

Cellar H&S Risk Assessment.

Premises Name:

Premises Address:

People at Risk

1	Employees
2	Delivery personnel
3	Tradesmen

H&S Policies

A	Gas Cylinders	1	All cylinders to be chained to wall and within rack.
B	Kegs and Barrels	1	Only move if necessary, using gloves provided.
		2	When changing, switch off gas to product, replace with keg with nearest sell by date, switch gas back on.
		3	When cleaning pipes, use gloves and switch off gas prior to disconnecting kegs. Ensure chemicals are secure and properly stored, and that any spillage of detergent is cleaned.
C	Bottle Storage	1	Do not lift cases above shoulder height and use higher shelves for lighter items.
D	Bottle Bins	1	Do not overfill.
		2	Sweep up any broken glass immediately.
E	Passageways and stairs	1	Leave no obstructions.
		2	Wipe up any spillages immediately.
F	Ice Maker	1	Keep machine clean, inside and outside, scoops to be kept clean within clean container.
G	Miscellaneous	1	Replace spent lighting straight away.
		2	Look out for signs of vermin, dealing effectively and swiftly if required.
H	Hygiene	1	Keep floors swept and washed regularly.
		2	Regularly clean exteriors of fridges, coolers and ice maker.
		3	Regularly wash bottle bins inside and out.
I	Deliveries	1	Ensure cellar hatch is coned or warning signs are in place when it is open
		2	Do not leave the cellar hatch open longer than necessary
		3	Ensure that there are no obstructions to the cellar hatch and remove any trip hazards
		4	Make sure cellar hatch is securely closed after use

