

Whilst employed at The Good Ship, I understand that I must adhere to the following measures:

Refuse service to anyone below the age of 18 and challenge them if they look 25 and under. Acceptable forms of ID are passport, national ID card or driving licence

Refuse service to anyone you suspect may be buying alcohol for someone underage.

Refuse to serve anyone who is already drunk

Report any suspicious behaviour to management/security

Report any rude behaviour to management

Report any aggressive behaviour to management first if not serious and security if serious.

Report any use of illegal drugs to management and security

If you are on the Toilet Rota carry out checks of toilets every hour, take any necessary action and sign this off when you have done so

Report any accidents, incidents or calls to the emergency services in the incident book. This can be found in the white folder behind the bar.

Have knowledge of where first aid kits are kept

Have knowledge of where fire exits and extinguishers are located

Be familiar with the evacuation process in case of fire

Staff..... Manager.....

PRINT NAME PRINT NAME

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Date Date

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