










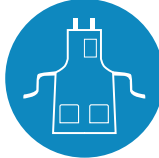






To be used together with these written SOPs:

'Chemicals' video. [Tap here to play](#)

'Personal Protective Equipment (PPE)' video. [Tap here to play](#)

A range of symbols and abbreviations are used throughout the SOPs.

Ensure you are familiar with the meaning of each symbol and abbreviation as this will help ensure the SOP is completed correctly.

| | | |
|---|--|--|
|  | <p>Gloves</p> <p>1 - Disposable gloves (blue or white)</p> <p>2 - Rubber gloves</p> <p>3 - Heat resistant safety gloves (styles may vary)</p> <p>4 - Rubber safety gloves</p> <p>5 - Fabric safety gloves</p> <ul style="list-style-type: none">Gloves are used for various tasks throughout the business to protect hands.Key tasks include general cleaning, hot cleaning, when changing chemical bottles that feed machines in the pubs, handling deliveries and heavy lifting.Gloves must be checked prior to use to ensure they are clean and in good condition.If any rips or holes are noted, the gloves must be disposed of and replaced with a new pair.Wash rubber gloves in soapy water and allow to air dry.Wash cloth safety gloves in the washing machine. |      |
|  | <p>Goggles</p> <ul style="list-style-type: none">Goggles are used for various tasks throughout the business to protect the eyes.Key tasks include some cleaning activities and when changing chemical bottles that feed machines in the pubs.Goggles must be checked prior to use to ensure they are clean and in good condition.If any damage to the lens area or straps is noted, the goggles must be disposed of and replaced with a new set. | |
|  | <p>Rubber apron</p> <ul style="list-style-type: none">Rubber aprons are used for various tasks throughout the business to protect the body and clothing.Key tasks include cleaning equipment and cellar activities.Aprons must be checked prior to use to ensure they are clean and in good condition.If any damage is noted to the apron ties, these can be replaced. If damage to the rubber is noted, the apron must be disposed of and replaced with a new one. | |
|  | <p>Full length rubber gauntlets with elasticated top</p> <ul style="list-style-type: none">Gauntlets are to be worn when completing any 'hot cleaning' activities if heat resistant safety gloves are not available.Gauntlets must be checked prior to use to ensure they are clean and in good condition.If any damage or deterioration to the rubber is noted, the gauntlets must not be used. The gauntlets must be disposed of and replaced with a new pair. |  |
|  | <p>This alert symbol indicates important points to note and must be read by the Duty Manager and/or employee completing the task and the appropriate actions completed.</p> | |
|  | <p>Indicates a slip, trip or fall hazard.</p> |  <p>No employees under the age of 18 are permitted to complete the task.</p> |
|  | <p>Immediate first aid attention must be given.</p> | <p>Hot/Warm Water</p> <p>When water is referred to in the SOP the temperature must be : Hot water - 45°C to 50°C Warm water - 35°C to 44°C Water from the hot water boiler must never be used to complete cleaning tasks.</p> |

Private and confidential – for internal use only

| | |
|------------------|--|
| SOP | Standard Operating Procedure - <ul style="list-style-type: none"> • The procedures and steps required when completing a specific activity within the business. |
| DMLB | Duty Manager Logbook - <ul style="list-style-type: none"> • These are the various log books that are used in the Kitchen, Bar & Front of House and Office & Back of House (including fire safety). • They act as checklists and a formal record that activities have been completed in full by the pub team • Do not sign any log book or mark a task as completed without checking/completing the task correctly. • Any reference to DMLB also applies to the eDMLB. |
| PPE | Personal Protective Equipment - <ul style="list-style-type: none"> • If PPE is listed in a SOP this must be worn for the task. • PPE symbols are also supported with the name of the PPE required in the SOP. • All employees must be trained in the correct use of PPE prior to use. • It is a legal requirement for staff to utilise the PPE specified. |
| COSHH | Control of Substances Hazardous to Health - <ul style="list-style-type: none"> • The COSHH Manual provides information on the safe use of JDW approved chemicals. • The COSHH Manual is located in the office. |
| RA | Risk Assessment - <ul style="list-style-type: none"> • JDW Risk Assessments are contained within the Risk Assessment Manual. • Managers are required to complete Risk Assessments in line with the schedule detailed in the Office DMLB. • Risk Assessments can be reviewed on a more regular basis if required. • The Risk Assessment Manual is located in the office. |
| PPM | Planned Preventative Maintenance - <ul style="list-style-type: none"> • This will be arranged by head office and will be recorded on the property management system. |
| MIV | Maintenance In Van - <ul style="list-style-type: none"> • Maintenance contractor with the ability to complete minor repairs. |
| PSN | Perry Scott Nash - <ul style="list-style-type: none"> • J D Wetherspoon's Health and Safety consultants. • Also referred to as Lloyd's Register or Acoura. |
| EHO | Environmental Health Officer. |
| TSO | Trading Standards Officer. |
| A & I | Accident & Incident - <ul style="list-style-type: none"> • Where an accident or injury occurs an A & I report must be submitted. |
| POS | Point of Sale - <ul style="list-style-type: none"> • This includes posters, leaflets, menus, table talkers, bar vinyls etc. which are used to advertise JDW products. |
| PORTW | Proof of Right to Work - <ul style="list-style-type: none"> • The documentation required for any potential new employee to confirm eligibility to work in the UK. • Full details are available on WIS. |