



## Glass collection Policy

**Date Created:**

**Date of last review:** NB Policies should be reviewed annually

Our focus is to provide a safe and enjoyable environment for all users -it is every member of staffs responsibility to ensure that there is a minimum risk to both fellow staff and customers -all members of staff are to proactively collect glasses [ edit have dedicated glass collectors etc.].

We wish to cut down on any chance of broken glass by maintaining due vigilance and clearing all bottles, glasses and mugs on a regular basis from the bar, toilet areas and other external areas of the building and its premises.

Any unattended drinking vessels must be collected as soon as possible to avoid the risk of injuries or drink spiking.

When collecting bottles, we will place them carefully into a glass bin to avoid any undue noise and risk of broken glass.

Bottle bins will be emptied on a regular basis before they are completely full and overflowing.

We will only use safety glass or non-glass-based vessels for any alcoholic drink consumed in outside area

We will not empty glass bins after [..... hrs am/ pm.]

[Management/Supervisors/door staff/all staff] have a responsibility for the clearance of any glassware found either on the floor or in a hazardous position, both inside and out of the venue.

When walking the floor, [all staff] will look for any hazard that could constitute a risk to fellow staff or customers, including spillages, broken glass, bottles or glass on the floor. Should anyone come across any risks then they must both dry the spillage and place a wet floor sign to notify others, or remove the offending items.

Signage has been placed by [exits, stairways, toilets] to notify customers that they are not allowed to take any glassware from the premises to minimise the areas at risk of spillages and breaking incidents.

**Please sign this document to acknowledge that you have understood your responsibilities in regards to Glass collection.**

Trainer's Name: .....

Trainer's Signature: .....

Trainee's Name: .....

Trainee's Signature: .....

Date: .....