

NIGHT DUTY PROCEDURES

OVERNIGHT COVER HOSTELS

10.00 PM
ALL VISITORS TO LEAVE
ALL UNUSED ROOMS TO BE SECURED
ALL DOWNSTAIRS WINDOWS TO BE LOCKED
ALL DOWNSTAIRS CURTAINS TO BE CLOSED

KITCHEN

9.30PM ENSURE THAT DISH WASHER IS DRAINED OUT AND RINSED CLEAN INCLUDING FILTERS.
CLEAN COOKER, WORK SURFACE AND MOP FLOOR.
ENSURE THAT THE WAIST BINS ARE EMPTIED.
TAKE REFUSE BINS OUT ON TO THE STREET IF IT IS REFUSE COLLECTION DAY THE FOLLOWING MORNING (THURSDAY COLLECTION)
10.00PM CHECK MENU FOR THE FOLLOWING DAY AND REMOVE ANY FROZEN MEATS FOR DEFROSTING IF THEY WILL NOT DEFROST IN TIME ON THE DAY OF USE.

GENERAL

A CURFEW IS IN OPERATION FOR NIGHT TIME ADMITTANCE
ALL OTHER WINDOWS TO BE LOCKED
A LOW WATTAGE LIGHT IS TO BE LEFT ON IN THE LOUNGE DURING THE EVENING TO PREVENT FALLS OR TRIPS, WHEN A PERSON ENTERS THE ROOM IN DARKNESS.
ALARM SETTING (In special circumstances) (See Managers Re. alarm setting)

OFFICE

Petty cash:

The petty cash in the main office is to be counted and a record of the actual balance kept along with the brought forward balance for the day.

Log book:

Write up as necessary.

FIRE SAFETY:

The night lock up keys are to be classed as Fire Warden Keys and are to be kept at hand during the period of sleep-in duty after lockup. The Staff member on night duty will be responsible for the safe evacuation of the building in the event of the fire alarm being activated. There should be a clear hazard free escape route as far as the front door. A record is to be kept of the persons who are in the building after the night time curfew period and this is also to be at hand on the night shift in case of the fire alarm being activated and should be brought out of the building at the time of evacuation and a roll call sounded, any anomalies must be reported to the Fire Brigade in a real Fire. All persons accounted for as well as persons reported missing must be reported to the Fire Brigade (For further information see fire safety procedures under Health and Safety).