

Safety Policy – Colchester 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 Arts Centre 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.

Manual Handling

At no point should anyone attempt to lift or move any thing that may cause injury to themselves. During the Set up and Take down periods it is mandatory that all staff involved wear gloves and safety shoes.

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
- Allow glasses to come into contact with taps

Staff **should**:

- Wash and dry their hands after every visit to the toilet, smoking, eating and at the beginning of their shift

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 presence of large volumes of liquids means that these problems can suddenly appear during the festival. Spillages should be mopped up as soon as possible or soaked up with the use of sawdust and gangways and floors kept clear of leads and objects at all times.

Broken Glass

Watch for glass breakage and try to clear up as soon as possible. There will be dedicated brushes and dustpans behind the bars for this purpose.

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 either fallen down in the toilet.

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. It should be noted that the venue will provide a Duty manager during all opening times who is a trained first aider

Accidents

The Beer Festival Organiser must be informed of all accidents that happen during the festival to enable him to report back to CAMRA HQ

Evacuating the Building

There are three fire exits, one on each side of the hall 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 **Quaker Hall** adjacent to the venue

Smoking Policy

The Arts centre is a non-smoking venue and there is a designated smoking area outside the front of the building