

# SMS 07 Club Rooms/Kitchen/Bar Area

## New Plymouth Yacht Club

### PURPOSE

The purpose of SMS 07 is to provide New Plymouth Yacht Club with a check list of documentation required.

### CLUB ROOMS

Club warrant of fitness – posted in clubrooms

Fire evacuation plan, posted in clubrooms

Storage of cleaning products-out of reach of children

Slippery floor signage

List of key club contacts – posted in clubrooms.

### Kitchen

Compliance with food safety requirements

### Bar

Host responsibility certificate – posted in clubrooms

Bar Licence – posted in clubrooms

Visitors sign in book – at bar

### Commodore

The Commodore is responsible for the SMS 07 achieving its goal.

The Commodore (on behalf of the club) is committed to:

Ensuring that the importance of effective safety management, and of conforming to the SMS, is communicated to members, visitors, and other interested parties.

### Safety Officer

The Safety Officer is responsible for:

1. Coordinating the development and/or annual review of the SMS, in consultation with relevant persons.
2. Ensuring relevant parts of SMS are communicated appropriately internally and externally.

### Committee

The club Committees are responsible for reviewing the SMS in consultation with the Safety Officer and monitoring the implementation of any actions affecting the club.

### Club members

All club members are responsible for identifying potential safety issues and reporting them to the Safety officer

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 01	Original	Current	27/8/2021	Wayne Holdt	Commodore