

Pub Front of House Safety Pack



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Weekly, monthly and yearly safety records for the bar, cellar, toilets, garden and public areas.

Made by Shaun McManus, licensee of Teal Farm in Washington. More free pub tools at stocktap.net

Pub name: Year:

What goes where

How often	What	Where
Weekly	Fire alarm, fire doors, fire walk-round, CCTV, water flushing, first aid, gas and electrics, pests, cleaning, beer lines, play area	Pages 2 to 5
Monthly	Outside, cellar and inside checks, water temperatures, emergency lighting, extinguishers	Pages 6 to 8
Every 3 months, 6 months and yearly	Shower heads, play area, fire alarm service, fire drill	Page 9
Yearly and due dates	Manager's annual review, compliance dates tracker	Pages 10 and 11
Lists and logs	Safety equipment list, problems found, refusals and incidents, team record	Pages 12 to 15

How to use it

- Fill it in as you do the check, in pen. Tick = fine, X = problem, N/A = doesn't apply to your pub. Never fill gaps in later.
- Every X goes on the Problems page (page 13) with what you did about it. Sign it off when it's fixed.
- Everyone who fills in a page signs the Team record once (page 15).
- Keep finished pages in order and don't tear pages out. There's no single legal time limit for these logs, so we suggest at least 3 years. Records of incidents you report to HSE (RIDDOR) must be kept for at least 3 years by law.
- Cross out or add lines so it fits your pub. The lists are typical; your own risk assessments may need more.

Important

This pack records checks. It doesn't replace your risk assessments. Since October 2023 every fire risk assessment must be written down in full, with the name of the person who did it. You also need a legionella (water) risk assessment and a COSHH assessment for your chemicals.

Some jobs must be done by a competent person: fire alarm and extinguisher servicing, emergency lighting full test, gas work (Gas Safe registered), fixed wiring tests and the legionella risk assessment. This pack is where you record that they were done.

Weekly checks: fire and security

One page a week. Tick = fine, X = problem (write it on the Problems page).

Week starting:

Pub:

Fire alarm test

Test from a different call point each week, so every one gets tested in turn. Tell staff and customers first. If you have a fire alarm company, follow their test routine.

Date	Tested by	Call point no.	Alarm sounded everywhere?	Faults on panel?

Fire doors

Check a few each week so every fire door is covered each month. Look for: closes fully on its own, no damage, hinges and screws all there, seals in place, no big gaps, never wedged open.

Date	Checked by	Doors checked (number or location)	Tick or X

Fire safety walk-round

Check	Tick or X	N/A
Escape routes clear. Fire exits unlocked whenever anyone is in the building, and open from inside without a key		
Fire exit and fire safety signs in place and not covered		
Extinguishers and fire blankets in place, not used or damaged		
Emergency lights and exit signs look in good repair (charging light on, where fitted)		
Fire alarm panel shows normal, no faults		
Stores, cellar and plant rooms free of rubbish and anything that burns easily		
Nothing stored against heaters, cookers or electrical boards		
Outside bins kept away from the building, lids shut		

Checked by: Date:

CCTV and intruder alarm (if fitted)

Check	Tick or X	N/A
Cameras working and pictures clear. Recorder recording, date and time right		
CCTV signs up. Footage kept for as long as your premises licence says		
Intruder alarm working. Key holders know how to set and unset it		

Checked by: Date:

Notes

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Water flushing (legionella)

Any tap, shower or toilet not used in the last 7 days (e.g. spare toilets, upstairs rooms). Run taps and showers for at least 2 minutes (let showers run gently to keep spray down), flush toilets. Follow your water risk assessment if it says otherwise.

Outlet								
Date								
Initials								

Nothing needed flushing this week? Draw a line through the boxes and initial it.

First aid and welfare

Check	Tick or X	N/A
First aid kit stocked, in date and easy to find		
Staff know who the first aider or appointed person on duty is		
Accident book in place. Any new entries followed up		
Eye wash or sterile water in the cellar and kitchen (where your risk assessment says)		
Toilets: hand basins with hot and cold water, soap, towels or dryer working		
Accessible toilet: alarm cord hangs to the floor, not tied up		

Checked by: Date:

Gas and electrics

Check	Tick or X	N/A
No smell of gas. Staff know where the gas shut-off valve is		
Kitchen extraction and gas interlock working (gas cuts off if the fan's off), not bypassed. N/A if none		
Smoke and carbon monoxide alarms in any living or let rooms tested		
Sockets, plugs and leads: nothing damaged, overloaded or running hot		
Heaters and real fires guarded and used safely		

Checked by: Date:

Pests and waste

Check	Tick or X	N/A
No signs of pests inside or outside (droppings, gnawing, flies, nests)		
Bins emptied, bin area clean and lids shut		

Checked by: Date:

Notes

Weekly front of house cleaning

Initial each box when it's done. N/A if you don't have it. Write the product you use so new staff know.

Week starting:

Pub:

Job	Product	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Bar top and surfaces								
Pumps, nozzles and drip trays								
Glasswasher (empty, clean filters)								
Ice scoop, bucket and fruit trays								
Coffee machine								
Sinks and hand basins								
Tables, highchairs and sauce caddies								
Cutlery trays								
Floors								
Toilets								
Bins								

Beer line cleaning

Clean when closed, or put a 'Line cleaning, do not pull' sign on every tap and tell everyone on the bar. Wear gloves and goggles. Rinse until the test strip or line shows no cleaner left.

Date	Time	Lines cleaned	Cleaner used	Rinsed clear?	Initials	Notes

Weekly bar jobs

Date and initial. Add your own at the bottom.

Job	Date	Initials
Ice machine: empty, clean and sanitise (follow the maker's guide), filter changed if due		
Post-mix and soda gun nozzles: strip, soak, rinse		
Bottle fridges: empty, clean shelves and seals, restock oldest at the front		
Back bar shelves and cupboards: empty, wipe, check date labels		

Weekly play area checks

Skip this page if you have no play area. Check before opening. If anything's unsafe, close that piece of equipment or the whole area until it's fixed.

Week starting:

Pub:

Outside play area

Check	Tick or X	N/A
Sign up: children must be supervised, no dogs, no glass		
Fence, gate and guardrails secure, gate closes properly		
No litter, broken glass, animal mess or sharp objects		
Safety surface (bark, matting, grass) in place and level, no gaps under equipment		
No damage, vandalism or heavy wear		
Equipment firmly fixed. Nothing wobbles that shouldn't		
Wood sound: no rot, splinters, splits or nails sticking out		
Nuts and bolts tight, caps on, none missing		
Moving parts, chains, seats and swings in good order. Ladders and rungs secure		
Nowhere a child's head, finger or clothing could get trapped		

Checked by: _____ Date: _____

Inside play area

Check	Tick or X	N/A
Area and equipment cleaned		
No damage, sharp edges or splinters. Netting and padding intact		
Equipment stable and fixed where it should be		
Ride-on or coin machines stable and in good repair		
Cables, plugs and sockets out of reach and undamaged. No trip hazards		

Checked by: _____ Date: _____

RoSPA advises a routine check like this at least weekly (daily if it gets heavy use), a more detailed operational check every few months, and a yearly inspection by an independent play inspector. Log those on page 9 and the tracker on page 11.

Notes

Monthly checks 1: outside and cellar

Tick = fine, X = problem, N/A = doesn't apply.

Month and year:

Pub:

Outside

Check	Tick or X	N/A
Walls, fences and gates stable		
Trees and branches over gardens, car park and paths look safe		
Garden furniture sound, nothing sharp sticking out		
No trip hazards: potholes, lifted paving, raised drain covers		
Decking and steps sound and not slippery. Step edges easy to see		
Outside lighting working, including car park and paths		
Bin area tidy and secure, no broken glass		
Roof, gutters, chimneys and signs look safe from the ground		
Hanging baskets, planters, awnings, parasols and heaters secure		

Checked by: Date:

Cellar

Check	Tick or X	N/A
Cellar door kept shut and locked when not in use, marked private		
Cellar flap: barrier or guard used whenever it's open		
Stairs, handrail and lighting sound		
Tidy, kegs stacked safely, walkways clear, no wet floors		
Gas cylinders secured upright (chained or strapped), away from heat		
CO2 / gas alarm working and tested, where fitted		
Gloves, goggles and apron ready for line cleaning. Cleaner stored safely		
Temperature at barrel height°C (industry guide for cask ale: 11°C to 13°C)		
Stock rotated by date. Delivery area, drop mat and hoist in good repair		

Checked by: Date:

Notes

Monthly checks 2: inside the pub

Tick = fine, X = problem, N/A = doesn't apply.

Month and year:

Pub:

Inside

Check	Tick or X	N/A
No trip hazards: loose carpet, lifted flooring, trailing cables		
No slip hazards: leaks, greasy floor by the kitchen door. Wet floor signs to hand		
Stairs sound, handrails firm		
Self-closing doors close fully and don't slam		
No broken or cracked glass in doors, windows or screens		
No nails, screws or sharp edges sticking out		
Low beams and steps marked or padded		
Tables, chairs and stools sound and stable		
Fixed seating clean and not torn. Lift the cushions: any pests?		
Highchairs clean, straps working		
Lighting working in all public areas and on stairs		
No-smoking sign displayed (required by law)		
Toilets: no leaks or blockages. Locks, flush and dispensers working		
Baby change unit clean and firmly fixed to the wall		
Accessible toilet: alarm tested and works		
Chemicals stored safely, labelled, away from customers. Safety data sheets on file		
Gloves and goggles provided for staff using chemicals		
Step ladders sound: feet on, no dents or bends		
Any known asbestos (from your asbestos survey) still in good condition. N/A if none		

Checked by: _____ Date: _____

Any X: write it on the Problems page and report repairs straight away to whoever is responsible for them (you, your landlord or your contractor).

Notes

Water temperatures (legionella)

Test the taps your water risk assessment names (usually the nearest and furthest from the water heater). Clean probe. Not at peak times.

Outlet	Hot °C after 1 min (50°C or more)	Cold °C after 2 min (below 20°C)	Initials and date
Nearest hot tap to the heater:			
Furthest hot tap:			
Other:			
Flow °C (60°C or more)		Return °C (50°C or more)	Initials and date
Hot water cylinder (if it has gauges)			

Targets from HSE guidance: hot taps 50°C or more within 1 minute, cold taps below 20°C within 2 minutes. Stored hot water at 60°C or more. Taps with a mixing valve (TMV) run cooler on purpose, so test a hot tap without one, and have TMVs serviced every year. Out of range? Re-test after running longer. Still wrong: write it on the Problems page and tell whoever looks after your water risk assessment.

Emergency lighting: monthly flick test

Switch to test using the key switch, walk round and check every light and exit sign comes on, then switch back so they recharge. A full 3-hour test is done once a year by a competent person.

Date	Tested by	Test switches used	All worked?	Faults

Fire extinguishers and blankets: monthly look

Check	Tick or X	N/A
Every extinguisher in its place, easy to get to, sign above it		
Pin and seal in place, gauge in the green (where it has one), no damage		
Service label in date (serviced in the last 12 months)		
Fire blankets in place, not damaged, easy to pull		

Checked by: _____ Date: _____

Notes

Every 3 months, 6 months and yearly

Shower heads, play area, fire alarm service and fire drills.

Pub:

Every 3 months

Shower heads and hoses: take apart, clean and descale (sooner if they scale up). Play area: detailed operational check.

Job	Date	Done by	Notes
Shower heads and hoses descaled			
Shower heads and hoses descaled			
Shower heads and hoses descaled			
Shower heads and hoses descaled			
Play area operational check			
Play area operational check			
Play area operational check			
Play area operational check			

Fire alarm service (every 6 months)

By a competent fire alarm engineer. Keep their certificate or report.

Date	Company	Report kept?	Faults found / fixed?	Initials

Fire drill record

No set legal frequency. Good practice is at least once a year, and many pubs do two so every shift gets one. Copy this page for a second drill.

Date and time	
Run by	
Staff taking part	
Time to get everyone out	
Roll call done? (Yes / No)	
What went wrong	
What we'll change, and by when	
Done (date and initials)	

While watching the drill, note:

- Did people go straight to the nearest exit, calmly?
- Did every exit open easily, and was the route clear?
- Did staff check toilets and back rooms and close doors behind them?
- Did everyone go to the assembly point, and was everyone accounted for, including customers and contractors?

Manager's annual review

Once a year, and whenever something big changes (building work, new layout, new equipment). Look properly; don't just tick.

Date:
Pub:

Fire		
Check	Tick or X	N/A
Fire risk assessment written down in full, with the assessor's name, reviewed this year, actions done or booked		
Nothing has changed in the building or how we use it since it was last reviewed		
Escape routes, fire exits and fire doors all in good order		
Extinguishers serviced in the last 12 months (and extended service or overhaul when due)		
Fire alarm serviced in the last 6 months. Emergency lighting 3-hour test in the last 12 months		
Fire action notices up. All staff trained, new starters trained when they start		
Fire drill done and written up in the last 12 months		
Fire safety information shared with anyone else responsible for the building and any residents (e.g. a flat above)		

Premises and general safety		
Check	Tick or X	N/A
Kitchen gas appliances serviced by a Gas Safe engineer in the last 12 months		
Any let or staff rooms: gas safety certificate in the last 12 months (legal duty)		
Fixed wiring report (EICR): recommended every 5 years for a pub. Let flats: legally every 5 years		
Portable appliances checked, how often based on risk (PAT testing isn't a set legal rule)		
Water (legionella) risk assessment in date and reviewed after any changes		
COSHH assessments done for our chemicals, with the supplier's safety data sheets		
Health and safety risk assessments reviewed (including lone working, manual handling, young workers)		
First aid: enough kit and trained people for our size and opening hours		
Kitchen extraction and grease trap cleaned on schedule. Pest and waste contracts in place		
Employer's liability insurance certificate in date and on display (or available to staff)		
Martyn's Law: if 200 or more people could be in at once, check the latest SIA guidance (not before April 2027, date to be confirmed)		

I've checked all of the above. Anything marked X is on the Problems page with an action.

Manager: Signature: Date:

Notes
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Compliance dates tracker

Write when each job was last done and when it's next due, and where the certificate or report is kept.

Pub:

What	Typical frequency	Last done	Next due	Certificate or report kept
Fire risk assessment (review)	Yearly, or after changes			
Fire alarm service	Every 6 months			
Emergency lighting 3-hour test	Yearly			
Fire extinguisher service	Yearly (plus 5 or 10-year service)			
Kitchen gas service (Gas Safe)	Yearly			
Gas safety certificate, let or staff rooms	Yearly (legal)			
Fixed wiring report (EICR)	5 years recommended (let flats: law)			
Portable appliance checks	Based on risk			
Legionella risk assessment review	As it says, or after changes			
Mixing valves (TMVs) serviced	Yearly			
Kitchen extraction deep clean	As your contractor advises			
Pest control visits	As per contract			
Play area independent inspection	Yearly			
CCTV and intruder alarm service	As per contract			
Premises licence summary displayed	Check yearly			
Employer's liability insurance	Yearly renewal			
Staff training: fire, first aid, food hygiene, allergens	As each course says			
Martyn's Law (200+ capacity only)	Not before April 2027, date TBC			
Lifts and cellar hoists: thorough examination (LOLER)	Every 6 or 12 months			
Beer gas system: written scheme of examination	As the scheme says			
Asbestos survey and management plan review	Yearly, or after building work			

Safety equipment list

Number everything from the top of the building down. Use the numbers to rotate your weekly tests.

Pub:

Fire alarm call points

No.	Location	No.	Location
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

Fire extinguishers and blankets (type: water, foam, CO2, powder, wet chemical, blanket)

No.	Type	Location	No.	Type	Location
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

Emergency lighting test switches

No.	Location	No.	Location
1		4	
2		5	
3		6	

Fire doors

No.	Location	No.	Location
1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

Key locations

Gas shut-off valve	
Electricity main switch / fuse boards	
Water stop tap	
Fire alarm panel	
First aid kit(s)	
Accident book	
Fire assembly point	

Problems found and action taken

Anything marked X anywhere in this pack goes here. Sign it off when it's fixed.

Pub:

[illegible]

Refusals and incident log

Keep it honest and up to date. Licensing officers, police and insurers may ask to see it.

Pub:

Refusals log

Every refusal: no ID (Challenge 25), drunk, under age, banned, or anything else.

Date	Time	Staff member	Who and why refused	What they asked for	Initials

Incident and ejection log

Fights, ejections, threats, police called, drugs found, injuries, damage, anything unusual.

Date	Time	What happened	Who dealt with it	Police or reference no.

Injuries also go in your accident book. Report to HSE (RIDDOR) within 10 days: a death, or a staff injury such as a broken bone (not fingers or toes), amputation, loss of sight or a serious burn, or a customer taken from the pub straight to hospital for treatment because of how the pub is run. Within 15 days: staff off work or on light duties for more than 7 days in a row (not counting the day it happened). Over 3 days off: record it, no need to report. Keep records for at least 3 years.

Team record

Everyone who fills in this pack signs once, to show they've been shown how to do the checks.

Pub:

Print name	Job	Shown the checks by	Signature	Date

Fire safety training

Every member of staff when they start, then a refresher at least once a year.

Date	Who attended	What was covered	Trainer

These pages may be seen by inspectors, insurers or the licensing authority, so fill them in truthfully and clearly.