separate fire risk assessment).</li> <li>- Ensure all furnishings; including varnished surfaces installed at the club conform to the relevant British Standard on fire retardency. The Management Committee to action any disrepair to furnishings/seat covers etc.</li> <li>- Regular checks to be carried out by the Management Committee.</li> <li>- Ashtrays on tables to be emptied regularly into dedicated metal ash bin.</li> <li>- Daily checks of fire exit routes – check for accumulation of waste/combustible items etc.</li> <li>- Accumulations of waste incorporating combustible items are removed from the club to external (or central) refuse area regularly and at the end of each night.</li> <li>- Kitchen closed down at the end of each night – all appliances turned off.</li> <li>- Staff training in fire safety as part of induction and refresher training every six months.</li> <li>- Management fire training.</li> <li>- Smoke detection/heat detection systems linked to audible fire alarm – all to conform to British Standards.</li> <li>- Clear and sufficient emergency signage including directional signage to fire exits and to break glass and alarm points.</li> <li>- Emergency lighting – conforming to British Standard.</li> <li>- Fire detection, alarm and emergency lighting systems to be maintained.</li> <li>- Suitable and sufficient fire fighting equipment to all relevant areas to tackle combustible fire e.g. water.</li> <li>- Provisions reviewed by independent Environmental Health</li> </ul>





**FIRE RISK ASSESSMENT**

<b>WHAT IS THE FIRE HAZARD?</b>	<b>COOKING EQUIPMENT, VENTILATION, DUCTWORK, GAS PIPES, GAS BOILERS</b>
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club
<b>What are the specific hazards (dangers)?</b>	Grills Open flames Mains natural gas Gas cooking range Explosion/gas leak Microwaves (overheating)
<b>What are the potential outcomes from the hazards?</b>	Fire Heat Personal injury Flames Fatality Heat/fat build up in ductwork or canopy Property damage Hot oil/Explosion
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- Regular and thorough cleaning arrangements for cooking equipment such as grills, ovens etc. to remove fat build up. Refer to Health and Safety policy and specific risk assessment.</li> <li>- Arrangements for thorough and regular cleaning of overhead canopy and filters to kitchens detailed in Health and Safety policy, fire log book and specific risk assessment.</li> <li>- Gas shut off valves installed and flexi pipes to gas supply fitted where needed to enable equipment to be moved for cleaning.</li> <li>- Kitchen closed down at night and all appliances switched off.</li> <li>- Staff training in fire safety on induction and refresher training every 6 months.</li> <li>- Smoke/heat detection systems linked to audible fire alarm – all to conform to British Standard.</li> <li>- Completion of fire log book on an ongoing basis, including grill and canopy/filter cleaning checklist.</li> <li>- Fire detection, alarm and emergency lighting systems to be maintained.</li> <li>- Regular cleaning of ventilation ductwork by external approved company on a basis determined by the likely fat build up and guidance from external company on grease soiling levels.</li> <li>- Suitable and sufficient fire fighting equipment available and serviced – e.g. fire blanket, carbon dioxide fire extinguisher.</li> <li>- Staff training on fire safety as part of induction and refresher training</li> </ul>









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C7

**FIRE RISK ASSESSMENT**

<b>WHAT IS THE FIRE HAZARD?</b>	<b>OBSTRUCTION OF FIRE EXIT ROUTES, FIRE DOORS PROPPED OPEN/MEANS OF ESCAPE BREACHED, LACK OF EMERGENCY LIGHTING OR SIGNAGE</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club	
<b>What are the specific hazards (dangers)?</b>	Breach of emergency escape route with fire/smoke Prevention of escape from the building (or part of) due to obstruction of fire route in the event of a fire Failure of emergency lighting	
<b>What are the potential outcomes from the hazards?</b>	Confusion/panic Personal injury Fatality Property damage	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM LOW (X)	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- Staff training on fire safety on induction and refresher every 6 months</li> <li>- Management fire safety training</li> <li>- Regular inspections to review fire safety provisions including fire exit signage etc.</li> <li>- Completion of fire log book including daily check of fire escape routes</li> <li>- Any obstruction to a fire exit route to be actioned by club secretary without delay</li> <li>- Fire doors never to be propped open (except when supervised for short periods for receiving deliveries for example). Fire doors never to be propped open and left unsupervised</li> <li>- All fire exits to be clearly signed with necessary emergency exit signage (illuminated) where appropriate</li> <li>- Fire alarm call points to be clearly signed with necessary signage, detailing assembly points etc.</li> <li>- Emergency lighting to be maintained by an approved competent contractor at regular intervals</li> </ul>	
<b>References:</b>	Health and Safety Policy Fire log book	
<b>What else can we do/what else is required?</b>	Maintain Vigilance Ongoing review of provisions	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



**FIRE RISK ASSESSMENT**

<b>WHAT IS THE FIRE HAZARD?</b>	<b>ITEMS STORED TOO NEAR TO HEAT SOURCES</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club	
<b>What are the specific hazards (dangers)?</b>	Combustible items such as paper, packaging, cardboard near to heat sources such as cooking equipment and boilers. Smoking materials near to combustible items. Combustible items e.g. packaging, boxes to boiler room near to heat source from plant.	
<b>What are the potential outcomes from the hazards?</b>	Fire Personal injury Fatality Property damage	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM (X) LOW	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- Staff training on fire safety on induction and refresher training every 6 months</li> <li>- Management fire safety training</li> <li>- Refer to risk assessments on smoking materials and combustible materials/items</li> <li>- Implementation of fire log book and regular review and assessment on completion</li> <li>- Smoke detection/heat detection systems and audible fire alarm system to conform to relevant British Standards and to be maintained routinely by competent approved contractor</li> <li>- Suitable and sufficient fire fighting equipment to relevant areas to tackle fires</li> <li>- Light fittings to be fitted with diffusers where appropriate and items not to be stored in near vicinity to light fittings</li> </ul>	
<b>References:</b>	Health and Safety Policy Fire log book	
<b>What else can we do/what else is required?</b>	Maintain Vigilance Regular maintenance of fire detection and fire fighting provisions Ongoing completion of fire log book	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



**FIRE RISK ASSESSMENT**

<b>WHAT IS THE FIRE HAZARD?</b>	<b>STORAGE OF CHEMICAL AND FLAMMABLE PRODUCTS E.G. AEROSOLS ETC.</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club	
<b>What are the specific hazards (dangers)?</b>	Flammable chemicals and cleaning products – refer to COSHH Manual Paints/white spirit/decorating materials	
<b>What are the potential outcomes from the hazards?</b>	Fire Personal injury Fatality Property damage	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM LOW (X)	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- Use of chemicals and cleaning products that have been assessed and approved within COSHH Manual only.</li> <li>- Staff training on chemical safety and fire safety.</li> <li>- Dedicated storage of chemicals/flammable products in area of the club-locked facility.</li> <li>- Smoke/heat detection systems linked to an audible fire alarm – all to conform to British Standard.</li> <li>- Suitable and sufficient fire fighting equipment provided e.g. fire blanket/carbon dioxide fire extinguisher for chemical fires involving flammable products.</li> <li>- Removal of flammable decorating products by contractors upon completion of contract. Any remaining flammable products to be stored in fire retardant storage area – not on any means of escape/protected route or work area.</li> <li>- Completion of fire log book on an ongoing basis.</li> </ul>	
<b>References:</b>	Health and Safety Policy Fire log book	
<b>What else can we do/what else is required?</b>	Maintain Vigilance Ongoing staff training Monitor activities of contractors	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



**FIRE RISK ASSESSMENT**

<b>WHAT IS THE FIRE HAZARD?</b>	<b>FIRE WHEN WORKING IN AN ISOLATED OR REMOTE AREA OR FIRE IN REMOTE AREA</b>	
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club	
<b>What are the specific hazards (dangers)?</b>	Isolated/remote working Unawareness of fire in building Obstruction/unavailability of fire escape route	
<b>What are the potential outcomes from the hazards?</b>	Fire Fatality Property damage	
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM LOW (X)	
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- Audible automatic fire alarm linked to heat/smoke detectors – to be audible to all areas of building including void areas</li> <li>- If automatic fire alarm is not linked or audible to areas of the club, either the fire alarm and detection system must be extended into this area or a specific safe system of work must be developed (with method statement if necessary) if works to be undertaken in this area or if area is to be used for storage or other purposes which warrant extension of fire detection and alarm system</li> <li>- Fire escape routes to be kept free from obstruction at all times (refer to specific fire risk assessment)</li> <li>- Fire log book to be fully implemented</li> <li>- Staff fire training on induction and refresher every 6 months</li> <li>- Management fire safety training</li> </ul>	
<b>References:</b>	Health and Safety Policy Fire log book	
<b>What else can we do/what else is required?</b>	Maintain Vigilance If works to be undertaken in remote areas of building where the fire alarm is not audible or smoke/heat detection is not available, a specific method statement to be undertaken or detection alarm system to be extended to such areas	
<b>Who prepared the risk assessment and when?</b>		
<b>Who needs to know about these findings?</b>	Club Secretary and Management Committee Steward/Stewardess, bar staff and cleaners	
<b>SIGNED</b>	<b>PRINT NAME</b>	<b>DATE</b>



**FIRE RISK ASSESSMENT**

<b>WHAT IS THE FIRE HAZARD?</b>	<b>FAILURE OF THE EMERGENCY/FIRE EVACUATION PROCEDURE</b>
<b>Who is at risk from the activity?</b>	Club Steward/Stewardess, bar staff and cleaners Club members, associates and guests Contractors working in the club
<b>What are the specific hazards (dangers)?</b>	Unawareness of fire Untrained staff Breach/obstruction of fire exit routes No effective emergency procedure Panic and confusion Members not wanting to evacuate Contractors working in the club
<b>What are the potential outcomes from the hazards?</b>	Personal injury Fatality Property damage
<b>What is the likelihood of the risk occurring?</b>	HIGH MEDIUM LOW (X)
<b>How do we currently control these risks?</b>	<ul style="list-style-type: none"> <li>- Contractors signing-in book to monitor contractors working in the club</li> <li>- Fire detection/fire alarm systems with clearly signed and unobstructed means of escape from the building</li> <li>- Staff fire training on fire safety induction and refresher every 6 months</li> <li>- Management fire training</li> <li>- Refer to specific fire risk assessments</li> <li>- Implementation of fire log book including recording all fire alarms/false alarms and involving 6 monthly evacuations to be undertaken and results documented</li> <li>- Fire procedure (“What to do in the event of a fire”) to be displayed in the club – to be displayed in staff room, glasswash areas and staff noticeboards. All details of assembly point and full premise address to be completed by Club Secretary</li> <li>- Evacuation procedure to be initial responsibility of the Steward/Stewardess or deputy to facilitate – incorporating a code word and checks of all areas by staff members to full evacuate club</li> <li>- Staff training to include assisting disabled persons and others in need of additional assistance during evacuation</li> </ul>
<b>References:</b>	Health and Safety Policy Fire log book
<b>What else can we do/what else is required?</b>	Maintain Vigilance Ongoing staff training Implementation of fire log book Independent regular Environmental Health inspections to review fire safety provisions
<b>Who prepared the risk assessment and when?</b>	







## **FIRE SAFETY PLAN**

### **ESSENTIAL ELEMENTS TO BE CONTAINED IN SUMMARY**

All Fire Safety Plans should contain the following essential elements. Under the Regulatory Reform (Fire Safety Order) 2005 all employers have a responsibility to provide suitable and sufficient fire precautions and are required to complete a fire risk assessment and an emergency evacuation/fire safety plan for their premises. In addition competent people within the organisation must be nominated to assist in the implementation of the plan, as well as policies and procedures with regard to fire safety.

All staff must receive information, instruction and training to ensure they understand fully the fire safety plan for their place of work. The following steps should be taken when completing your fire risk assessment fire safety plan.

#### **STEP 1: COMPLETE AN EMERGENCY EVACUATION PLAN**

This must consider all occupants of the buildings and their means of escape. How the fire alarm is to be activated, who is to meet with the Fire Brigade and what information they are required to provide to the Fire Brigade. What are the duties of employees in the event of an evacuation? Are additional measures required to evacuate disabled employees? All of these must be considered and included in the plan.

#### **STEP 2: COMPLETE A FIRE RISK ASSESSMENT**

All hazards and risks must be identified. The requisite controls required to manage or minimise these hazards must be determined. Existing precautions and controls are to be evaluated. Are they adequate? Any additional controls identified are to be installed and implemented. Fire Risk Assessment sheets are attached for your information in addition to check lists enabling you to carry out and record regular checks of fire fighting equipment, smoke detectors and emergency lighting. A record of all checks should be kept detailing those requiring daily checks (checking that electrical equipment is switched off at the end of the day) and those requiring less frequent checks.

#### **STEP 3: STAFF TRAINING AND INFORMATION**

All staff should receive information, instruction and training to ensure they understand fully the fire safety plan for their place of work. This should include practice fire drills – at least once every six months is recommended. It is imperative that full records are kept of all staff training including fire drills, as well as for any fire (no matter how small), false alarms and all maintenance records.

#### **STEP 4: REVIEW**

The Fire Risk Assessment must be monitored and reviewed routinely thereafter to ensure that the specified controls are in place and are working as required. If necessary the Fire Risk Assessment should be amended accordingly to include any changes.









# ELECTRICAL SAFETY: VISUAL CHECKLIST

E4

## TEST RECORDS

VISUAL CHECKS	Satisfactory		Actions	Date
	Yes	No		
Are cables positioned where they are least likely to become damaged? i.e. wherever possible wires should be fixed in conduit, rather than trailed at floor level where they become a trip hazard.				
There should be no bare wires visible.				
The cable covering should not be damaged and should be free from cuts or abrasions.				
Ensure that the plug is in a good condition, for example, the casing is not cracked and the pins are not damaged in any way.				
Cables should never be cut or taped or connected without appropriate connector blocks.				
The outer covering or sheath of the cable should be gripped where it enters the plug or equipment.				
Ensure that no coloured insulation is visible.				
Ensure that the outer case of equipment is not damaged and that all panelling is secure and screws are in place.				
Check for any burns on the plug, cable or equipment that could be an indicator of overheating.				
Where a trip device (RCD) is fitted, ensure that it is tested using the test button every day and every 3 months with a monitoring device.				







NAME OF CLUB.....

E7

**FIRE SAFETY TEST  
SCHEDULE OF INSPECTIONS**

	DAILY	WEEKLY	MONTHLY	QUARTERLY	SIX MONTHLY	ANNUALLY
<b>Escape routes, exit doors and fire extinguishers</b>	Check doorways and escape routes are clear and record					Fire extinguishers tested by a competent Engineer
<b>Fire Alarm</b>	Visual check of panel indicator light	Test at least one break glass call point each week and record			Test by a competent Engineer	
<b>Emergency Lighting</b>	Visual check of indicator lights on lighting units		Test and record		Test by a competent Engineer	Test by a Competent Engineer if lighting over three years old
<b>Fire hose reels</b>		Visual check and record				Test by a competent Engineer
<b>Smoke vents</b>						Test by a competent Engineer
<b>Dry risers</b>					Visual inspection only. Any missing or damaged items are replaced	Full annual pressure test by a competent Engineer for dry risers for buildings above 18 metres and below 60 metres
		Routine tests and check as advised by manufacturer	Routine tests and checks as advised by manufacturer	Test by a competent Engineer	Test by a competent Engineer	Test by a competent Engineer
<b>Magnetic door holders</b>		Check all in good working order each time alarm is tested				Test by a competent Engineer
<b>Training records</b>	Induction to be recorded				Staff refresher training and record	
<b>Fire drills</b>					All staff – fire drills	