

Risk and Method Statement (RAMS)

For: Small Micro Pub Operations

Company Name: The In-between

Site Address: 61 Main Street, Shirebrook, NG20 8AN

Date: 24/07/25

Prepared by: Andy Slater - Director

Contact Information: [REDACTED]

1. Scope of Work

Operation and daily management of a small micro pub serving alcoholic and non-alcoholic beverages to the public, including opening/closing procedures, stock handling, customer service, and cleaning/maintenance.

2. Key Personnel

- **Pub Owner/Manager:** Andy Slater
 - **Staff Members:** TBC
 - **Emergency Contact:** [REDACTED]
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3. Method Statement

Opening Procedure

- Unlock premises and disable alarm systems.
- Check for any signs of forced entry or hazards.
- Conduct walk-through to ensure cleanliness and readiness for service.
- Turn on lights, heating/cooling, and essential equipment (fridges, beer lines, etc.).
- Perform safety checks (fire exits, extinguishers, emergency lighting).

Service Hours

- Greet customers; verify age when necessary (Challenge 25 policy).
- Serve drinks responsibly in line with licensing laws.
- Clean glassware regularly and safely using dishwashers.
- Monitor for customer behaviour and intervene appropriately in case of disorder.

Stock Handling

- Receive deliveries safely—manual handling best practices applied.
- Store stock correctly in cool, dry environments or refrigeration.
- Rotate stock using FIFO (First In, First Out) to prevent spoilage.

Cleaning and Maintenance

- Clean toilets and bar area regularly using appropriate PPE and cleaning products.
- Ensure floors are kept dry and free from obstacles to prevent slips.
- Conduct regular deep cleans of cellar and storage areas.
- Dispose of waste according to local council regulations.

Closing Procedure

- Secure till and lock away cash safely.
- Switch off non-essential equipment.
- Lock doors, windows and set the alarm.
- Complete cleaning and restocking for the next day.

4. Risk Assessment Summary

Hazard	Risk	Control Measures
Slips, trips, and falls	Injury to staff/customers	Regular floor checks, wet floor signs, anti-slip mats
Manual handling	Back strain, injuries	Staff training, use of trolleys, team lifting when required
Alcohol-related disorder	Aggression or injury	Challenge 25, staff training in conflict management, CCTV
Glass breakage	Cuts/lacerations	Use of glass bins, appropriate gloves during clean-up
Fire (electrical, kitchen)	Burns, smoke inhalation, property damage	Regular maintenance, fire extinguishers, clear fire exits
Cleaning chemicals	Skin/eye irritation	COSHH-compliant storage, PPE, staff training
COVID-19/Illness spread	Infection risk	Hand sanitizers, regular cleaning, staff sickness policy

5. PPE Requirements

- Gloves (for cleaning and handling waste)
 - Aprons (for deep cleaning)
 - Non-slip footwear
 - Eye protection (when handling strong chemicals)
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6. Emergency Procedures

Fire:

- Evacuate customers and staff via the nearest exit
- Call 999
- Use fire extinguishers only if safe to do so

First Aid:

- First aid kit located at (Behind Bar)
- Designated First Aider: Andy Slater

Incident Reporting:

- All incidents logged in Incident Report Book
 - Notify management and, if necessary, local authorities
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7. Training and Supervision

- All staff trained in:
 - Licensing regulations
 - Fire safety and evacuation
 - Manual handling
 - Customer service and conflict management
 - Regular briefings and reviews held monthly
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8. Sign-Off

Prepared by:

Name: _____

Signature: _____

Date: _____

Approved by:

Name: _____