

RISK ASSESSMENT: BAR FACILITIES



CLUB NAME:

COMPLETED BY:

DATE COMPLETED:

RFU Risk Assessments

As an RFU affiliated club, it is important that you keep the whole of the club as safe as possible and this applies as much off the pitch as well as on it.

Your club will be visited by hundreds, if not thousands, of people each year and you have a duty to ensure that your premises, including your clubhouse, car park and grounds, are safe not going to cause them to be injured.

To help clubs to assess the risks within your premises Howden have worked with the RFU and your insurers to create this risk assessment form. Completing the risk assessments will help you to keep your premises safe and by saving your efforts, the system automatically creates the audit trail you need to prove the work you are doing to manage your risks.

If you have any queries, please visit the RFU Insurance website or contact Howden.



Risk assessment for bar facilities within clubhouses

This risk assessment covers clubhouses which have bar facilities.

Accidents and incidents can occur in bars as a result of slips and trips, broken glass, line cleaning, changing kegs and violent behaviour.

Part of the risk assessment process might identify that there are control measures which are not currently in place, in which case these will be detailed in the action plan. The action plan may detail what you have to do or may refer you to other websites or organisations that can help.



RFU HELPLINE: 0121 698 8001

englandrugbyinsurance.co.uk

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Hazard: Slips, trips, falls behind the bar

Who: Staff **How:** Sprains, fractures, cuts, bruises

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Is anti-slip flooring provided behind the bar?	<input type="checkbox"/> Yes - Additional question: Is the flooring regularly inspected with details of the inspections formally recorded to ensure the flooring is in good condition at all times? <input type="checkbox"/> Yes - Provide evidence of the formal inspections.	The Rugby Club recognises that by nature of the activity, there will be beverages spilt behind the bar. For this reason anti-slip flooring is in place behind the bar. Slips and trips can still occur on anti-slip flooring if it isn't well maintained. Therefore the Rugby Club regularly inspects the condition of the flooring. Details of the inspections are formally recorded to ensure the flooring is in a good condition at all times.
	<input type="checkbox"/> No - See statement in action plan The Rugby Club recognises that by nature of the activity, there will be beverages spilt behind the bar. For this reason anti-slip flooring is in place behind the bar. The condition of the flooring is not currently formally inspected and the details recorded.	It is recommended that the Rugby Club commences regular inspections of the flooring in the bar area and formally records the details of the inspections as they are high risk for slips and trips. Taking remedial action to rectify any issues identified with the condition of the flooring will ensure the flooring is in good condition at all times.
	<input type="checkbox"/> No - See action plan The Rugby Club recognises that by nature of the activity, there will be beverages spilt behind the bar. For this reason anti-slip flooring is in place behind the bar. The condition of the flooring is not currently formally inspected and the details recorded.	It is recommended that the Rugby Club reviews its current flooring in the bar. Anti-slip flooring should be provided in areas where there is a high risk of slipping. Staff should be informed to wear appropriate footwear and warning signs erected to warn of the risk of slipping until such time as alternative flooring is installed.
	<input type="checkbox"/> NA - The bar is the landlords responsibility	Notes:
Are spills cleared as soon as possible?	<input type="checkbox"/> Yes - Further question: Is there a written procedure or notices displayed to clean spills as soon as they happen? <input type="checkbox"/> Yes - Provide evidence of the procedure / signs The Rugby Club recognises that beverages will be spilt, dropped or bottles smashed behind the bar. The Rugby Club has produced a written procedure / displayed notices to inform staff that all spills must be cleared as soon as they occur.	It is recommended that the Rugby Club develops a written procedure for staff to ensure that spills are cleared as soon as they are noticed or reported. This can be a simple poster format for staff to refer to.
	<input type="checkbox"/> No - See statement in action plan The Rugby Club recognises that beverages will be spilt, dropped or bottles smashed behind the bar. Spills are cleared as soon as they occur, however, currently; there isn't a written procedure or notices to do so.	
	<input type="checkbox"/> NA - Please specify	Notes:

Hazard: Slips, trips, falls behind the bar cont'd...

Who: Staff **How:** Sprains, fractures, cuts, bruises

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are bar staff advised on the footwear which is allowed to be worn whilst working behind the bar?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises the risks associated with working behind a bar, slips, trips and broken glass. Members of staff are advised to wear footwear appropriate for the environment which they are working in.	
	<input type="checkbox"/> No - See action plan	It is recommended that as an employer the Rugby Club ensures that bar staff report to work wearing footwear appropriate to the environment which they are working in. Such as closed toe and with a good sole for grip. This information should be outlined during a new starter induction. Bar staff who do not wear appropriate footwear should be instructed to do so and face disciplinary action if they consistently do not wear appropriate footwear.
	<input type="checkbox"/> NA - Please specify	Notes:
Are bar floor areas washed out of hours?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises their duty to protect members of the public who frequent the bar area of the club house. Cleaning of floors takes place out of hours to reduce the risk of slips. Warning signs are displayed to ensure that staff in the club house are made aware that floors have been cleaned.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club commences cleaning the floor areas of the bar out of normal open hours to reduce the risk of members of the public from slipping on wet floors. It is also recommended that warning signs are displayed whilst floors are being cleaned and drying to inform staff remaining in the club house that the floors are wet.
	<input type="checkbox"/> NA - Please specify	Notes:
Are drainage channels and / or drip trays provided in areas where spills are likely?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises the inherent risks associated with a bar and the likelihood of spills occurring. Drainage channels and / or drip trays are provided to catch spills or ensure spills are taken away from the floor area.	
	<input type="checkbox"/> No - See action plan	It is recommended that where spills are likely to occur the Rugby Club looks to provide a means to reduce the amount of spills onto the bar floor area by ensuring drip trays are installed underneath beer pumps or drainage channels are installed along the length of the bar.
	<input type="checkbox"/> NA - Please specify	Notes:
Are cellar doors / hatches kept closed and locked after deliveries?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises that falls from height can result in serious injury. Cellar doors and hatches are closed and locked following deliveries.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club ensures that following deliveries the cellar doors / hatches are closed and remain locked to prevent falls from height. It is recommended that only authorised members of staff have access to the cellar door / hatch key.
	<input type="checkbox"/> NA - Please specify	Notes:

Hazard: Collecting glasses (broken glass) and emptying bottle bins

Who: Staff, Club members and visitors **How:** Cuts, lacerations

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are members of the bar staff instructed/trained how to empty the bottle bins?	<input type="checkbox"/> Yes - Provide evidence of how members of staff are informed if possible (written procedure, training manual etc.) The Rugby Club recognises that emptying bottle bins can result in significant injuries if the bottles have broken when they have been put in to the bin. The Rugby Club ensures that all bar staff receive instruction and training on how to safely empty bins containing bottles.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club commences informing and training bar staff how to safely empty bottle bins due to the risks associated with this task. It is advisable to have a written procedure which is given to staff to read, digest and confirm they have understood the correct process and will work in accordance with the process.
	<input type="checkbox"/> NA - Bottle bins not used - please explain	Notes:
Is Personal Protective Equipment (PPE) provided when emptying bottle bins?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises the risks involved with emptying bottle bins. It has therefore provided various items of PPE for staff to use when doing so.	
	<input type="checkbox"/> No - See action plan	It is recommended where it is foreseeable that staff may cut themselves on broken glass and spoil clothing with contents of the bottles that items such as gloves and aprons are considered to be provided for staff.
	<input type="checkbox"/> NA - Bottle bins not used - please explain	Notes:
Are staff instructed how to collect glasses and what to do if they find broken glasses?	<input type="checkbox"/> Yes - No further action The Rugby Club has provided training and instruction to all bar staff on how to collect empty glasses correctly, how many to carry and what to do if broken glasses are found.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club ensures the health, safety and welfare of its staff at all times by providing bar staff with training and instruction on how to collect empty glasses safely, including how many glasses to carry, how to stack glasses without them breaking and what to do if broken glasses are found. It is particularly important to train and instruct young persons who may be undertaking this activity due to their inexperience and lack of knowledge.
	<input type="checkbox"/> NA - Please explain	Notes:

Optional notes:

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Hazard: Collecting glasses (broken glass) and emptying bottle bins cont'd...

Who: Staff, Club members and visitors **How:** Cuts, lacerations

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
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Is there a “glass policy” at busy events / external use?	<input type="checkbox"/> Yes - Attach a copy if available. The Rugby Club has developed a policy on the use of glasses and glass bottles during busy events and where glasses and glass bottles are permitted at the Club. Plastic glasses / bottles are provided at particularly busy events due to the increased risk of smashing. Glasses / glass bottles are not allowed to be taken outside of the Club House.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club develops a “glass policy” on the use of glasses and glass bottles during busy events and where drinks in glasses / glass bottles can be consumed at the Rugby Club. It is advisable for plastic glasses and bottles to be considered during busy events to reduce the number of broken glasses / bottles. It is also advisable to discourage the use of glasses and glass bottles outside of the club house.
	<input type="checkbox"/> NA - Please explain	Notes:

Is there a first aid kit behind the bar should there be an injury from broken glass?	<input type="checkbox"/> Yes - Are the sterile items “in date”? <input type="checkbox"/> Yes - State date of expiry (date picker calendar drop down) The Rugby Club has provided a first aid kit behind the bar in the event staff require first aid treatment should they suffer a cut /laceration from glass or require any other form of first aid. The sterile items are “in date”.	
	<input type="checkbox"/> No - See statement in action plan The Rugby Club has provided a first aid kit behind the bar in the event staff require first aid treatment should they suffer a cut /laceration from glass or require any other form of first aid. The sterile items are not currently checked to ascertain if they are “in date”.	It is recommended that the Rugby Club ensures that regular “checks” are carried out on first aid kits to ensure that sterile items are “in date” and are not passed their expiry date.
	<input type="checkbox"/> No - See action plan	It is recommended that a first aid kit is provided behind the bar due to the high risk nature of the environment. The kit should be sufficient in size for the number of staff. A member of staff should regularly inspect the kit to ensure that the required stock is present and sterile items have not passed their expiry date.
<input type="checkbox"/> NA - Please explain	Notes:	

Optional notes:

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Hazard: Line cleaning chemicals

Who: Staff **How:** Ingestion of cleaning product, fire due to incorrect storage of the cleaning chemicals

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
<p>Have authorised members of staff received line cleaning training from a brewery or manufacturer?</p>	<p><input type="checkbox"/> Yes – Further question: Is personal protective equipment (PPE) provided when line cleaning?</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes – No further action.</p> <p>Due to the risks involved with the line cleaning chemicals only authorised members of staff are allowed to undertake line cleaning once they have been trained by a brewery or manufacturer. The Rugby Club has provided PPE, gloves, aprons, and safety eyewear to such authorised members of staff trained to undertake line cleaning.</p> <p style="padding-left: 20px;"><input type="checkbox"/> No – See statement in action plan.</p> <p>Due to the risks involved with the line cleaning chemicals only authorised members of staff are allowed to undertake line cleaning once they have been trained by a brewery or manufacturer. PPE is not currently provided by the Rugby Club.</p>	<p>It is recommended that due to the risks involved from the chemicals used in line cleaning that the appropriate PPE is provided by the Rugby Club. As the employer the Rugby Club must provide the PPE not the staff. For more information on the PPE Regulations please see the following website; http://www.hse.gov.uk/pubns/indg174.pdf</p>
	<p><input type="checkbox"/> No – See action plan</p>	<p>It is recommended that the Rugby Club ensures that only authorised and trained bar staff undertake line cleaning due to the risks involved with this activity. Training should be provided by the brewery or drinks manufacturer. Due to the nature of the chemicals used the appropriate PPE must be provided by the Rugby Club.</p> <p>For more information on the PPE Regulations please see the following website: http://www.hse.gov.uk/pubns/indg174.pdf</p>
	<p><input type="checkbox"/> NA – Please explain</p>	<p>Notes:</p>
<p>Are beer lines cleaned with beer line cleaner when the bar is closed?</p>	<p><input type="checkbox"/> Yes – Further question: Are warning signs displayed in appropriate areas?</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes – No further action</p> <p>The Ruby Club recognises the damage that can be caused if beer lines are cleaned with beer line cleaner whilst the bar is open; this activity is only carried out when the bar is closed. Bar staff are informed before the line clean takes place and warning signs “line cleaning in progress” are displayed in appropriate areas.</p> <p style="padding-left: 20px;"><input type="checkbox"/> No – see statement in action plan</p>	<p>It is recommended that the Rugby Club ensures that members of staff are informed when beer line cleaning is taking place so as to avoid the accidental ingestion of cleaning product. Warning signs such as “line cleaning in progress” should be displayed in appropriate areas.</p>
	<p><input type="checkbox"/> No – See action plan</p>	<p>It is strongly recommended that the Rugby Club ensures that beer line cleaning with beer line cleaner is only performed by a trained member of staff when the bar is closed. Accidental ingestion of the line cleaner can cause internal damage. Members of the public, club members and visitors should not be exposed to this risk. It is recommended that prior to undertaking a line clean that all members of staff are informed and warning signs “line cleaning in progress” are displayed in appropriate areas.</p>
	<p><input type="checkbox"/> NA – Please explain</p>	<p>Notes:</p>

Hazard: Line cleaning chemicals cont'd...

Who: Staff **How:** Ingestion of cleaning product, fire due to incorrect storage of the cleaning chemicals

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are COSHH assessments and Safety Data Sheets available for the line cleaning chemicals?	<input type="checkbox"/> Yes - Further question: Are the chemicals stored in accordance with the COSHH assessment? <input type="checkbox"/> Yes - Provide evidence of the COSHH assessments or Safety Data Sheets The Rugby Club has obtained the COSHH assessments and Safety Data Sheets from the manufacturer of the line cleaning chemicals. The chemicals are stored in accordance with the recommendations on the COSHH assessment. <input type="checkbox"/> No - See statement in action plan The Rugby Club has obtained the COSHH assessments and Safety Data Sheets from the manufacturer of the line cleaning chemicals. The current storage of these chemicals requires improvement in accordance with the COSHH assessment.	It is recommended that the Rugby Club reviews the COSHH assessment for the line cleaning chemicals and ensures that the products are stored in accordance with the requirements of the COSHH assessment.
	<input type="checkbox"/> No - See action plan	It is strongly recommended that the Rugby Club contacts the manufacturer of the line cleaning chemical and obtain the safety data sheets (SDSs) for the products used by the Rugby Club authorised person. If the COSHH assessment is available too then obtain a copy. The COSHH assessment is usually developed from the SDS. If there is in-house experience of writing COSHH assessments then utilise this person. It is important to have the SDSs as key safety information is included in it such as how to store the chemicals and the first aid requirements if the product is ingested, inhaled or absorbed. Information in the COSHH assessment and SDSs should be shared with the authorised line cleaning member(s) of staff.
	<input type="checkbox"/> NA - Please explain	Notes:

Hazard: Changing a barrel / keg

Who: Staff **How:** Musculo-skeletal disorders (MSDs), sprain, strain, over pressurisation of the beer pump system, impact from falling gas cylinders

Have members of staff received training on how to change kegs / barrels?	<input type="checkbox"/> Yes - Provide evidence of training where possible The Rugby Club recognises that changing a keg/ barrel is hazardous. Therefore, only trained members of staff are allowed to do so.	It is recommended that the Rugby Club ensure that kegs / barrels are only changed by authorised members of staff who have been trained. Members of staff who have not been trained but undertake this task should refrain from doing so until such time as they are trained.
	<input type="checkbox"/> No - See action plan	
	<input type="checkbox"/> NA - Please explain	Notes:

Are gas cylinders in the cellar in a cage, chained up or laid flat and chocked to prevent them from falling over?	<input type="checkbox"/> Yes - Attach a photograph where possible The Rugby Club recognises the risks from gas cylinders which can potentially fall over in the cellar and then using damaged cylinders. The Rugby Club ensures that all gas cylinders (full or empty) are either stored in cages, chained up to a wall or lay flat (chocked if the supplier agrees). Authorised members of staff have been trained and are aware of the requirement to do this.	It is strongly recommended due to the risk of explosion and the impact a falling gas cylinder can have, that the Rugby Club ensures that provision is made to store gas cylinders in cages, chained to a wall or lay flat on the floor. When in use they must be used upright.
	<input type="checkbox"/> No - See action plan	
	<input type="checkbox"/> NA - Please explain	Notes:

Hazard: Changing a barrel / keg

Who: Staff **How:** Musculo-skeletal disorders (MSDs), sprain, strain, over pressurisation of the beer pump system, impact from falling gas cylinders

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are cylinders stored away from heat sources, in a dry area with valves closed?	<input type="checkbox"/> Yes - Further question: Is the cellar regularly inspected to ensure such heat sources are not present? <input type="checkbox"/> Yes - Attach example of an inspection if available The Rugby Club recognises the risk of explosion from the gas cylinder. All cylinders are stored in dry areas, away from heat sources and with the valves closed. The cellar is regularly inspected to ensure that heat sources have not been brought into the cellar. <input type="checkbox"/> No - See statement in action plan. The Rugby Club recognises the risk of explosion from the gas cylinder. All cylinders are stored in dry areas, away from heat sources and with the valves closed. The cellar is not formally inspected to ensure good housekeeping standards are maintained at all times.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club ensures that all gas cylinders in the cellar are stored away from heat sources, in dry conditions with the valves closed to prevent the risk of fire and explosion. Staff should be informed not to bring heat sources into the cellar and ensure no smoking signs are displayed. It is also recommended that the Rugby Club undertakes regular inspections of the cellar to ensure that heat sources are not brought in by members of staff and that good standards of housekeeping are maintained at all times.
	<input type="checkbox"/> NA - Please explain	Notes:
Are mechanical aids available for moving kegs / barrels?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises that injuries can happen when pushing, pulling or lifting a heavy load. Kegs, barrels and crates are heavy. Trained members of staff are required to move them. The Rugby Club has provided sack trucks and trolleys for moving kegs / barrels to reduce the amount of manual handling required.	
	<input type="checkbox"/> No - See action plan	It is recommended that where members of staff are required to move kegs / barrels or crates of bottles the Rugby Club tries to reduce the amount of manual handling that is required by having the kegs delivered as close to the cellar as possible and where they have to be moved mechanical aids such as sack trucks and trolleys are used.
	<input type="checkbox"/> NA - Please explain	Notes:
Have authorised members of staff received manual handling training?	<input type="checkbox"/> Yes - Provide evidence of training certificates where possible The Rugby Club recognises that musculo-skeletal disorders can happen when lifting, pushing or pulling a load incorrectly or a load that is above the capacity of the individual. Members of staff have received manual handling training / instruction/ advice from the Rugby Club to ensure all members of staff are aware how to avoid injury caused by manual handling.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club instruct a third party to undertake manual handling training with members of staff who are involved with moving kegs / barrels. If there is someone at the Rugby Club who has such expertise then it is advised to utilise their services. Training should be renewed every 3 years.
	<input type="checkbox"/> NA - Please explain	Notes:

Hazard: Changing a barrel / keg

Who: Staff **How:** Musculo-skeletal disorders (MSDs), sprain, strain, over pressurisation of the beer pump system, impact from falling gas cylinders

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Have members of staff received training on how to roll and stillage kegs / barrels?	<input type="checkbox"/> Yes - No further action The Rugby Club ensures that all members of staff who will be required to undertake this task are provided with training upon induction. Subsequent training or information will be given at regular intervals to ensure the information is retained and not forgotten or bad practice has not crept in.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club ensures that staff who are involved with moving or changing kegs / barrels receive training on how to roll and stillage them correctly so as to avoid injuries such as pulled muscles and damage to toes if a keg should be rolled incorrectly and impact with the member of staff's toes.
	<input type="checkbox"/> NA - Please explain	Notes:

Hazard: Violent behaviour

Who: Club members, coaches, staff, third parties **How:** Stress, physical injury

Are bar staff aware that they must adhere to the legal requirement not to sell alcohol to intoxicated customers?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises that continuing to serve already intoxicated club members, visitors or guests can lead to a deterioration in their behaviour and puts other Club users at risk including the bar staff. In addition to this it is also against the law and can result in prosecution and a monetary fine. Bar staff are advised on a regular basis of the requirement not to sell alcohol to anyone who is already intoxicated.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club informs and instructs bar staff on the legal requirement not to sell alcohol to intoxicated customers. It is recommended that it is also becomes club policy not to do so and to ensure that Club members are made aware that they will not be served if they are already intoxicated.
	<input type="checkbox"/> NA - Please explain	Notes:

Are bar staff trained in good, polite behaviour and how to avoid confrontation? when to call police etc.	<input type="checkbox"/> Yes - No further action The Rugby Club trains bar staff on how to identify situations which may become confrontational and how to avoid them getting out of control. Members of staff are instructed to be calm and polite to customers at all times. Support is available to bar staff if a situation is getting out of control. Staff are advised when to call the police for additional support.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club employ bar staff that have had previous experience of working in a bar. Where this is not always possible the Rugby Club should ensure that members of staff who are new to working behind a bar are given instruction on how to spot and handle potentially confrontational situations, staying calm, being polite and when the call the police.
	<input type="checkbox"/> NA - Please explain	Notes:

Hazard: Violent behaviour cont'd...

Who: Staff **How:** Musculo-skeletal disorders (MSDs), sprain, strain, over pressurisation of the beer pump system, impact from falling gas cylinders

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are gaming machines emptied after closing	<input type="checkbox"/> Yes - No further action The Rugby Club recognises that gaming machines can contain significant amounts of money. To reduce the risk of security threats and threats to personal safety, all monies in gaming machines are removed at night and stored on site securely.	
	<input type="checkbox"/> No - See action plan	It is recommended that gaming machines are emptied each night after closing and stored securely to reduce the risk of security threats to the building and personal safety.
	<input type="checkbox"/> NA - Please explain	Notes:
Is Cashing up done after hours/ out of customers' sight?	<input type="checkbox"/> Yes - No further action The Rugby Club recognises that the bar may take considerable amounts of money when it's open and therefore is at risk of theft. The safety of the bar staff is paramount, therefore the bar staff have been instructed not to cash up until after hours or where large sums have been taken and tills are above the amount they are insured for in terms of theft, the money is discretely removed and placed in the 'safe'.	
	<input type="checkbox"/> No - See action plan	It is recommended that the Rugby Club instructs bar staff to cash up after hours and out of sight to avoid the risk of theft and threats to personal safety. Takings should be placed into a 'safe' as soon as possible. It is recommended that members of staff are advised to hand over takings if their personal safety is in danger. Where tills have gone over their insured amount in terms of theft of money, the excess money should be removed discretely and the excess stored securely in the safe until cashing up.
	<input type="checkbox"/> NA - Please explain	Notes:

Optional notes:

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