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| Venue: |
| Name of Premises Licence Holder: |
| Name of Designated Premises Supervisor: |

This policy applies in relation to the collection of glass and the treatment of spillages on these premises.

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| **Outline your policy here, e.g.** **The above named venue is committed to providing a safe environment for its customers and staff. As part of this we aim to limit the risk of glass being used as a weapon, and it, or spilled liquid, causing accidental injury.** |

**Staff procedure and responsibilities**;

* This could include things like;
	+ Whose responsibility is it to collect glasses and how often?
	+ Which areas should be checked for empty or discarded glasses and bottles?
	+ Should any specific procedures be followed when carrying glasses and empty bottles to avoid injury? Is any equipment available to facilitate this?
	+ Where should glassware and empty bottles be deposited once collected?
	+ How should broken glass be dealt with and where should it be put?
	+ How should spills be dealt with?

**Management procedure and responsibilities**;

* This could include things like;
	+ What training will staff receive about the policy and the related topic, and how you will ensure they have understood the training?
	+ What Personal Protective Equipment (PPE), and signage you provide for the removal of broken glass and spills?
	+ Whether you employ additional staff for glass collecting
	+ How you store glass waste?
	+ What else you may do to minimise the risk of glass being used as a weapon?

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| Premises Licence Holder’s signature: |
| Premises Licence Holder’s name: |
| Date Created: |