

# EGHAM BOWLS CLUB

## CATERING & BAR POLICY DOCUMENT

In conjunction with EBC Risk Assessment Policy

Reviewed: July 2024

**Next Review: June 2025**

Signed:

On behalf of The Management Committee

# EGHAM BOWLS CLUB

Falls, cuts from broken glass and injuries from manual handling are amongst the most common accidents in bar areas. Broken glass is a particular concern in bars. Care must be taken when handling glasses to avoid cuts. Broken glass must be handled very carefully.

## Bar Safeguards

- Provide equipment so that spills can be cleaned up immediately
- Identify danger areas where the floor is likely to become slippery and/or get damaged, e.g. near ice machines. Special precautions may be needed
- Keep the floor in good condition and repair
- Ensure staff are provided with and wear proper safety footwear. Consider slip resistance as required
- Check the smoking area outside at the end of each shift to ensure all cigarettes are fully extinguished
- Do not put liners into bins in or near the smoking area
- Keep areas clean and tidy – avoid over-stocking

## Broken Glass Safeguards

- Chipped, cracked or broken glasses should not be thrown into bins with plastic liners; damaged glasses must be put into a specified container
- If you find a glass that is chipped or cracked, dispose of it in the container labelled 'Broken Glass'
- Broken glass should be cleaned up as soon as possible
- The area immediately around the broken glass should be secured
- The area should be thoroughly swept and vacuumed

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- Wear cut-resistant gloves when dealing with broken glass or potential broken glass, e.g. bottle skips
- If you accidentally serve a drink in a damaged glass do not pour it into a fresh glass but replace the whole drink

## Cellar/Keg Store

Kegs, cases and cylinders must be handled and stored properly. Unsafe stacking of kegs and cases is dangerous. Gas cylinders and beer kegs may explode if stored incorrectly. Where there's a risk of asphyxiation from a dispense gas leak a suitable monitoring and alarm system should be installed (Not currently appropriate for EBC). The location of the sensors should be determined by a competent person. Any alarm must provide adequate warning to immediately leave the cellar and not to enter the cellar.

## Safeguards

- Handle cylinders with care and keep away from heat and direct sunlight
- If standing gas cylinders upright make sure they are secured, e.g. with a chain
- An appropriate handling aid should be used when placing full/partially full kegs 2 high. Kegs should not be stacked more than 2 high
- Ensure proper risk assessments have been carried out for handling and stacking kegs - use in Schedule 1 of this document.
- Ensure only authorised staff have access
- Allow only trained and competent staff to make adjustments and connections
- Store unconnected cylinders horizontally and away from the sun/heat sources. Secure with wedges
- Check regularly for leakage, i.e. cylinders frosted from bottom upwards or a hissing noise
- Ventilate storage areas

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## SCHEDULE 1

The objective at this stage is to gain a detailed understanding of how the task is performed and to identify the sub-tasks that contribute to the completion of the overall task. Invariably it is these sub-tasks which will give valuable information about any manual handling activity component in the task.

For example, a task described as only involving a single manual handling activity – removing an empty keg and replacing – turned out on closer examination this will involve manual handling activities while performing the task.

- Manually lift keg out of shipping box onto floor
- Manually release air, unlock outer base and lift empty plastic keg from the system
- Manually rotate upside down and transfer the keg from floor onto system and lock outer base unit in place
- Manually seal and turn air on until green indicator is present.
- Manually remove empty plastic container and place in the recycle bin for plastics.

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## CATERING

Please note, for the purpose of this document, unless context suggests otherwise, 'food' should be read as meaning any drink, substance, or product, whether processed, partially processed, or unprocessed intended for human consumption.

Egham Bowls Club (EBC) is adopting an ambitious and transformational approach to food and catering.

Catering is a powerful lever to stimulate demand of local, sustainable food and support any efforts to promote a healthier and more sustainable food system.

EBC Catering is contracted to an external supplier and the caterers comply to the national Standards for Food and Catering Services'

Tables are cleaned and checked regularly by the Caterers to the National Standards for Food and Catering Services'

A signed agreement between EBC and the current Caterers will be attached to this document.