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May 2011



COMBE MILL SOCIETY

UPPER FLOOR – GENERAL & REFRESHMENTS METHOD STATEMENT

CMS-MS-09/3

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1. Upper Floor

This section does not cover the lathe area which is covered in a separate Method Statement.

- 1 At least one member of the society must be present in the upper floor areas when the public are in the building. This is for security reasons as well as safety. This person should not be the same one as at the lathe, clocks or refreshments.
- 2 Before opening to the public:
 - (a) the additional lighting over the centre display bays, and in the display boxes should be switched on
 - (b) the beam engine model should be plugged in to the mains and tested
 - (c) the hot air and other models should be tested for safe operation
 - (d) all machinery safety cages and barriers shall be closed or shut
- 4 During opening hours:
 - (a) a watch must be kept on all persons present in order to avoid loss of artefacts
 - (b) special care must be taken to ensure that members of the public do not injure themselves on any part of the clocks
- 6 The upstairs cold water supply heat-tracing system control must remain switched on at all times.



2. Refreshment Area

- a) Before opening to the public, the urn(s) should be filled and made safe.
- b) The hot water heater should be switched on
- c) Foodstuffs for sale at the shop must be kept covered as far as possible to avoid contamination. Surplus stock must be held in closed containers.
- d) Open foodstuffs for sale at the shop must only be handled using tongs.
- e) Care must be taken using the urn(s) to avoid scalding.
- f) Staff serving open food should wear appropriate protective clothing (tabard)
- g) Staff serving food must have clean hands. Impregnated tissues can be used as an interim measure between washings.
- h) The door to the 'Footman's Bathroom' should be kept closed (not necessarily locked) whilst the public are in the building in order to provide secure storage for personal possessions.
- i) At the close of business all crockery and cutlery should be washed up at the sink provided and put away.
- j) At the close of business the hot water heater must be turned off.
- k) The sink area should be covered when not in use.

Hand washing facilities are available in the Education Room or in the Access WC on the ground floor.

3 PPE

Persons serving food should:

- (a) wear a tabard or similar
- (b) always handle cakes with tongs



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