

Draft Annex 2

Prevention of Crime and Disorder

1. At least one Personal Licence holder will be available at all times when alcohol is being sold.
2. The DPS will be available / contactable at all times.
3. CCTV covers the majority of the site. Specific cameras are deployed within the bar area, reading room, corridors, car park, front and rear of the property.
4. Alcohol and soft drinks are served in appropriate receptacles.
5. The premises operates a strict Alcohol Management plan.
6. Customers are not be permitted to take open containers of alcohol off the premises.
7. Customer are not permitted to bring containers of alcohol into the premises.
8. The premises operate a capacity limit of 300 to prevent overcrowding which could lead to crime and disorder on the advice from the local Police and Fire Service. Staff ensure the capacity limits are not exceeded, at all times.
9. Drugs are not permitted on-site and a drugs register will be maintained. The Police will be notified of all seizures of controlled drugs.
10. Searching as a condition of entry will be considered at all times and will be mandatory when directed by Police.
11. Bottle bins for the collection of empty bottles shall not be accessible to members of the public.
12. All-inclusive nights or other irresponsible drinks promotions are not permitted.

Prevention of Public Nuisance

1. Noise or vibrations from any event will be maintained at a level agreed with the local council police and licensing team
2. Disposal of empty bottles into waste receptacles outside the premises will not be permitted to take place between the hours of 24:00 hrs and 08:00 hrs to minimise disturbance to nearby occupiers.
3. The playing of live music in the outside areas of the premises is not permitted after 23:00hrs.
4. The outside seating areas are closed to the public after 23.00hrs.
5. Litter receptacles are placed outside the premises for customers to use and shall be emptied daily.
6. The premises has a waste collection contract to remove waste on a weekly basis.

Protection of Children from Harm

1. No persons under the age of 18 may purchase alcohol anywhere within the licensed premises.
2. The premises shall operate a Challenge 25 policy and signage about the age verification policy shall be prominently displayed on the premises.
3. A Challenge 25 policy shall be in operation at all times. Staff are familiar with the age verification policy and exercise due diligence by asking for proof of age from any person who appears to be under the age of 25. Documentary evidence can be photo driving licence, a passport or a proof of age scheme card which carries the PASS logo.
4. All staff shall receive training to prevent under age sales of alcohol, including checks to be undertaken at the point of sale of alcohol.
5. All staff will receive regular refresher training. Training is to be documented and training records are to be presented to the Police or an authorised officer upon request.
6. A refusals log will be kept on the premises to record any refused sales of alcohol to anyone who cannot comply with the Challenge 25 policy.
7. There shall be no adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Public Safety

1. A safety and evacuation plan is issued by our registered Health & Safety Officer and 7 exits are located on the premises for evacuation.
2. Adequate and appropriate First Aid equipment and materials are available on site for staff / customers if required.
3. Public first aid is managed and covered by our registered Health & Safety Officer
4. At least one suitable trained First Aider is on duty when the public are present.
5. The Barlow Institute holds Public Liability Insurance to the sum of £5,000,000 million. The certificate is displayed at the premises.
6. Portable firefighting equipment is certified and located around the building for localised incidents.
7. All electrical equipment used on site has
 - PAT/electrical safety certification prior to any mains connection.
 - Is located in a weatherproof area
 - Is located in an area (as best possible) so that it cannot be touched by public or unauthorised workers.