



University of New Haven

POLICIES AND PROCEDURES

Policy Title:

Grilling Safety Policy

Policy No.:	8114
Rev.:	January 1, 2021
Effective Date:	June 1, 2015
Last Revision:	N/A

Responsible Office: Department of Public Safety

Responsible Official: Associate VP of Public Safety & Administrative Services

Introduction 1

Policy Sections..... 2

 8114.1 Procedures 2

 8114.2 Grill Locations..... 3

 8114.3 Guidelines..... 3-4

 8114.4 Food Safety..... 4

 8114.5 Fire Extinguishers..... 5

 8114.6 Propane (Storage)..... 5

 8114.7 Training..... 6

Introduction:

Policy Statement

To provide a safe and enjoyable experience for students, faculty, staff, and visitors of the University of New Haven when using grills. This policy was developed in partnership by the Department of Public Safety, Office of Facilities, Office of Student Activities, Office of Residential Life, and the Office of Risk Management.

8114.1 Procedures:

1. The use of propane cooking grills on university property is only permissible through University of New Haven Facilities Department or the Food Service provider Sodexo who will provide an approved grill package including a fire extinguisher. No personal grills may be used.
2. Grilling events and equipment shall be requested utilizing University of New Haven EMS reservation system. All requests must be approved by your advisor, Student Activities, Public Safety, and Facilities.
3. A Grill Package will contain; Grill, Propane, Lockout/Tag out with lock, 2 tents, garbage can, and potable water (hand washing station). This package will be set up and dismantled by Fire Science Club members, Sodexo employees or Hospitality Department who are trained in managing the use of the grill.
4. The trained Fire Science Club member, Hospitality Department or Sodexo employee will ensure grills are in good working order, check the propane tank and hose assemblies for leaks with a soapy solution prior to use and operate them according to manufacturer's instructions. Grillers will provide grill brushes and utensils.
5. Grilling for faculty, staff, visitors and large scale events will be performed by Sodexo and the Hospitality Department., The Fire Science Club has been trained and approved to grill for student groups. Exceptions during the summer can be made only when someone has attended the safety training and serve safe program.
6. Once assembled, grills must not be moved or tampered with. Any problems encountered with the grills should be reported immediately to the Facilities Department at **203-932-7087**.
7. **NEVER LEAVE YOUR GRILL UNATTENDED!** Most incidents involving gas grills occur when left unattended.
8. If a fire emergency or uncontrollable leak occurs, notify the fire department by dialing **911** and retreat to a safe distance.
9. Any damage to equipment must be reported to Facilities as soon as possible. Repair costs for damage in excess of normal wear and tear will be the booking group's responsibility.

8114.2 Grill Locations:

1. Grilling will occur in predetermined areas found at the following locations; Bixler/Botwinik Quad, German Club Pavilion, Bergami Patio, Bethel Quad, North Campus, Bartels Upper/Lower patio, Celantano Quad, Maxcy Hall Quad, Bethel Hall Lawn and South Campus rear lawn. Additional locations may be approved by Department of Public Safety.
2. These outdoor locations must be **20 feet** away from buildings, exits, and in well ventilated, unenclosed areas.
3. Grills should be placed on a flat, stable, noncombustible surface with a 3 foot safe zone barrier around the grill.
4. Small propane grills are allowed at the North Campus only for tailgating during athletic events. These grills must be operated according to manufacturer's instructions and in designated locations, (North Campus preferred parking lot or grassy areas on the outskirts of the parking lot). A safe distance must be maintained between grills, vehicles and any combustible object. More tailgating information can be found at:
http://www.newhavenchargers.com/sports/2010/5/28/FB_0528103121.aspx?tab=footballgameday).
5. Stationary charcoal grilling locations are provided for resident use at Forest Hills, Main Street Condos and Savin Court Apartments. **Lighter fluid is not permitted** and charcoals must be discarded in the metal containers provided at these locations.

8114.3 Grilling Guidelines:

1. **All** grilling operations must occur outdoors and 20 feet away from any structure.
2. Grilling locations must not block building exits or interfere with walkways.
3. A 3 ft. safe zone around the grill must be maintained to prevent burn injuries.
4. Grills must be in good working order and maintained according to manufacturer's instructions.

5. Individuals operating the grill must not wear loose clothing and utilize long handled utensils.
6. Grills must be maintained in a clean and sanitary condition.
7. Open the Lid to the gas grill if applicable prior to lighting.
8. Problems with grills should be reported immediately.
9. Care must be taken when serving food so as the server has properly washed their hands, does not have any open wounds, and has properly cleansed the serving area.
10. Cleaning of the area after grilling is required. Ensure all trash is picked up and disposed of properly, any grease residue is wiped up, and all waste/left over food is disposed of properly to avoid bugs and rodents.
11. Spare propane tanks shall be stored upright and away from grilling operations.
12. Propane tanks shall be turned off when grilling has stopped.
13. If the charcoal grilling exception has been approved, only "Match Light" charcoal is permitted. Lighter fluid or other accelerants are not permitted on campus.
14. When you are finished grilling with charcoal, let coals completely cool before depositing coals in a metal container with lid. These containers will be found in areas around the tailgating area.

8114.4 Food Safety:

1. Food should arrive sealed from Sodexo unless a Food Waiver is approved.
2. Food preparation should take place in-doors if possible to avoid contamination and possible health hazards.
3. All food cooked on the grill should be protected from dust, dirt, insects, rodents, and other forms of contamination.
4. Foods, which are cooked on the grill, should be dispensed directly from the grill using sanitary utensils and stored in clean containers with covers or wrapped if not immediately served. DO NOT SERVE RAW OR UNDERCOOKED MEATS.
5. All meats should be kept on ice at a temperature below 40 degrees and protected until cooked.
6. Absolutely no animals are allowed within 20 feet of any food serving areas, indoors or outdoors. Service/Assistance animals are exempt.

8114.5 Fire Extinguishers:

1. A Multi-purpose ABC fire extinguisher must be present at all events involving grills. This extinguisher will be supplied by the Facilities Department.
2. Fire extinguishers should be fully charged, inspected and tagged by an authorized agency.
3. Fire extinguishers may not be taken from any building or structure to meet this requirement.

8114.6 Propane (Storage):

1. The Facilities Department is the only authorized department that may store propane on campus. No other areas shall possess or store propane tanks.
2. Facilities provides 20lb LP cylinders. Larger cylinders for special events must be approved by Facilities and Public Safety prior to use.
3. Propane tanks must be stored outside in a well-ventilated, locked, metal cabinet that prevents tampering with valves.
4. Protection against vehicle impact shall be provided with a substantial barrier around the cabinet.
5. Storage cabinet(s) shall be located in accordance with NFPA 58 section 8.4 with regard to distances from any doorway, opening in a building frequented by the public, nearest important building, busy thoroughfares or sidewalks, line of adjoining athletic field or other points of public gathering. Questions regarding storage locations can be directed to the University Fire Marshal.

8114.7 Training:

1. Any organization or group that performs grilling during the academic year must send a representative to attend fire safety training session for BBQs on campus.
2. Contact the Department of Public Safety for all training requests.

**** It is the responsibility of the student organization and event advisor to see that the procedures outlined in this policy are followed. Failure to abide by this procedure may result in the loss of grilling privileges for the student organization for the remainder of the academic year.**

* * *

This Policy's Contact Person:

Associate Vice President for Public Safety & Administration
University of New Haven
300 Boston Post Road
West Haven, CT 06516
(Office – 203-932-7247) (Email- rquagliani@newhaven.edu)

* * *