




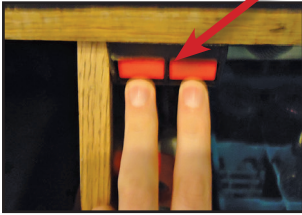

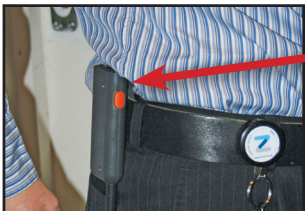




Cloth	None
PPE	N/A
Chemicals	N/A
Reference	• Risk Assessment Manual
Equipment	• Personal attack alarms (minimum of 2)

Step 1		<ul style="list-style-type: none"> • Employees must not let anyone, including off duty employees, into the pub outside of trading hours or into back of house areas without consulting the Duty Manager. • All head office employees will carry ID with them when visiting the pub.
Step 2		<ul style="list-style-type: none"> • If an unattended bag or suspicious package is found in the pub, do not touch or move it. Report it to the Duty Manager immediately. • Remain vigilant for any unusual or suspicious activity. • If in doubt, contact the police. • Pub security procedures, routines and business sensitive information must be kept confidential. • Personal codes or passwords must not be shared with anyone.
Step 3		<ul style="list-style-type: none"> • All pub keys must be returned to the Duty Manager when not in use. • Any keys that have been lost or stolen must be reported to the Duty Manager immediately.
Step 4		<ul style="list-style-type: none"> • All external delivery doors must have spy holes fitted and appropriate signage displayed. • Back of house storage areas, including the cleaner's cupboards, must be kept locked when not in use.
Step 5	 	<ul style="list-style-type: none"> • The fixed panic alarm must only be activated if there is an immediate risk of serious harm to employees and/or customers, if safe to do so, and if it is not possible to dial 999. • Activating the fixed panic alarm will notify the police that emergency assistance is required. • To activate the alarm, press the two red buttons together. • Once activated, the alarm will make no audible or visual signal. • Secom will be alerted and will contact the site as a priority. • If there is no positive confirmation that no incident is taking place, the police will be contacted.

Step 6		<ul style="list-style-type: none">• All external windows and doors in back of house areas must be kept closed and secured when not in use and when the pub is closed.• Prior to opening, all external doors must be kept locked.
Step 7		<ul style="list-style-type: none">• Check through spy holes before opening external doors.• When working in external areas, consider personal and pub security. A personal attack alarm may be worn.• Ensure that all external doors are locked once returning to the building.
Step 8		<ul style="list-style-type: none">• Personal belongings must be kept in lockers, if provided. If lockers are not available, then valuable items must be kept in the office until the end of the shift.• Employees must not have cash on their person whilst on duty.
Step 9		<ul style="list-style-type: none">• Report any maintenance issues to the Duty Manager.• All accidents, incidents and near misses must be reported to the Duty Manager immediately.