

## **The Prevention of Crime and Disorder**

A Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times when members of the public are present on the premises

The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage

A designated member of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority with the absolute minimum of delay

The DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, admissions refusals and ejections from the premises

The Incident Report Register will be produced for inspection immediately on the request of an authorised officer of the Licensing Authority or a Responsible Authority or Police

## **Public Safety**

The premises will be maintained in a safe manner at all times

All exits will be kept unobstructed, easy to open and clearly signed

All staff will be trained in emergency procedures and training records maintained

Written records of all accidents and safety incidents involving members of the public and/or staff will be kept. These will be made available at the request of an authorised officer

A suitably trained and competent person must ensure weekly safety check of the premises, decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer

First Aid equipment and materials adequate for the number of persons on the premises will be available on the premises at all times. All staff will be made aware of first aid location

## **The Prevention of Public Nuisance**

All refuse will be disposed of in an appropriate manner. Staff will be instructed to maintain all external areas in a clean and presentable manner at all times

Notices will be displayed asking patrons to leave the premises quietly and to have respect for local residents

Drinks in open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly

The DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises

## **The Protection of Children from Harm**

The staff will ask for photographic identification in the form of either a passport, EU photographic driving licence or PASS accredited identification, from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises

A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale, a description of the person refused, why they were refused (e.g. no ID, fake ID) and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003)

The premises will operate a "No ID, No Sale" policy at all times for persons who look under 25.

Staff will be trained in the understanding of this policy and training records maintained for inspection if requested by the police or any other responsible authority