





## SLIPS & TRIPS

- **Put proper management policy in place**
  - Use wet floor signs and mop spills immediately
  - Keep stairways and landings clear and ensure handrail in place
  - Schedule major cleaning during off hours
  - Provide slip resistance floor covering and finishes
  - Arrange adequate lighting in public areas
- **Toilet cleaning checklist**
  - Put toilet checklist in place, monitor and maintain for 90 days
- **CCTV**
  - If CCTV in place, maintain records for minimum of 60 days
- **Additional entertainment**
  - If engaging in additional entertainment outside of what is already noted on your policy (Dances, Bouncing Castles, etc.) notify your insurers in advance



## STAFF

- **Manual Handling**
  - Complete Manual Handling training with all staff and maintain training records including a sign off sheet. (See Campion Online Manual Handling Training)
- **Knife Handling Training**
  - Complete Knife Handling Training with kitchen staff, maintain training records including a sign off sheet. (See Campion Online Knife Handling Training)
- **Staff**
  - Obtain written references for all staff



## HEALTH & SAFETY

- Ensure you have a health and safety statement in place (see link for free online tool)



## CONTRACTORS

- **Proof of Insurance**
  - Obtain written proof of insurance prior to engaging any contractors
- **Hot Works**
  - If contractors use any heat (Welding, Cutting, etc.) ensure you comply with hot works warranty on your policy
- **Security Staff**
  - Obtain written confirmation
    - All staff are PSA registered
    - Contractors have insurance cover in place (including deliberate acts cover)



## LATE BARS (if applicable)

- All exits are unlocked and free of obstruction during working hours
- Ensure glasses are collected regularly from all areas including dance floor.
- Fire certificate must be in place at all times



## KITCHEN

- **Ducting and Regular Cleaning**
  - Ensure that ducting is professionally cleaned every 6 months and a written record retained.
  - All extractors, hoods and ducting are cleaned at least fortnightly
- **Deep Fat Frying and - Fire Extinguishers**
  - Make sure thermostats are fitted to prevent overheating
  - Confirm that foam dry powder, CO2 fire extinguishers and fire blankets are available close to deep fat frying installations.
  - Keep Maintenance Record and review annually
- **HACCP Requirements**
  - Ensure you comply with HACCP requirements
  - Display ingredients likely to cause allergic reaction on menus
  - Ensure shelf life is monitored and food is stored and prepared safely.
- **Hot Surfaces, Waste and Legal Inspections**
  - Warn customers about hot surfaces
  - All waste must be removed from premises daily
  - Ensure inspection certificates are in place for all relevant equipment.



## PREMISES

- **Flat Roof or Thatched Roof**
  - Ensure flat roof is inspected annually by a competent contractor
  - If you have a thatched roof comply fully with your policy conditions
- **Alarm and Electrical Inspection**
  - Confirm that alarm is maintained in full working condition when premises is occupied and unoccupied.
  - Ensure electrical circuits inspected every three years by a qualified electrician and any defects repaired and a written record of inspections kept
- **Lock up**
  - Inspect premises after hours to ensure it has been fully vacated and fully secured



## DETERIORATION OF STOCK

- Ensure you have refrigerated equipment maintained annually and keep records.



## MONEY

- Ensure that your safe's cash rating is sufficient for your insurance cover requirements
- Advise location of all safes on your policy i.e. House, etc. to your insurer
- Vary times of your lodgements
- Make Regular Lodgements (lodgements in excess of €3,750 will be subject to the Custodian's Warranty)



## INCIDENTS/CLAIMS

- Should an incident occur which may lead to a claim:
  - Treat customer/staff member with sympathy
  - Photos of scene should be taken
  - CCTV records (if available) should be retained
  - Contact your insurance broker/insurer to advise them of the incident
  - Do not admit liability
  - Details of any action recorded (e.g. called ambulance)
  - Arrange medical attention if injured (or potentially injured)
  - Names of witnesses (staff or customers etc)
  - Note in incident log details of incident:
  - Time/Location and Exact Circumstances of incident



## HELPFUL LINKS

- Free Online Safety Tool  
<https://besmart.ie/>
- Online Food Safety Advice  
<http://www.safefood.eu/Food-safety.aspx>
- HSA Manual Handling Training System  
[http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Manual\\_Handling\\_and\\_Musculoskeletal\\_Disorders/Guidance\\_on\\_the\\_Manual\\_Handling\\_Training\\_System\\_-\\_2010\\_revision.html](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Manual_Handling_and_Musculoskeletal_Disorders/Guidance_on_the_Manual_Handling_Training_System_-_2010_revision.html)
- Online Manual Handling Training  
<https://www.youtube.com/watch?v=xtAGXVDWchU>
- Online Knife Handling  
<https://www.youtube.com/watch?v=2DoM83G3lk0>
- Fire Plan  
[http://www.firesure.ie/fire\\_safety\\_guidance/fire\\_risk\\_assessment.html](http://www.firesure.ie/fire_safety_guidance/fire_risk_assessment.html)



**Food Safety**  
AUTHORITY OF IRELAND







**TAKE ADVANTAGE OF OUR EXCLUSIVE  
OFFERS FOR STAFF OF VFI MEMBERS FOR  
HOME, MOTOR AND LIFE POLICIES**



- **Competitive Rates**
- **Tailored Bespoke Package**
- **Reputable Insurers**
- **Risk Management Support**
- **Local Service**



- Received this manual handling training
  - Are aware of the hazards in manual handling & the measures to avoid or reduce the risk of injury
- Understand the practices outlined in this training programme
  - Be able to carry out a personal risk assessment to determine if loads can be handled safely
  - Appropriate use of mechanical aids or reorganisation of work activity
- Commit to apply this practice

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- Understand the practices outlined in this training programme
- Commit to apply this practice

## Dedicated Sales Team

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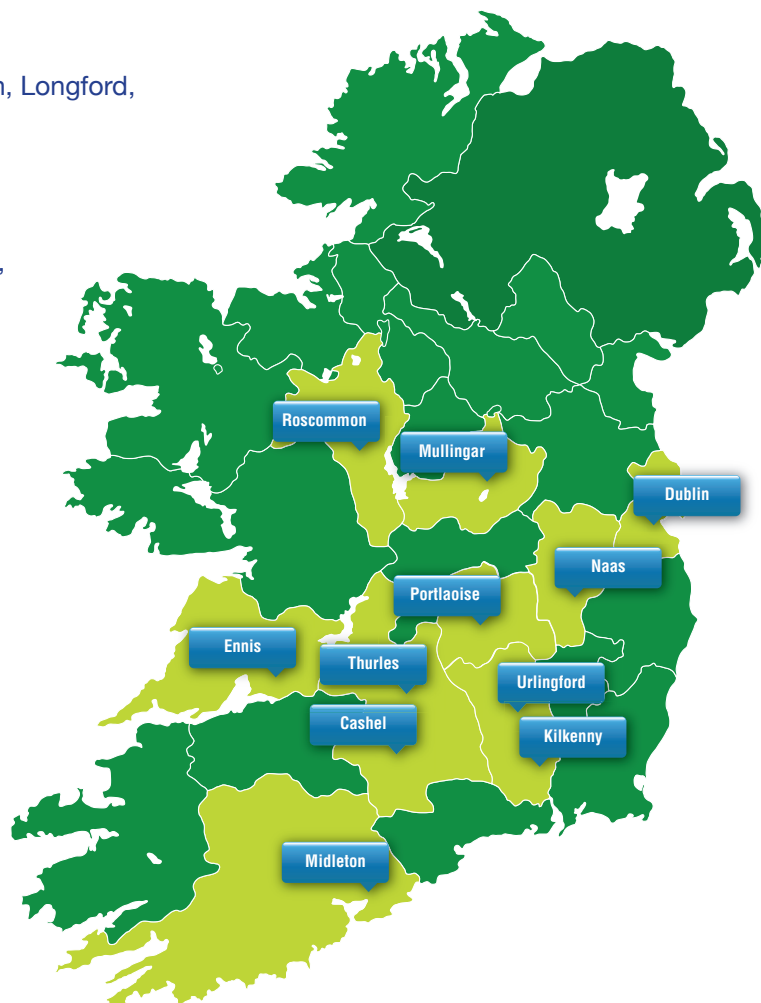
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# CAMPION INSURANCE



BUSINESS



HOME



CAR



HEALTH



LIFE



FARM



YOUNG DRIVERS

Visit our Website at: [www.campioninsurance.ie](http://www.campioninsurance.ie)

Or call us on 1890 300 310 Mon-Fri: 9am - 5pm

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## RISK MANAGEMENT PROGRAMME

 **CAMPION INSURANCE**



Insured Name	
Address	
Implementation Date	

Confirm risk management is a key focus of this business & that this risk management guide is being implemented & reviewed regularly.

Signature	
Date	

