

Clockwork Tavern LTD

Risk Assessment Promoting The 4 Licencing Objectives.

The Prevention of Crime & Disorder.	Risk.	Measures put in place to avoid risk.	
	<p><u>Security in and around the premises.</u></p>	<p>Both Alarms and CCTV are installed in and around the premises, CCTV is also installed on the exterior of the premises, recording all entry and exit points and recording 24/7.</p> <p>CCTV is saved for 31 days, and footage can be easily downloaded on to a downloadable format (USB/External Drive)</p> <p>CCTV shall be provided to the police or an authorised officer of the Licencing Authority upon request.</p> <p>All CCTV recordings will donate and accurate date and time.</p> <p>2 SIA trained staff will be active on the Entry/Exit Doors at any one time on Fridays & Saturdays between 10pm until the premises closes plus 1 SIA staff will be active in and around the venue.</p> <p>Notices are prominently displayed on multiple windows that the premises and Eastgate area is being monitored by CCTV.</p> <p>The Challenge 25 scheme will be adopted with notices and posters being clearly displayed around the premises & Bar Staff & Door Staff are trained to ask anyone for a legal I.D document if a person looks under the age of 25.</p>	

Conflict, violence, or aggression in and around the Premises.

The Designated Premises Supervisor or another Personal Licence holder will be on the premises every Friday & Saturday from 8pm to end of permitted hours.

The terminal hour to be 10pm for alcohol consumption outside the premises 7 days per week (Mon-Sun)

On Fridays & Saturdays, no customers will be allowed to enter the premises after 1am, regardless of whether these customers are newly arriving or existing customers going outside the premises for a cigarette.

SIA door staff will start their shifts every Friday & Saturday at 9pm also including Bank Holiday Sundays.

The DPS is a member of the local pub watch scheme (BOBB - Behave or Be Banned).

At the very least we will have a ratio of 1 door supervisor per 50 customers.

SIA staff will use entry clickers to control the capacity entering the premises to prevent overcrowding and patrons possibly becoming aggressive through accidental jostling.

Alternatives to glass drinking vessels should be considered to prevent glassware being used as an assault weapon, particularly during promoted events. i.e. plastic shot cups etc.

Trained glass collecting staff will be on shift to collect all empty glassware as soon as its use is no longer needed to prevent glassware being used as a weapon.

	<p><u>Safety of the Customers while leaving the premises.</u></p>	<p>A duty of care policy regarding persons suffering adversely from the effects of drugs is in place at the premises.</p> <p>The policy includes drug awareness training for all staff so that they can recognise the effects of controlled drugs and provide medical attention where necessary.</p> <p>All staff are briefed on the policy. A record will be kept of the date and name of person trained.</p> <p>If a customer suspects that their drink has been spiked, staff will report it to the police immediately. A process for this is clearly set out in a duty of care logbook.</p> <p>A 'chill out' area will be provided by staff at the rear entrance which will be cooler and quieter than rest of venue, while waiting for emergency services to arrive.</p> <p>Help discourage drink driving by promoting schemes such as Designated Driver, with notices clearly displayed premises throughout the premises.</p> <p>Display information to customers with regards to safe options for travelling home such as Taxi's.</p> <p>Information will include access to licensed taxi cabs or licensed private hire vehicles, the location of taxi ranks.</p> <p>Provide a free taxi phone service and a safe waiting area for customers inside the premises.</p>
--	--	--

Prevention of Public Nuisance.

Offer a 'chill out' period at the end of an evening which will allow a slow dispersal from the premises allowing door staff to gain a handle on problem individuals, preventing arguing over taxis or congregation and clashes around nearby venues.

All lighting inside the premises will be turned on 30mins before the end of an evening to affect the alertness of customers before they leave the premises.

Increased external lighting is put in place to provide added safety for customers as they leave the premises.

A noise management policy in place that sets out sound attenuation measures to prevent or control music, singing and speech noise breakout from Premises.

Live Artists & DJs perform inside the VIP area which is situated well away from the entry/exit doors, dampening the volume leaving the premises.

Live Artists & DJ's will use the in-house equipment so that noise levels can be set to the correct limit keeping noise to the correct levels at all times, A sound limiter will be in place to determine the acceptable sound levels and will be used at all times.

A diary log will be kept to register noise levels on Fridays & Saturdays for proof that policy is being adhered to. This record will be kept and made available for inspection by the Licencing Authority or Environmental Health Authority.

Entry/Exit doors will be kept shut at all times, only opened to leave customers enter or exit the premises to avoid noise breakout as much as possible.

Live Acts or DJs are made aware of the policy in advance of any performance.

	<p><u>Prevention of Public Nuisance outside the premises.</u></p>	<p>Doors are fitted with self-closing devices.</p> <p>Only the premises licence holder and the designated premises supervisor will have access to the sound limiting device.</p> <p>All entertainment facilities such as DJ booth, stage and loudspeakers are away from doors and windows. All speakers are mounted on ceiling and facing in an inwards/downwards direction away from windows and doors.</p> <p>Noise monitoring will actively be carried out on a regular basis and in particular when a new form of entertainment is introduced at the premises, when alterations are made to the premises or when a complaint is made directly to the venue.</p> <p>A contact telephone number is available to residents which they can use to report noise disturbances to a responsible person at the venue as and when they occur. The phone line is always available while the licence is in use.</p> <p>All Live acts are acoustic acts only, this will make a huge difference in the noise levels leaving the premises when doors are opened. No more than a Trio Act is permitted to play at the premises at any one time.</p> <p>From 10pm on Fridays and Saturdays, only 15 persons at any one time will be allowed outside the premises for a cigarette.</p> <p>Entry/Exit Points have been moved to the rear doors of the premises, an additional 30 yards away from residents.</p>
--	--	---

	<p><u>The protection of children from harm.</u></p>	<p>Barriers will be in place every Friday & Saturday from 7pm until close & set up to help direct customers leaving the premises in the opposite direction from the residents' homes and directly to the Taxi Rank that sits at the rear of the premises.</p> <p>Mobile Cigarette bins are in place at the entry/exit doors and posters are on door windows to promote customers using the bins provided.</p> <p>Outside Seating is removed, therefore customers have no where to sit and chat while smoking cigarettes, resulting in cigarette periods being a lot shorter.</p> <p>Be sure that notices requesting customers to respect the needs of the residents and to use the area quietly are displayed.</p> <p>No person under the age of 18 are allowed into the premises after 9pm unless an organised/private event is in progress for under 18 year olds.</p> <p>No children under the age of 16 are allowed into the premises after 9pm unless they are attending a pre-booked function or event and accompanied by an adult.</p> <p>The 'Challenge 21' scheme to be in place at the premises with notices and posters to clearly be always displayed near the entry area and bar area.</p> <p>No person under the age of 18 shall be employed whether paid or unpaid for the purpose of serving alcohol.</p>
--	--	---

		<p>No children's discos/parties to take place unless responsible parents/guardians or responsible adults are present at all times.</p>	
--	--	--	--