

**WEEKLY CELLAR HSE CHECKLIST**

**UNIT:** **UNIT NO:** **WEEK COMMENCING:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Checks** | | **Monday** | | | | **Tuesday** | | **Wednesday** | | **Thursday** | | | **Friday** | | **Saturday** | | **Sunday** | |
| **Yes** | | **No** | | **Yes** | **No** | **Yes** | **No** | **Yes** | | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** |
| 1. Is the wash hand basin clean and set up correctly? | |  | |  | |  |  |  |  |  | |  |  |  |  |  |  |  |
| ***All wash hand basins must be provided with antibacterial soap and paper towels.*** | | | | | | | | | | | | | | | | | | |
| 1. Is the cellar clean and tidy? | |  | |  | |  |  |  |  |  | |  |  |  |  |  |  |  |
| ***Cellars should be cleaned thoroughly every week. Spillages should be cleaned up immediately as they are easy to slip on and a good source of infection. A clean cellar is especially important for cask products, which are exposed to airborne infection*** | | | | | | | | | | | | | | | | | | |
| 1. Is there food in the cellar? | |  | |  | |  |  |  |  |  | |  |  |  |  |  |  |  |
| ***Some foods such as citrus fruits, onions, curries etc will give off aromas which taint cask products. Generally, food should not be stored in cellars as it is legally required to be kept at 8oC or below.*** | | | | | | | | | | | | | | | | | | |
| 1. Are the gas cylinders safely stored? | |  | |  | |  |  |  |  |  | |  |  |  |  |  |  |  |
| ***Gas cylinders, being heavy and can easily break a limb if they topple over, so they should be chained or clamped to the wall when upright and chocked when stored horizontally.*** | | | | | | | | | | | | | | | | | | |
| 1. Have all members of the team been trained? | |  | |  | |  |  |  |  |  | |  |  |  |  |  |  |  |
| ***All staff members must be trained appropriately, depending on the tasks they perform and equipment they are required to use. Make sure all training is recorded and that you carry out regular refresher training*** | | | | | | | | | | | | | | | | | | |
| 1. Are all products within their ‘Best Before’ date? | |  | |  | |  |  |  |  |  | |  |  |  |  |  |  |  |
| ***It is not illegal to sell products after this date, but the taste and appearance will start deteriorating.*** | | | | | | | | | | | | | | | | | | |
| 1. Is the required PPE available and stored so that is if protected? |  | |  | |  | |  |  |  |  | |  |  |  |  |  |  |  |
| ***Where staff members are issued their own PPE, this should be clearly labelled. All PPE should be stored so that is stays clean and intact.*** | | | | | | | | | | | | | | | | | | |
| 1. Is the cellar pest free? |  | |  | |  | |  |  |  |  | |  |  |  |  |  |  |  |
| ***Check for signs of pest activity, such as rodent droppings or gnaw marks. Report any activity immediately*** | | | | | | | | | | | | | | | | | | |
| 1. Are boxes, bottles etc stacked safely? |  | |  | |  | |  |  |  |  | |  |  |  |  |  |  |  |
| ***Items should be stored no higher than shoulder height and racking must be secure and suitable*** | | | | | | | | | | | | | | | | | | |
| 1. Are walkways free from obstructions?? |  | |  | |  | |  |  |  |  | |  |  |  |  |  |  |  |
| ***The cellar should be kept tidy, and walkways must be kept clear to reduce the risk of trips and to allow easy evacuation in case of an emergency.*** | | | | | | | | | | | | | | | | | | |
| **Actions Required:** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **CHECKED BY:** | | | | | | | | | | | **DATE:** | | | | | | | |

Manager to check the record and sign before filing. Retain for 6 months