

CCTV

CCTV will be installed at the premise, this will visually record during all hours the premise is open to the public or any licensable activities (and audio where the premise and police deem necessary).

Recordings will be kept for at least 28 days.

CCTV CAMERAS will cover all entrances, exits and any areas used for licensable activity.

Recordings will provide clear images permitting the identification of individuals.

All equipment must have a constant and accurate time and date generation.

The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected.

Members of trained staff must be present at the premises during operating hours who must be able to provide viewable copies on request to police or authorised local authority officers OR within a 48 hr period in accordance with the Data Protection Act 1998 (or any replacement legislation).

CCTV log will be kept on the premise, log should document when cameras have been checked to be in full working order, and this will be available at all times for review by Police or Regulatory Services.

Checks will be made each day the premise is open and licensable activity is taking place.

CCTV cameras will also cover the smoking areas which will be monitored by staff.

INCIDENT LOG

All Incidents will be recorded, and will include a brief description of the incident, date and time.

Records will be made at the time or if not reasonably practicable within 24 hours.

This will include any complaints from neighbours.

Records will be available at all times for Police or Regulatory Services to review.

REFUSALS LOG

A log will be kept of all refusals, and will include a description, time and date.

Records will be made at the time, if not reasonably practicable within 24 hours.

Records will be available at all times for Police or Regulatory Services to review.

This will also run in conjunction with the Challenge 25 scheme (see below)

Training Records

A written document of training provided to each member of staff must be held on the site and be in a written form. This document will be left on site and will be made available to the police, local authority or any other relevant authority seeking inspection or a copy.

Authorisation of Sale of Alcohol

Authorised for the sale of Alcohol will defined in a written document. This will detail who is authorised the sale of alcohol and evidence that the staff member has been

trained to spot underage drinkers. This document will be signed by both the staff member and the DPS. This document will be left on site and will be made available to the police, local authority or any other relevant authority seeking inspection or a copy

DRUGS

The premise will have a drugs policy. This will be available to Police and Regulatory Services on request.

The premise will operate a no tolerance drugs policy.

Records of checks around the premises, including the toilets, will be recorded.

The premise will reserve the right to search on entry should they feel this is required, they retain the right to refuse entry.

Any drugs seized will be deposited with the police as soon as is reasonably practicable and records will be kept, these will be made available to Police or Regulatory Services on request.

Checks of toilets will be made by staff on a regular basis and a record kept.

SIA Staff will be employed when it is deemed by a risk assessment that these will be required or when asked to do so by the police, local authority or any other relevant authority

Door Supervisors will hold a valid and current SIA licence (suspended and revoked licence holders are not permitted to carry out SIA activity).

Door Supervisors while on duty will clearly display their SIA licence, this will be over the outer layer of clothing, in a high visibility arm band or lanyard.

A register will be kept at the venue, this will include door supervisor's names, badge number and times started and finished, this will also include any injury or incident while on duty. This record will be made available to Police, SIA or Regulatory Services on request.

Door Supervisors will show their badge to Police or SIA on request in line with SIA guidelines.

Door Supervisors will be trained and employed by the venue, the responsibility for these staff while on duty will be the venue licence holder.

SMOKING AREA- will be monitored by CCTV cameras and no drinks/bottles will be allowed to be taken outside. Access is via the venue only, there is no external access allowed.

CHALLENGE 25

To operate the challenge 25 scheme in the premises

To display appropriate signage/information for customers informing them you operate challenge 25

All staff to be trained in the understanding of this scheme

To operate a refusals/challenge log alongside this scheme to ensure all challenges made by staff are fully recorded in this log – date/time/member of staff/ID produced yes or no

STORAGE FOR ALCOHOL

Alcohol will be locked in storage cupboards inside the venue which will only be accessed via the owners/managers

LIVE MUSIC

Acoustic only, all doors and windows will be closed by 2200 hours on a daily basis if music is being played. With door closers being installed from the outset. Music will not be amplified. Noise will be monitored if music is being played and a record kept of sound recordings/decibel readings saved.

CAPACITY

This will be monitored on a daily basis and refusals of entry if the venue is at full capacity (as advised by your fire RA). If there is any kind of event staff will control/monitor the capacity by means of clickers/counters/tickets and capacity levels will be recorded and made available upon request for viewing.

RISK ASSESSMENTS

Risk assessments will be done for ANY and ALL events being held at the premises and kept on site and made available for viewing upon request by the police or other authorised authority.

These risk assessments will document the capacity for the event, how this will be controlled, if there is a requirement for SIA staff to be employed (and why, what are the risks) and the staffing level for the event.

GLASS BOTTLE BINS

Will be emptied before 2100 hours on the days they are emptied.

DOORS and WINDOWS

All doors and windows will be closed by 2200 hours daily with the doors having automatic hinges on them.