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(818) 995-6706

## BAR, TAVERN, OR RESTAURANT LOSS CONTROL PASSPORT

This is your Passport to Bar, Tavern or Restaurant loss control for a safer environment for your employees, customers or vendors and your peace of mind. We are committed to assist you in managing your business loss exposures. The following checklist will help identify areas that may need improvement and distinguish your business from your competitors.

**Talk to your underwriter today if you have questions about what you find.**

### Vehicles

- Are Motor Vehicle Reports (MVR) obtained for all drivers and checked every year (Fair Credit Reporting Act requires written consent to order MVR)
- Are prearranged Taxi's called if an intoxicated customer needs a ride home. Are signs posted for patrons to know who to call
- Are certificates of insurance (COI) obtained from all employees that could use their own auto on company business with adequate limits
- Is a maintenance log kept on all owned vehicles
- Are quarterly driver safety meetings held with all drivers
- Have proper loading and unloading techniques been taught and stressed
- If Valet Parking is offered, are keys kept at a locked attendant's booth and does the booth have an attendant present during all hours of operation.

### Parking Lot and Sidewalks

- Is adequate lighting provided for all parking and sidewalks
- Parking lot free of potholes, debris and any slip and fall hazard
- Sidewalks level and free of hazards
- Snow and ice removal completed promptly and kept clean
- When sidewalk basement access is used are employee on the sidewalk when opened and hazard signs posted when in use
- Do steps have sturdy handrails on both sides of steps that are easily gripped and of the correct height
- Are all steps of standard height and width
- Is there a snow removal contract/with certificates of insurance
- Are parking lot wheel stops in good condition and handicapped marked spaces available

### Liquor Service

- Are signs posted that patrons must be 21 years old to purchase alcohol
- Is identification checked for all customers of questionable age
- Is training provided on age verification procedures
- Procedures established for not selling to intoxicated persons or habitually intoxicated persons
- Formal procedure established for dealing with intoxicated persons
- How are obviously intoxicated persons encouraged not to drive
- Is complimentary, low sugar, foods offered to obviously intoxicated persons
- Establish and promote a "designated driver" program – example: free sodas
- Are taxicab companies called where available for intoxicated customers
- Have all servers/managers passed a Training for Intervention Procedures by Servers of Alcohol (TIPS) course and take periodic refresher courses

### Dinning Room/Bar

- Do you strictly adhere to established maximum capacity limits and are required signs posted
- Are background checks made and training provided for bouncers or security guards
- Are there mats in place at entrance doors
- Is there a designated person to check patrons I.D.'s when required
- Is an evacuation procedure posted
- Choke Saving Chart posted
- Are walkways sufficiently wide to accommodate traffic
- Are "Wet Floor" signs available and used
- Is there emergency backup lighting
- Is there an adequate number of illuminated exit signs
- Do all doors open out and are unlocked/unblocked to allow easy exit
- Are sonic/alarm panic bars installed on exit doors to the exterior.
- Is all flooring in good condition and interior steps properly lighted.
- Surge protection on all electronic equipment
- Is extension cord use minimized and taped down to prevent trips and falls
- Is all electrical wiring connected to functioning circuit breakers
- Candle use is discouraged, flowers or other center pieces are a better alternative, but if used double check that all are extinguished nightly
- Is furniture properly assembled, cleaned and maintained
- Glasses should not be stored over or placed directly in ice
- Are smoking material discarded in water or separate metal bin. (Not in trash)
- Are No Smoking signs posted when and where required
- Central Station heat or smoke detection on premises
- Are drinks prohibited from dance floor
- All entertainment/amusement devices in good condition
- Have you ever been cited for violations by the Board of Health
- Is there a written Accident investigation program in place

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## Employees

- Are spills cleaned up promptly and precautions taken to prevent a slip or fall
- Are employees trained on proper crowd control techniques
- Employees strictly forbidden from drinking alcohol on duty
- Background checks made on all security personnel
- Personal Injury lawsuit can occur from slander, defamation or false imprisonment, training provided to deal effectively with intoxicated customers
- Are proper lifting techniques and manageable loads carried
- Is personal protective clothing and equipment available and used when required
- Do employees wear appropriate non-skid/non-slip footwear
- Firearms not allowed on premises
- Training and recertification on first aid, CPR and blood borne pathogen program.
- Regular tests or inspection of safety equipment taken with a written log of service/repairs kept on file.
- OSHA records maintained
- Emergency phone numbers posted (i.e., the police, fire department, near-by hospitals, general emergencies) and employee contact on file
- Are employee safety meetings held on a regular basis.

## Kitchen

- Are nonskid mats or nonskid material added to tile or slippery floors
- Are signs posted for hand washing requirements for employees.
- Are sanitized gloves and hair nets/hats worn by cooking employees.
- "Wet" chemical extinguishing agent used in commercial cooking fire suppression system that are UL 300 compliant
- Adequate number of Class K portable fire extinguishers mounted within 30 feet of the cooking area and serviced on an annual basis by service contract
- Appliance automatic fuel shut-off device and manual shut-off in exit path. Is shut off tool mounted and labeled
- Are all combustible walls greater than 18 inches from the nearest cooking unit
- Professional cleaning of entire exhaust system/hoods and vents by certified contractor frequently enough given the volume and type of cooking done on premises
- Are wiring and lighting protected from grease build-up
- Is the cooking line tagged/labeled with dates of required service
- Foods stored in airtight containers to avoid drippings from other foods
- Adequate methods established to monitor food shelf life
- Dirty cutting boards or poor handling techniques avoided to reduce food poisoning potential
- Maintenance contract on all refrigeration units
- Adequate pest control contractor employed to prevent vermin and unsanitary conditions
- Trash removed as needed and at minimum every day.
- All inventory should be stored at minimum 4 inches off the floor on pallets or shelves to avoid water damage
- Dishwashing water temperature maintained above 171 degrees and monitored on a regular basis.
- Is the overall housekeeping in the kitchen good

## Security/Theft

- Central Station burglar alarm with contacts on all doors and windows
- Are smoke and alarm systems U.L. certified
- Video surveillance camera at front door, bar area, and other desired areas
- Are surveillance cameras taped/saved and copies kept on file
- All doors have double-cylinder dead-bolt locks
- Bank deposits made at different times, varied routes and by a minimum of two employees
- Unannounced financial audits conducted
- Authorized access only to alcohol inventory, bar area, sound system, office and cash handling
- First aid kits maintained and restocked as needed and easily accessible.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Findings:

Action Taken:

Questions? Contact us at:

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