

Redwick Village Bar Staffing Policy

Introduction

This policy confirms Redwick Village Hall's policy on the staffing of its bar for Village Hall run events only. It is intended to ensure that staff working the bar for Redwick Village Hall run events are safe.

Minimum Staffing Levels

The bar shall be manned at all times by a minimum of 2 staff members.

Management of Incidents

Bar staff shall ensure that they have access to a mobile phone that can be used to contact the emergency services in the event of an incident.

Any incidents shall be recorded as soon as possible within the Hall's Incident Book which is located in the clear plastic folder near the fire alarm panel and escalated to the Hall's Chairman either verbally or in writing for actioning.

Version Control - Approval and Review

Version No	Approved By	Approval/Effective from Date	Main Changes	Review Period
1.0	Board of Trustees	6 th February 2024	Initial draft approved	Annually