

STAFF INFORMATION – PLEASE READ, COMPLETE AND SIGN

Thank you for volunteering to help at this year's festival. When you arrive, please ask the duty manager for allocation of duties. Please read the **Beer Festival Safety Policy** and acquaint yourself with the layout of the hall and the fire exits. This is basically all common-sense stuff, but very important. If you can help with the setting up and knocking down phases on Tuesday and Sunday, please wear heavy boots and gloves, if possible. It is important that you do not undertake any form of work for which you may be unsuited by means of any injury or medical condition. By completing the staffing form you are deemed to have agreed with this. All staff working at the festival (CAMRA members and non-members) are covered by our Insurance Policy, details of which can be obtained from the organiser if required.

To show our appreciation for your assistance, all staff may purchase drinks at a discount - 50 pence for a pint (or half) of ale and cider. Discounts will also be available for bottled beers and food. Please note, however, that discounts apply **only** to staff, and **not** to their friends, families, pets etc.! Soft drinks are free to staff and customers. **IMPORTANT:** It is a condition of our insurance cover that organisers do not allow anyone who they consider incapable of working safely to work in any capacity. By all means take advantage of our cheap beer prices, but please **DON'T OVERDO IT!** If you are asked to take a break or cease working altogether, please comply with good grace.

Please remember that we are here to promote real ale and the aims of CAMRA. This includes ensuring that no-one gets short measures - all our glasses are oversized, with clear pint and half-pint marks. A measure should be drawn so that the liquid just reaches the line, with the head as a bonus, not part of the pint. If anyone wants to sample a drink before buying, pour a half-inch or so into their glass, but watch out for anyone who thinks they can drink their way through the festival for free in this fashion! If anyone complains about beer quality, just change it - but again be aware of the 'clever' types who only complain after they've drunk most of it! In general, though, the customer is always right, even if they're wrong! If anyone wants to drink out of their own glass or tankard which you suspect holds much more than a pint, use a spare measured glass (not the one you're drinking from!) and pour it into theirs.

Do not serve alcohol to anyone who is, or who you believe to be, under 18 years of age OR anyone who in your opinion is already incapacitated through drink or drugs. Any doubts, ask for the Duty Manager.

Cash tills will be regularly emptied by committee members. It shouldn't need saying, but obviously we are all relying on everyone's honesty to make this a successful festival. Any questions, if a barrel needs changing/tilting, or if you simply want a break, please speak to the Duty Manager.

Finally, many thanks again for your assistance - and don't forget to enjoy yourself.

Dave Inskip, Beer Festival Organiser. bfoclacton#~remove~#@clactonbeerfestival.org.uk

Your record of sessions at which you have agreed to work	10am – 12 noon	12 noon - 3pm	3pm - 6pm	6pm - 9pm	9pm - midnight
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY Knock down from 9am	9 am start				

Important Note: By completing and signing this form you agree that that you will not attempt to undertake any form of work for which you may be unsuited by means of any injury or medical condition and have read the Festival Safety Policy.

NAME:..... **CAMRA Mem No:**.....

ADDRESS:.....

CONTACT PHONE NO:..... **SIGNED:**.....

Safety Policy – Clacton Beer 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 St James' 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 Toilets

It is important to regularly check the toilets to ensure that people have not fallen in the toilets and they are in a serviceable condition.

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 three fire exits, one on each side of the hall rear and the main one to the centre front of the hall. All 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 church car park, opposite the police station.