

Safety Policy - Harwich & Dovercourt Bay Winter Ale Festival

The Beer Festival Safety Policy is based around a **Normal Operating Procedure** and an **Emergency Action Plan**. The Beer Festival Organiser is ultimately responsible for the Safety Policy and the Duty Manager or a nominated deputy implements it.

Before We Start

All staff must sign a staffing form and have knowledge of the Safety Policy before starting work. The policy is designed to protect staff and members of the public visiting the festival. A full risk assessment of the Kingsway Hall has been carried out prior to the festival starting and the hall complies with all relevant Health and Safety legislation.

Normal Operating Procedure

The Normal Operating Procedure is in force until an incident or major incident occurs at which point the Emergency Action Plan swings into operation. As previously outlined all staff must complete a staffing form prior to working at the festival this ensures that they are fit to work in the beer festival environment but it is important to realise that staff should constantly monitor both their fitness to work and that of their colleagues. Any problems should be reported to the Duty Manager.

Hygiene

It is important that all staff maintain personal and environmental hygiene behind the bar area. In particular staff **should not**:

- Pick at nose ears or spots
- Wear dirty clothing
- Touch the drinking areas of glasses
- Sneeze or cough in the vicinity of drinking vessels or dispensing equipment
- Deposit food or eat behind the bar

Staff **should**:

- Wash and dry their hands after every visit to the toilet

Stillage

It is highly important that the integrity and safety of the stillage is maintained at all times. Failure to do so could result in a serious accident. The stillage is carefully checked and erected so if you suspect that movement or damage has occurred please inform the Duty Manager without delay. Staff should not attempt to "tilt" or move casks without the knowledge of the Duty Manager.

Trip and Slip

Please be vigilant for trip and slip hazards. The use of membrane behind the bar and the presence of large volumes of liquids mean that these problems can suddenly appear during the festival. Spillages should be mopped up as soon as possible and gangways and floors kept clear of leads and objects. Carpet and membrane ends should be securely taped down, the tape being renewed if compromised.

Broken Glass

Watch for glass breakage and try to clear up as soon as possible. There are dedicated bushes and dustpans behind the bar.

Electrical Safety

Please bear in mind that there are electrical cooling devices in the form of beer coolers behind the stillage and fridges on the bottled beer bar. These devices have been tested for electrical safety but if you suspect that the equipment may be faulty please inform the Duty Manager who should isolate the device or entire ring main, whichever is the safer.

Checking of Stairs and Toilets

The access to the toilets is, with the exception of the disabled toilet, down stairs at the front and rear of the hall. It is important to regularly check the toilets to ensure that people have not either fallen on the stairs or in the toilet. The toilets at the rear of the hall are down two flights of steps and should not be opened during quiet periods. The Duty Manager will decide when they should be opened.

Last Man Out

At the end of the evening it is essential to check that all areas are clear before leaving and securing the premises. The Duty Manager should always arrange to be last man out having supervised the clearing and securing of all areas, all relevant equipment and lighting having been powered down.

Fire

There are no circumstances where fire or the suspicion of fire should not trigger the Emergency Action Plan.

Emergency Action Plan

The Duty Manager should activate the Emergency Action Plan by announcing to staff and public that there is an emergency. A major emergency is defined as one which necessitates the evacuation of the building, this includes, but is not restricted to:

- Fire
- Damage to the structure of the building
- A major disturbance

Other non-major emergencies include, but are not restricted to:

- A minor disturbance
- Illness or distress suffered by a member of the public or staff

First Aid

Note that the festival has **no duty first aider**. The policy is to assess the safety of the situation before making a brief assessment of the casualty and phoning for the appropriate help. This will generally be 999. Do not attempt to move the casualty if they are not able to do so themselves.

Evacuating the Building

There are two fire exits, one to the rear and right of the building and one to the middle front, both are clearly signed. Staff and public should be instructed to leave in an orderly fashion out of the safest and most convenient exit. Where possible staff should chaperone members of the public to aid orderly exit without endangering their own safety. The muster point following evacuation is at the front of the building on Kingsway.