

Public Document Pack



To: Councillor Copland, Convener; and Councillors Al-Samarai, Boulton, Hazel Cameron, Crockett, Fairfull, Grant, Greig and MacKenzie.

Town House,
ABERDEEN 28 September 2022

LICENSING BOARD

The Members of the **LICENSING BOARD** are requested to meet in **Council Chamber - Town House on TUESDAY, 4 OCTOBER 2022 at 10.00 am**. This is a hybrid meeting and Members and the Public may also attend remotely.

The meeting will be webcast and a live stream can be viewed on the Council's website. <https://aberdeen.public-i.tv/core/portal/home>

JENNI LAWSON
CLERK TO THE BOARD

BUSINESS

- 1 Minutes of Meeting of 23 August 2022 (Pages 5 - 12)
- 2 Application for Provisional Premises Licence - Convenience Store, 2 School Road, Aberdeen (Pages 13 - 30)
- 3 Application for Premises Licence Budgens, 12-14 Oldmeldrum Road, Bucksburn, Aberdeen (Pages 31 - 48)
- 4 Application for Premises Licence - Wine Away the Hourz, unit 15 Spires Business Unit, Mugiemooss Road, Aberdeen (Pages 49 - 66)
- 5 Application for Premises Licence - Tarragon Catering Limited (Pages 67 - 96)

- 6 Application for Premises Licence - Neo Space (Aberdeen) Limited, Neo House, Riverside Drive, Aberdeen (Pages 97 - 120)
- 7 Application for Provisional Premises Licence - Ivy Lodge, 62- 64 Shiprow, Aberdeen (Pages 121 - 148)
- 8 Application for Provisional Premises Licence - Rox Hotel, 17-23 Market Street, Aberdeen (Pages 149 - 182)
- 9 Application for Variation of Premises Licence - Co-op 295 Rosemount Place, Aberdeen (Pages 183 - 196)
- 10 Application for Variation of Premises Licence - His Majesty's Theatre, Main Theatre Area, Rosemount Viaduct, Aberdeen (Pages 197 - 218)
- 11 Application for Variation of Premises Licence - Karma, 44 Justice Mill Lane, Aberdeen (Pages 219 - 332)
- 12 Application for Variation of Premises Licence - Private Eyes, 70 Chapel Street, Aberdeen (Pages 333 - 356)
- 13 Application for Variation of Premises Licence - Revolucion De Cuba, Unit 1, The Academy, Aberdeen (Pages 357 - 380)
- 14 Application for Variation of Premises Licence - Siberia Bar & Hotel, 9/11/ Belmont Street, Aberdeen (Pages 381 - 414)
- 15 Application for Variation of Premises Licence - Soul (Ground Floor) Langstane Kirk, 333 Union Street, Aberdeen (Pages 415 - 430)
- 16 Application for Variation of Premises Licence - The Foundry, 43 Holburn Street, Aberdeen (Pages 431 - 452)
- 17 Application for Variation of Premises Licence - Triple Kirks (Ground Floor) Schoolhill, Aberdeen (Pages 453 - 466)
- 18 Application for Variation of Premises Licence - Triple Kirks (Upper Floor) (Pages 467 - 480)
- 19 Outdoor Drinking Areas - World Cup
- 20 Chief Constables Annual Report (Pages 481 - 488)

21 Annual Fees

Should you require any further information about this agenda, please contact Arlene Dunbar ardunbar@aberdeencity.gov.uk 523411

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LICENSING BOARD

ABERDEEN, 23 August 2022. Minute of meeting of the LICENSING BOARD.
Present: Councillor Copland, Convener; and Councillors Al-Samarai, Hazel Cameron, Crockett, Fairfull, Greig and MacKenzie.

MINUTES OF MEETING OF 1 JULY 2022

1. The Board had before it for its consideration the minutes of meeting of 1 February 2022

The Board resolved: -

To approve the minute.

APPLICATION FOR TEMPORARY LICENCE - 124B BALNAGASK ROAD

2. The Board heard from Sandy Munro, Depute Clerk to the Board that the application was for a temporary licence. The applicant holds a premises licence for premises at 106 Balnagask Road which is currently under reconstruction or conversion. He advised there had been no objections or representations received in connection with the application and that the temporary licence would be subject to the same conditions as the principal licence.

The Board thereafter heard from Tony Dawson, Solicitor in support of the application.

The Board resolved: -

to grant the application

APPLICATION FOR PROVISIONAL PREMISES LICENCE - THE PIGS WINGS, 22 UPPERKIRKGATE, ABERDEEN

3. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with the application and that all elements of the application were within policy and that the applicant had accepted all conditions for the licence

The Board thereafter heard from Mr Sasso, applicant in support of the application.

The Board resolved: -

LICENSING BOARD
23 August 2022

to grant the application

**APPLICATION FOR PROVISIONAL PREMISES LICENCE - COMMON SENSE,
PAVILION, UNION TERRACE GARDENS, ABERDEEN**

4.

**APPLICATION FOR PROVISIONAL PREMISES LICENCE - COMMON SENSE,
PAVILION, UNION TERRACE GARDENS, ABERDEEN**

4. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with the application and that all elements of the application were within policy.

The Board thereafter heard from Janet Hood, Solicitor in support of the application.

The Board resolved: -

to grant the application

**APPLICATION FOR PROVISIONAL PREMISES LICENCE - FOOD WAREHOUSE,
UNIT 2 BERRYDEN RETAIL PARK**

5. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with the application and that all elements of the application were within policy and that the applicant had accepted the CCTV condition.

The Board heard from Niall Hassard, Solicitor in support of the application.

LICENSING BOARD

23 August 2022

The Board resolved: -

to grant the application.

APPLICATION FOR PROVISIONAL PREMISES LICENCE - MARINER HOTEL, 345 GREAT WESTERN ROAD, ABERDEEN

6. The Board heard from Sandy Munro, Depute Clerk to the Board that there was one objection to the application, but the objector was not in attendance. He added that all elements of the application were within policy.

The Board thereafter heard from Janet Hood, Solicitor in support of the application.

The Board resolved: -

to grant the application

APPLICATION FOR PREMISES LICENCE - GOURMET CHEESE, 201 ROSEMOUNT PLACE, ABERDEEN

7. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with the application and that all elements of the application were within policy.

The Board thereafter heard from Janet Hood, Solicitor in support of the application.

The Board resolved: -

to grant the application

APPLICATION FOR VARIATION OF PREMISES LICENCE - YE OLD FRIGATE, 57 NETHERKIRKGATE, ABERDEEN

8. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with the application, he advised that the commencement of on-sale hours at 09:00 was outside policy. Mr Munro added that the earliest opening hour in the City Centre as per the policy statement is 10:00

The Board, thereafter, heard from Karen Gatherum, Solicitor in support of the application. Ms Gatherum stated that if the Board were minded to refuse the 09:00

LICENSING BOARD

23 August 2022

opening, her client was willing to amend the application and requested that all other elements of the application be granted.

The Board resolved: -

to grant the application as amended.

**APPLICATION FOR VARIATION OF PREMISES LICENCE - COGNITO THE DELI,
245/247 UNION GROVE, ABERDEEN**

9. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with the application and that all elements of the application were within policy.

The Board resolved: -

to grant the application

**APPLICATION FOR VARIATION OF PREMISES LICENCE - ESPIONAGE, 120
UNION STREET**

10. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with the application and that all elements of the application were within policy. He advised that Environmental Health had withdrawn their representation upon receipt of a layout plan

The Board heard from Stephen McGowan, Solicitor in support of the application.

The Board resolved: -

to grant the application

**APPLICATION FOR VARIATION OF PREMISES LICENCE - SHELL COCKET HAT
SOUTH, NORTH ANDERSON DRIVE**

11. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with these applications and that all elements of these applications were within policy.

LICENSING BOARD
23 August 2022

The Board resolved: -

to grant the application

**APPLICATION FOR VARIATION OF PREMISES LICENCE - SHELL PROPELLER,
INVERURIE ROAD, ABERDEEN**

12. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with these applications and that all elements of these applications were within policy.

The Board resolved: -

to grant the application

**APPLICATION FOR VARIATION OF PREMISES LICENCE - SHELL REDMOSS,
WELLINGTON ROAD**

13. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with these applications and that all elements of these applications were within policy.

The Board resolved: -

to grant the application

**APPLICATION FOR VARIATION OF PREMISES LICENCE - SHELL WELLINGTON ,
WELLINGTON ROAD**

14. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with these applications and that all elements of these applications were within policy.

The Board resolved: -

to grant the application

**APPLICATION FOR VARIATION OF PREMISES LICENCE - BOARDWALK, SEA
BEACH, ESPLANADE, ABERDEEN**

LICENSING BOARD

23 August 2022

15. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with the application and that all elements of the application were within policy

The Board heard from Stephen McGowan, Solicitor in support of the application.

The Board resolved: -

To grant the application.

**APPLICATION FOR VARIATION OF PREMISES LICENCE - THE PIER BISTRO,
SEA BEACH, ABERDEEN**

16. The Board heard from Sandy Munro, Depute Clerk to the Board that there had been no objections or representations received in connection with the application and that all elements of the application were within policy.

Thereafter the Board heard from Janet Hood, Solicitor, in support of the application.

The Board resolved: -

to grant the application

APPLICATION FOR PERSONAL LICENCE

17. The Board had before them a letter of representation from Police Scotland in respect of a Personal Licence Holder.

The Board heard from Police Constable Duthie who spoke to the letter. The Board thereafter heard from the Licence holder.

Sandy Munro, Depute Clerk to the Board advised that the options available to the Board were to either grant or refuse the application.

The Board resolved: -

To grant the application

LICENSING BOARD
23 August 2022

OUTDOOR DRINKING AREAS

18. Sandy Munro, Depute Clerk to the Board raised the issue of relaxing the condition preventing amplified music or entertainment in external areas for the Football World Cup in November to enable premises show the games outdoors. Councillors Greig and Al-Samarai had concerns about noise and neighbour disruption if this were to be allowed.

The Board resolved: -

To bring a report to the Board meeting in October to consider the issue further

LICENSING BOARD MEETING TIME

19. The convener asked the members if they were in favour of moving the licensing board meeting from 10:30 to 10:00 for all future meetings.

The Board resolved: -

to commence all future meetings at 10:00

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: PROVISIONAL PREMISES

PREMISES: CONVENIENCE STORE, 2 SCHOOL ROAD. ABERDEEN. AB24 1TY

DESCRIPTION

- Convenience store selling groceries, sundries and other goods commensurate with a business of this nature.
- Deliveries as required.
- Off sale alcohol from 10:00- 22:00 daily

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

The applicant has agreed to the imposition of the following conditions:

- CCTV
- Duty of Care
- Delivery Driver Conditions

POLICY

N/A

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: PREMISES LICENCE

PREMISES: BUDGENS 12-14 OLDMELDRUM ROAD, BUCKSBURN

DESCRIPTION

- Convenience store providing customers with a wide range of foodstuffs, goods and other services including the sale of alcoholic products for consumption off the premises from 10:00 – 22:00 daily

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

The applicant has agreed to the imposition of the following conditions:

- that there is a recorded age verification system in place in respect of remote/online sales and that 'Challenge 25' is carried out at any point of collection or delivery of alcohol.
- Local condition in respect of CCTV: to provide sufficient internal and external CCTV coverage of the premises to meet the current technical requirements of the Police Service of Scotland as detailed in Aberdeen City Licensing Board's Statement of Licensing Policy.

POLICY

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: PREMISES LICENCE
PREMISES: WINE AWAY DE HOURZ.UNIT 15, SPIRES BUSINESS UNIT.
MUGIEMOSS ROAD. ABERDEEN. AB21 9NY

DESCRIPTION

- Premises offering storage, receipt and delivering of wine purchased in an online wine shop.
- Off sale Alcohol for 10:00-22:00 daily.

OBJECTIONS/REPRESENTATIONS

- Public Objection X1

CONDITIONS

- The applicant has agreed to the imposition of the following conditions:
- That there is a recorded age verification system in place in respect of remote/online sales and that 'Challenge 25' is carried out at any point of collection or delivery of alcohol.
- Local condition in respect of CCTV:
- Duty of Care Condition.
- Delivery Driver Training
- The premises will not display any external advertisement or overt signage indicating that the premises is licensed under the Licensing (Scotland) Act 2005, for the purpose of selling alcohol products from the premises.

POLICY

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We only have 2 objection's.

We have very limited car parking down here. We pay for 5 spaces and can only envisage people will come down and just park anywhere, the spaces are sign posted but we have already had an instance where a member of staff was told to shove off (I am using polite language) when this issue was raised.

We also get a lot of deliveries from big lorries who will block vehicles in and may cause a problem or 2.

I note also the license is to run till 10pm, most businesses here close at 5pm and everyone is away, people roaming around here may cause future problems.

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Please find below my response to the objection

Wine Away the Hourz is an online business and the office in Unit 15 will be used to store the wine. The business will receive deliveries and will also be utilising couriers to ship the wine out to customers. There is no plan to have customer come to the office to collect wine orders. As requested by the Police Scotland the premises will not display any external advertisement or signage to indicate that the premises is licensed.

The request to have the license to run until 10pm is to allow flexibility. As mentioned above there will not be individuals collecting their orders so there will not be people roaming around. As per the Licensing Board, CCTV will also be in place for Unit 15.

Thanks

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: PREMISES LICENCE
PREMISES: TARRAGON CATERING LIMITED 137 ROSEMOUNT PLACE
ABERDEEN. AB25 2YH

DESCRIPTION

- Café bistro offering conference, restaurant facilities and bar meals, reception facilities and recorded music.
- On sale of Alcohol from 12:00 -00:00 daily
- Children and young persons will have access to all public parts of the premises under the supervision of an adult.

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

The applicant has agreed to the imposition of the following conditions:

- Duty of Care
- Drug Policy

POLICY

2. PREVENTING CRIME & DISORDER

The Board is committed to improving the quality of life for the people of the city by adopting and enforcing policies designed to increase community safety and reduce the threats of crime and disorder. In terms of this licensing objective the Board considers there to be a number of factors including,

but not limited to:

- Underage drinking
- Drunkenness
- Illegal substances

- Violent behaviour
- Anti-social behaviour
- Vulnerability

In order to combat the risks inherent with the sale of alcohol the Board will seek to operate a partnership approach with licence holders, applicants and partner agencies.

What the Board Will Do:

- Apply appropriate conditions to licences to mitigate the risk of potential crime or disorder, including but not limited to a local condition on duty of care on all on-sales premises.
- Ensure all policies are up to date and fit for purpose.
- Work closely with all stakeholders to ensure all relevant information is kept up to date and accessible.
- Endorse initiatives designed to prevent crime and disorder.
- Consider the review of licences where a breach of the licensing objective cannot be rectified by other means.

What the Board Will Expect of Licence Holders

- Effective and responsible management of premises including evidence of written procedures for managing incidents..
 - Up to date training and supervision of staff.
 - Provision of effective CCTV in and around premises.
 - Provision of external lighting and security measures.
 - Employment of SIA registered door supervisors when appropriate.
 - Use of radiolink or other such scheme.
 - Adherence to the Board's Drugs Policy.
 - Enforcement of Challenge 25.
- Adoption of best practice guidance where available.
- Evidence of a relevant dispersal policy where appropriate.

- Co-operation with police and Licensing Standards Officers.

What the Board Will Expect of Partner Agencies

- Provision of all relevant up to date information as the Board requires.
- Involvement in mediation/intervention procedures to rectify any problem areas.
- Involvement in Premises Licence Review as a last resort

3. SECURING PUBLIC SAFETY

The Board is committed to ensuring the safety of persons within licensed premises as well as

those in the surrounding areas.

When considering this licensing objective, a number of factors should be considered including, but

not limited to:

- Capacity – this will be assessed by the Council's Building Standards department to establish a maximum safe capacity figure in terms of the regulations. Please note the safe maximum operating figure may be smaller than the technical figure.
- Maintenance of premises.
- Fire safety.
- Suitability of glassware or alternatives to glass.
- Disabled access and facilities.
- Nature of activities to be carried out on the premises.
- Vulnerability of patrons.

Again, the Board will look to operate a partnership approach with all stakeholders in order to ensure that public safety is not compromised by the operation of licensed premises.

What the Board Will Do:

- Promote education and awareness of potential risks.
- Apply additional licence conditions where appropriate for the purposes of this licensing objective.

- Facilitate effective communication between all relevant parties.
- Disseminate relevant information from partner agencies as widely as possible.
- Review licences as a last resort.

What the Board Will Expect of Licence Holders/Applicants:

- High standards of maintenance of premises.
- Membership of schemes to secure public safety such as radiolink and pubwatch.
- Glassware or alternatives to glassware including toughened or safety glass frequently cleared
- Accurate disability access statements. Although these are only required for new applications the Board would encourage all existing premises to consider the preparation of an appropriate statement for publication.
- Clear and accurate signage in and around premises

Fully completed risk assessments where appropriate, for both premises and proposed activities to be carried out.

- Policies on crowd management and dispersal, both in the ordinary course of operation and in an emergency.
- Regular maintenance and testing of security and operating systems.
- Designation of a “safe space” within the premises in which vulnerable persons can be provided with assistance.
- Co-operation with Police Scotland and Licensing Standards Officers including access to all relevant policies and procedures such as dispersal policies and incident management.

What the Board Will Expect of Partner Agencies:

- Co-operative approach.
- Effective communication and the sharing of up-to-date relevant information.
- Involvement in a licence review as a last resort

4. PREVENTING PUBLIC NUISANCE

The Board believes that licensed premises have the potential to have a significant impact on communities. It wishes to maintain and protect the amenity of the

surrounding neighbourhoods whilst recognising the valuable cultural and social aspects of such premises.

Whilst licensing powers are not the main statutory mechanism for dealing with public nuisance in general the Board will interpret public nuisance in a wider sense where it relates to the operation of licensed premises, and in particular issues such as noise and litter.

Again, a number of factors should be considered including, but not limited to:

- Location of premises. In particular the proximity to residential or noise sensitive premises such as medical facilities, sheltered housing, schools, places of worship, nurseries and suchlike.
- Hours of operation. Closely related to the location of the premises, the hours of operation should reflect what is appropriate for the surrounding neighbourhood.

The terminal hours indicated in the Supplementary Policy on Licensed Hours are the maximum available and will not be suitable for all premises.

- Nature of activities. Any activities carried on in the licensed premises should not be detrimental to the ambience of the locality.
- Outdoor areas. The Board will include a Supplementary Policy on this issue, but applicants will require to ensure that the inclusion of an outdoor licensed area in any premises is appropriate and will not contravene the licensing objective of preventing public nuisance.
- Smoking areas. These should be designed to minimise public nuisance and regularly monitored to cut down on noise and litter.
- Noise from patrons entering and exiting the premises.

What the Board Will Do:

- Consider the proximity of proposed licensed premises to noise sensitive premises when considering applications.
- Ensure that licensed hours and activities are appropriate for the type of premises and locality. The terminal hours indicated in the Supplementary Policy on Licensed Hours are the maximum available and will not be suitable for all premises.
- Improve communication between the trade, partners and local communities.

- Impose additional licence conditions where appropriate to prevent public nuisance.
- Highlight best practice where available and increase awareness and education on potential areas of risk.

What the Board Will Expect of Licence Holders/Applicants:

- Take a proactive approach to public nuisance with a risk-based approach.
- Be mindful of the location of the premises, hours of operation and activities.

Comply with all conditions of the premises licence.

- Ensure appropriate control measures are in place and staff training is up to date and relevant.
- Consider public nuisance when establishing the design and layout of the premises.
- Adequate supervision of any outdoor area, smoking area and patrons entering/exiting the premises.
- Sharing of best practice via trade groups.
- Participation in communication to resolve any issues that may arise.

What the Board Will Expect of Partners:

- Enforcement of other statutory powers where appropriate.
- Sharing of relevant information.
- Participation in dialogue to resolve potential issues

5. PROTECTING AND IMPROVING PUBLIC HEALTH

The Board recognise that excessive consumption of alcohol can cause or exacerbate a number of health problems. All applicants will be expected to demonstrate measures to be taken to protect public health, and all licence holders will be expected to maintain those standards and take all necessary steps to prevent excessive consumption.

Whilst licensing is an important tool in the protection of public health it will not be sufficient in isolation and accordingly the Board will be interested in hearing from and working alongside relevant partners and interested parties where appropriate.

Factors to be considered in connection with this particular licensing objective include, but are not

limited to:

- Access to alcohol by vulnerable persons
- Excessive consumption
- Irresponsible promotion of alcohol
- Education of unit strength of alcohol

What the Board Will Do:

- Utilise local conditions on licences where appropriate.
- Liaise with public health organisation, the local licensing forum and other relevant parties.
- Monitor the number and capacity of premises, public health data and overprovision policies.
- Contribute to raising awareness of the licensing system.

What the Board Will Expect of Licence Holders/Applicants

- Proactive layout of off-sales premises to discourage impulse buying.
- Adequate staff training, including refusals policy and incident recording.
- Availability of low/non-alcoholic products and soft drinks.
- Licensed hours reflective of operating hours.
- Awareness of irresponsible promotions.

What the Board Will Expect of Partner Agencies:

- Effective communication of relevant trends and information.
- Provision of accurate statistics to assist with Board policy and decision making.
- Participation in efforts to increase public awareness of initiatives to protect and improve public health

6. PROTECTING CHILDREN AND YOUNG PERSONS FROM HARM

The Board recognises that the question of access to licensed premises by children and young persons is not one that can be answered with a one size fits all type of approach. The suitability of premises will depend on a number of factors including layout of the premises, activities or services available, and typical customer demographic.

Applicants and licence holders should also be aware that access for children and young persons will bring with it additional responsibilities and may result in additional conditions being attached to the licence.

What the Board Will Do:

- Assess all applications for suitability of access for children and young persons.
- Impose additional conditions where necessary to protect children and young persons from harm.
- Limit the hours during which children and young persons have access if appropriate.
- Limit activities which may take place on the licensed premises during hours in which children and young persons have access if appropriate.

What the Board Will Expect of Licence Holders/Applicants

- Consider the ambience of premises and what is appropriate in terms of children and young persons' access.
- Ensure facilities are appropriate to the areas of the premises to which children and young persons are to be afforded access.
- Vigilance against underage drinking and proxy purchasing.
- Strict enforcement of Challenge 25.
- Comprehensive and up to date staff training.
- Restrict access for children and young persons to appropriate hours and parts of the premises.

What the Board Will Expect of Partner Agencies:

- Communication of relevant information.
- Sharing of best practice or initiatives designed to improve standards.
- Participation in mediation in the event of issues or licence review hearings as a last resort.

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: PREMISES LICENCE

**PREMISES: NEO SPACE (ABERDEEN) LIMITED. NEO HOUSE. RIVERSIDE
DRIVE ABERDEEN. AB11 7LH**

DESCRIPTION

- A serviced office accommodation.
- Conference facilities, restaurant facilities, bar meals, club or other group meetings, recorded music, indoor /outdoor sports, televised sports
- Premises provides on sale alcohol from 12:30 – 23:00 Monday to Saturday and Sundays 12:30 –18:00

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

The applicant has agreed to the imposition of the following conditions:

- Duty of Care
- Drugs Policy

POLICY

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: PREMISES LICENCE
PREMISES: IVY LODGE 62-64 SHIPROW ABERDEEN. AB11 5BY

DESCRIPTION

- Bar and hospitality venue space offering bar meals, receptions and club meetings, recorded music, live performances, televised Sport, outdoor drinking facilities
- The premises may hold charity events, quizzes, psychic events, themed events, and karaoke
- On sale of alcohol in the premises from 11:00-02:00 and off sale from 10:00-22:00
- Children and young persons aged 0-17years will be permitted entry to all public parts when accompanied by an adult until 9pm, however, after 6pm, children and young persons must be accompanied by an adult and partaking in a meal.
- If children or young persons are attending a function, then they can remain until the end of the function.

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

The applicant has agreed to the imposition of the following conditions:

- Drugs Policy
- Radio link scheme
- Door supervisors
- Duty of Care
- Outdoor drinking conditions

POLICY

6. PROTECTING CHILDREN AND YOUNG PERSONS FROM HARM

The Board recognises that the question of access to licensed premises by children and young persons is not one that can be answered with a one size fits all type of approach. The suitability of premises will depend on a number of factors including layout of the premises, activities or services available, and typical customer demographic.

Applicants and licence holders should also be aware that access for children and young persons will bring with it additional responsibilities and may result in additional conditions being attached to the licence.

What the Board Will Do:

- Assess all applications for suitability of access for children and young persons.
- Impose additional conditions where necessary to protect children and young persons from harm.
- Limit the hours during which children and young persons have access if appropriate.
- Limit activities which may take place on the licensed premises during hours in which children and young persons have access if appropriate.

What the Board Will Expect of Licence Holders/Applicants

- Consider the ambience of premises and what is appropriate in terms of children and young persons' access.
- Ensure facilities are appropriate to the areas of the premises to which children and young persons are to be afforded access.
- Vigilance against underage drinking and proxy purchasing.
- Strict enforcement of Challenge 25.
- Comprehensive and up to date staff training.
- Restrict access for children and young persons to appropriate hours and parts of the premises.

What the Board Will Expect of Partner Agencies:

- Communication of relevant information.
- Sharing of best practice or initiatives designed to improve standards.
- Participation in mediation in the event of issues or licence review hearings as a last

9. SUPPLEMENTARY POLICY – EXTERNAL DRINKING AREAS

The Board recognises that the incorporation of outdoor areas within the licensed footprint of premises can enhance the operation of such premises but considers that it also attracts additional responsibilities on the part of the licence holder to uphold the licensing objectives.

Before an application to licence an outdoor area will be considered the area in question must benefit from the necessary planning permission and, if required, a pavement permit from the Roads Department of Aberdeen City Council.

All outdoor areas must be delineated on the layout plan forming part of the premises licence and outdoor drinking should be included as an activity within the body of the licence.

The Board will expect premises who currently utilise unlicensed outdoor areas to incorporate such areas within the premises licence by way of variation. Applicants and licence holders must demonstrate that the areas will not contravene the licensing objectives, in particular with regard to noise, litter and antisocial behaviour. The areas must be regularly monitored, and glassware removed.

The Board will routinely attach additional conditions where an outdoor area is licensed including but not restricted to:

- Outdoor area to be clearly demarcated onsite.
- Use of the area to cease at 2200 hours.
- No amplified music or entertainment to take place in the outdoor area.

The terminal hour may be further restricted, and drinks may be required to be decanted into alternatives to glassware if appropriate

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: PROVISIONAL PREMISES LICENCE
PREMISES: ROX HOTEL. 17 -23 MARKET STREET, ABERDEEN. AB11 5PY

DESCRIPTION

- Hotel offering accommodation, conference, restaurant facilities and bar meals. Premises will also offer reception, club meeting with recorded music, live performances, dance facilities and outdoor drinking facilities.
- On sale of alcohol from 11:00 -00:00 Monday-Thursday and Sunday and 11:00 – 01:00 Friday and Saturday.
- Children and young persons will have access to all public parts of the premises under the supervisor of an adult.

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

The applicant has agreed to the imposition of the following conditions:

- Outdoor drinking conditions
- Duty of Care
- Drug Policy

POLICY

9. SUPPLEMENTARY POLICY – EXTERNAL DRINKING AREAS

The Board recognises that the incorporation of outdoor areas within the licensed footprint of premises can enhance the operation of such premises but considers that it also attracts additional responsibilities on the part of the licence holder to uphold the licensing objectives.

Before an application to licence an outdoor area will be considered the area in question must benefit from the necessary planning permission and, if required, a pavement permit from the Roads Department of Aberdeen City Council.

All outdoor areas must be delineated on the layout plan forming part of the premises licence and outdoor drinking should be included as an activity within the body of the licence. The Board will expect premises who currently utilise

unlicensed outdoor areas to incorporate such areas within the premises licence by way of variation.

Applicants and licence holders must demonstrate that the areas will not contravene the licensing objectives, in particular with regard to noise, litter and antisocial behaviour. The areas must be regularly monitored, and glassware removed.

The Board will routinely attach additional conditions where an outdoor area is licensed including but not restricted to:

- Outdoor area to be clearly demarcated onsite.
- Use of the area to cease at 2200 hours.
- No amplified music or entertainment to take place in the outdoor area.

The terminal hour may be further restricted, and drinks may be required to be decanted into alternatives to glassware if appropriate

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE

PREMISES: CO-OP 295 ROSEMOUNT PLACE

DESCRIPTION

- Store refit with an increase in capacity to 31.885m2.

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

- N/A

POLICY

N/A

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE
PREMISES: HIS MAJESTY THEATRE, ROSEMOUNT VIADUCT.AB25 1GL

DESCRIPTION

- Addition of activities in redeveloped space in adjoining part of building comprising extended foyer space and café bar.
- Adding in extension of building (previously under a separate premises license) following redevelopment of space and entrance to newly created café bar coming from main theatre.
- Variation of the description of the premises.

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

N/A

POLICY

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE

PREMISES: KARMA,44 JUSTICE MILL LANE, ABERDEEN. AB11 6EP

DESCRIPTION

- The name of the premises will be changed to Bar Arcade.
- The current description of the premises will be removed, and it will be replaced with "The premises will operate as a facility for nightclub entertainment including dancing, karaoke, arcade games and adult ball pit with ancillary facilities".
- On first floor there will be a reconfiguration of the seating arrangements and the introduction of arcade games and removal of DJ booth.
- On second floor there will be a reconfiguration of seating arrangements, creation of DJ booth box, erection of half height partitions and creation of adult ball pit, together with creation of two karaoke rooms, all as shown on the attached drawings.

OBJECTIONS/REPRESENTATIONS

- Police Scotland
- Environmental Health
- Public Objection X 1

CONDITIONS

- N/A

POLICY

N/A

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OFFICIAL

14 September 2022

Your Ref:

Our Ref: 663516

Licensing Team
Legal Services Governance
Aberdeen City Council
Marischal College
Broad Street
Aberdeen
AB10 1AB



Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
APPLICATION FOR THE VARIATION OF A PREMISES LICENCE
BARARCADE (FORMERLY SHACK), 44-56 JUSTICE MILL LANE, ABERDEEN,
AB11 6EP**

I refer to the above application for the variation of a premises licence under terms of Section 29(5) of the Licensing (Scotland) Act 2005.

The variation requested consists of the following requests, namely:

1. Change of premises name from Karma to BarArcade;
2. Amend premises description with the wording provided at 3(d) of the application form;
3. Amend the layout of the premises as detailed in the plans provided:
On first floor there will be a reconfiguration of the seating arrangements and the introduction of arcade games and removal of the DJ booth. On the second floor there will be a reconfiguration of the seating arrangements, creation of a DJ booth box, erection of half height partitions and the creation of an adult ball pit, together with the creation of two karaoke rooms.

In terms of Section 29(5) of the Act this request can be considered a variation.

In terms of Section 22(1)(b)(ii) and (iii) of the Licensing (Scotland) Act 2005, I make the following representation.

The Local Authority Environmental Health Officer must be satisfied with detailed Risk Assessments in respect of the activities being sought and which have, not yet, been made available to Police Scotland.

No policy appears to be in place which indicates how sobriety of participants is to be assessed.

OFFICIAL

OFFICIAL

In respect of point 3, above and the activity of an Adult Ball Pit, I request the following conditions be considered by the Board:

1. The Adult Ball Pit area to be secured when in use;
2. The above area to be subject to a terminal hour of 2200 hours daily or earlier if deemed appropriate by the Board;
3. A system to be in place which records assessment of each participant in terms of sobriety/intoxication and no person under the influence of alcohol or any other suspected substance to be permitted to participate in the activity;
4. Signage to be clearly displayed indicating that no alcohol is to be consumed prior to entering the designated activity area or participating in said activity;
5. The equipment to be used in accordance with a suitable risk assessment document;
6. The Adult Ball Pit area to be covered by CCTV.

In support of the licensing objectives, and in the absence of any Risk Assessment documents, I therefore recommend that the Board hear this application to be satisfied that suitable control measures are agreed at any hearing and that they be imposed as a condition of the licence.

This response is subject to government guidance or measures in place at the time of the event, in respect of COVID-19.

This letter has been submitted for your attention when considering this application.

Yours faithfully

Kate Stephen

T/Chief Superintendent

OFFICIAL

Good afternoon

Regarding the above application for a major variation for the premises licence, we comment as follows:

The adult ball pit activity proposed for the variation application, has the potential to cause injury or harm to participants if the risks to health & safety are not adequately controlled and managed. Therefore, to ensure that the premises have assessed the risks posed to both staff and customers, a risk assessment for this activity has been requested from the applicant. Clarification is also requested on the arcade games proposed, to ensure that the risk to health & safety has been assessed and will be managed accordingly.

Best Regards

Alison



Alison Robertson | Environmental Health Officer

Aberdeen City Council | Protective Services | Operations & Protective Services | Operations

Marischal College | 3rd Floor South | Broad Street | Aberdeen | AB10 1AB

Direct Dial: 01224 522214

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I refer to the variation application in respect of the above premises. It would appear that the ball pit and , less so, the arcade games request has stirred up a bit of a hornet's nest. To deal with the queries raised , I attach the risk assessments and other docs which show that the applicants have thought the request through very carefully and have the appropriate safeguards in place.

Unfortunately, I cannot copy the police into this email as they do not have an email address on their letter of representation. Perhaps the clerk could forward a copy to the relevant officer.

In responding to the police letter specifically, I have to confess to being slightly surprised at some of the conditions requested. In particular the proposed 10pm closure is odd given the nature of the proposed ball pit and further given that , as I understand it, there are premises in Aberdeen where axe throwing has been approved as a form of entertainment in a set of premises which operates until 1am. As can be seen from the Risk Assessments, the area is staffed and supervised etc when in use and clearly, anyone who was "the worse for wear" would not be allowed to use the ballpit.

The ballpit access is purchased by customers for a specific period with wrist bands provided to show who is entitled to be in. It is a bit like the way swimming pools operated (maybe still do!!) whereby the call would go out that "all persons wearing a red wristband must leave the ball pit now".

The area is covered by CCTV and, there is no drinking in the ball pit area of any description.

This is not a unique concept. Similar facilities are in use in premises in other parts of the country and operate well, safety, and are popular with the customers.

Hopefully, the attached documents and th brief summary here will allay the concerns of the officials.

Regards,
Archie

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RISK ASSESSMENT

Unit Name: 3 Mad Hatters

Date of completion: September 2022

Assessor Name: Dan Clark

CONTENTS

CO 01	Assault
CO 02	Stroboscopic Effects
CO 03	Slips, Trips and Falls
CO 04	Falls from Podiums / Stages
CO 05	Falling Bottles / Glasses
CO 06	Use of Smoke Machines
CO 07	Suspended Equipment
CO 08	Use of Lasers
CO 09	Control of Drugs
CO 10	Snow / Foam Parties
CO 11	Themed Entertainments
CO 12	Electrical Safety
CO 13	Fire Safety
CO 14	Gas Storage
CO 15	Lifting
CO 16	Control of Legionella
CO 17	Housekeeping
CO 18	Crowd Management
CO 19	Private Functions
CO 20	Violence to Staff
CO 21	Glass Collecting – Employees
CO 22	Operational Hazards - Customer Slips, Trips & Cuts
CO 23	Cleaning Broken Glass
CO 24	Cleaning of Body Fluids
CO 25	Noise at Work
CO 26	Glass Washing
CO 27	High Level Maintenance
CO 28	Working behind Bars
CO 29	Safety in Cellars
CO 30	Food Safety
CO 31	Use of Paints
CO 32	Use of Hand Tools
CO 33	Access to High Level
CO 34	Lone Working
CO 35	Cleaning
CO 36	Office Safety
CO 37	Personal Security
CO 38	Needlestick Injuries
CO 39	Ceilings
CO 40	Mobile / Moveable Lighting Rigs
CO 41	Manual Handling
CO 42	Cleaning Chemicals
CO 43	Under 18 events
CO 44	First Aid
CO 45	Smoking Area

CO	46	Covid 19 (General)
CO	47	Vulnerable People "Ask Angela"
CO	48	Air Conditioning / Vents
CO	49	WCs / Toilet Attendants
CO	50	COVID Bar Staff
CO	51	COVID Cash Desk
CO	52	COVID Cloakrooms
CO	53	COVID Staff operating Procedure
CO	54	COVID Customers
CO	55	COVID DJ
CO	56	COVID Security Staff
CO	57	COVID Glass wash
CO	58	COVID Washrooms
CO	59	COVID Ice Machine
CO	60	COVID Transportation of Ice
BP	01	BALLPIT Trips and Falls
BP	02	BALLPIT Customer Conduct
BP	03	BALLPIT Contamination
BP	04	BALLPIT Evacuation
BP	05	BALLPIT Cleaning
BP	06	BALLPIT Security
AM	01	ARCADE GAMES Electrical Shock
AM	02	ARCADE GAMES Slips & Trips
AM	03	ARCADE GAMES Flickering Screen / Epilepsy
AM	04	ARCADE GAMES Contamination, Virus control

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO01

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Assault	All Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Involvement of Door Security in physical violence either inside or outside the premises	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Door Supervisors / Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:	
1.	Door security staff to be holders of SIA Badges
2.	All contract door security must have received suitable training in the effective management of violent situations and aggressive behaviour
3.	All contract door security must have the above training requirement stipulated in their contract
4.	The number of door supervisors provided must be agreed with the General Manager and in line with the premises licence
5.	All door supervisors must be given instructions in any unit specific arrangements i.e. communication (2 way radios), CCTV, Incident Log Book usage etc.
6.	Avoid the use of "lone working" security and ensure that "team work" is deployed avoiding and single security personal being subjected to isolation, especially in higher risk areas

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Unit manager to continually monitor security team for positioning, in terms of risk, throughout the operation of any session. Higher risk areas such as front door to me monitored more closely and covered by CCTV

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO02

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Stroboscopic Effects	Main Club(s)

SIGNIFICANT RISK (S) IDENTIFIED	
Induced photosensitive epilepsy from flickering light effects	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Warning notices posted in the entrance foyer2. Strobe lighting controlled by DJ / LJ3. Advice given to DJ / LJ – no more than 5 flickers / second4. Synchronised flickers, when more than one strobe light is in use5. Employees advised that strobe effects operating in venue prior to employment

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO03

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Slips, Trips and Falls	Whole Premises
SIGNIFICANT RISK (S) IDENTIFIED Broken glass, bottles Wet flooring Changes in level	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Contrasted, highlighted, securely fixed step nosings where appropriate2. Staff present to prevent glasses / bottles being taken onto the dance floor or left on higher risk areas such as stairs, floors and walkways3. Signs placed stating no bottles / glasses to be taken on dance floor4. Spillages / breakages cleaned up as part of bar support staff duties (see CO21)5. Bar support staff check dance floors, steps and ledges throughout the evening and remove broken / empty glasses and bottles and remove any spillages or other hazards (see CO21)6. Steps and staircases throughout have handrails to aid identification and use7. Lite Patrol Scanner (where available) used to record glass collection / housekeeping checks.
--

FURTHER ACTION REQUIRED (to be completed by Unit Manager) Where Lite Patrol systems are not available the appropriate staff number must be deployed to ensure the whole of the public areas can be monitored and serviced on a regular basis. The timing of the "regular basis" to be dictated by the volume of people in any given area. Manager to ensure that all areas are regularly checked by duty / venue managers throughout the open session, directing staff where appropriate to deal with increased risks
--

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO04

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Falls from Stages	Club

SIGNIFICANT RISK (S) IDENTIFIED	
Falls due to customers dancing on raised stage areas	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Stages should be well lit and in clear view throughout the venue2. Public are not permitted to dance on stages greater than 800 mm in height, unless suitable safety railings are fitted or accompanied by a member of staff3. Public are not permitted to dance on stages where the means of access is not suitable, i.e. steps, treads etc.4. Where public are allowed on a stage, then a maximum number of users is stipulated and displayed on a sign, adjacent to the podium. This is controlled by door security.5. Door Supervisors do not allow public onto the stage where they exhibit obvious signs of intoxication

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Doorstaff to be aware of policy for customers on stage and no unsupervised access permitted. Stage area to have hazard tape around edges to display hazard for anyone on stage areas.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO05

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Falling Bottles / Glasses	Dance Areas / Balconies and Stairs

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Cuts and/or head injuries caused by bottles / glasses falling from a height, i.e. from balconies or staircases</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Balcony rails are bevelled or rounded to prevent persons placing glasses on them2. Drinks shelves are located behind railings to prevent glasses / bottles from being accidentally knocked over the balcony3. Staircases and balconies have guarding to prevent bottles / glasses being accidentally kicked Security presence in high risk areas, i.e. balconies to discourage throwing of glasses4. Continued checks by bar support to ensure no build up of bottles and glasses

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Lite patrol to be used and on a regular basis to ensure areas are kept clear and any excess is recorded and cleared with record to show compliance.</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO06

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Use of Smoke Machines	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED

Irritation to customer's lungs / eyes
Burns from contact with heating element of smoke machine
Restriction of visibility in the event of an emergency
Possible inducement of asthmatic attack

SEVERITY: HIGH / MEDIUM / **LOW**

LIKELIHOOD: HIGH / MEDIUM / **LOW**

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Separate COSHH assessment for the smoke formulations used
2. Smoke machines sited to prevent accidental contact
3. Smoke directed to avoid accidental contact with vapour droplets
4. Smoke directed above the heads of customers
5. Smoke generation stopped if visibility of safety exit signs is reduced.
6. Smoke formulations and machines to be obtained from an approved supplier

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Regular checks of the machines to be carried out and servicing by approved contractors.
Only approved fluid to be used and refilled by responsible person, fluid not to be stored near any other product to avoid any cross contamination.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO07

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Suspended Lighting Units / Rigs Suspended Speakers Permanently Suspended Effects	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Falling of lighting units Collapse of lighting rig Falling speakers Fire hazard if left with build up of dust and dirt	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Primary and secondary fixings provided to all speakers and lights 2. Annual inspection of all suspended lighting units / rigs / speakers and other effects carried out by a competent person 3. Primary and secondary fixings to be checked monthly by competent "in house" staff 4. Lighting units / speakers taken down and re-sited in accordance with best practice and by competent contractor. 5. No additional speaker / lighting effects to be installed without the permission of the general manager

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Regular cleaning of lighting and sound equipment to ensure no dust build up and maintenance of lighting units and sound system is carried out. To be carried out by competent person under supervision where relevant at higher levels.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO08

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Use of Lasers	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Eye injuries, including blinding, caused by inappropriate or unauthorised use of lasers as lighting effects</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Laser is only operated by trained and authorised persons2. Consideration is given to the locations of podiums and balconies during laser set up as per the risk assessment3. Signage provided warning customers that lasers are in use within the venue4. Lasers only to be installed by approved contractor to ensure appropriate powered laser is installed.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Regular servicing required and cleaning to avoid dust build up.</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO09

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Control of Drugs	All Areas

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Ill health effects from customers taking controlled substances outside areas under our control Customers risk of having drinks spiked</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. 'Zero Tolerance' to drugs.2. Drugs Policy displayed in Reception and toilet areas3. All instances of potential drug use recorded as an incident report (i.e drug paraphernalia found / empty containers)4. Random searches by security staff as condition of entry as required.5. Security staff and key staff made aware of policies and procedures and what to do in situations.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Door staff, searches random checks</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO10

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Snow / Foam Parties	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Skin irritation from contact with foam Slipping on areas wetted by foam Inability to see steps / barriers</p>	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All foam / snow parties provided by external contractors. External contractor to provide a full risk assessment and COSHH data sheet to be approved by the General Manager prior to the commencement of the party2. Appropriate signage to be displayed throughout venue detailing wet floors and stairs where appropriate.3. Disclaimers to be displayed at point of entry and details for ingestion at toilet areas for customers to view.4. Regular cleaning of areas deemed high risk to reduce slippage and maintain visibility for stairs.5. Lite Patrol to be used

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Additional toilet checks to be carried out throughout the event to ensure they are maintained and kept clean with no flooding or toilet blockages. Floors kept clear and key areas, with higher notice placed on stair and toilet areas.</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO11

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Themed Entertainments	All Areas

SIGNIFICANT RISK (S) IDENTIFIED

Special entertainments involving bungee running, bar fly, mechanical rodeo bulls, etc.

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Specific site risk assessment to be completed for each occurrence of a themed entertainment
2. Operations must be approved by Health and Safety Manager prior to contract
3. Supplier to provide own liability insurance and to provide a competent and able operator

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Only approved supplier to be used and liability insurance must be obtained prior to the event. Safety procedure must be reviewed with contractor prior to event.
Licence must be checked to ensure if is permitted by local authority where relevant.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO12

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Electrical Safety	All Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Fire Electric Shock Burns	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Door Supervisors / Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Annual inspection of electrical installation and portable appliances is undertaken by competent contractors approved by the Company2. All work on electrical systems and equipment is carried out by competent contractors approved by the Company3. RCD protection is fitted to sockets used for entertainment purposes4. Suitable training given to all staff required to change light bulbs, plugs etc.5. A safe system of work is provided when working on electrical equipment

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
No electrical work to be carried out unless done by approved and qualified electrician and only where approved by senior management. Ensure no overloading of sockets and no extensions used where customers have contact. No space heaters to be used on extensions and not in public areas.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO13

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Fire Safety	All Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Entrapment Burns Smoke Inhalation	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Site specific fire safety assessment completed and reviewed periodically
2. Company fire prevention system provided and records completed and maintained in accordance with policy
3. Regular servicing of fire fighting equipment and detection.
4. Regular fire training provided for staff to ensure they are aware of policies and procedures including escape and potential risk identification.
5. High risk areas are recorded and where possible reduce the risks

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Regular review of fire policy to ensure compliant. Servicing of fire fighting equipment and servicing of fire detection equipment to be upheld and recorded. Fire training to be carried out on monthly basis with staff, with evacuation also done on a regular basis to ensure staff are aware of procedures.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO14

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Gas Storage	Cellar areas and postmix machines

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Gas Leakage if not stored/fitted correctly. Gas cylinders falling over Staff</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:	
1	Any area that has gas stored has suitable ventilation available.
2.	Any bottles are stored correctly either by chains to the wall or laid flat on floor

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Ensure gas stored is in appropriate areas within venue and is stored appropriately and not over stocked</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO15

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA Throughout
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SIGNIFICANT RISK (S) IDENTIFIED	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Statutory examination of lifting equipment, hoists, escalators, passenger / goods lifts, chains, ropes etc. carried out by (The Landlord)2. Maintenance of lifts, hoists and escalators by competent contractors appointed by the Company3. Refer to the H&S Manual for further details

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO16

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Control of Legionella	Water Systems

SIGNIFICANT RISK (S) IDENTIFIED	
Bacterial and other infections including Legionellosis	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Planned survey of hot and cold water systems undertaken by a competent contractors appointed by the Development Director
2. Any specified work, including maintenance arrangements carried out by competent contractors appointed by the Development Director
3. Regular inspection of water tanks to ensure covers are in place

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Water tanks inspected and maintained on a regular basis by qualified person.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO17

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Housekeeping	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Slips, trips and falls Falling masonry or other building parts striking customers and/or employees Fire risk Insurance void</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Written opening and closing procedures are in place2. Workplace inspections are undertaken regularly (H&S Manual)3. Periodic workplace audits are undertaken by competent Health and Safety staff4. Inspection of the building structure is undertaken every 3 years by a competent person5. Records are maintained of all audits, inspections and remedial actions

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Lite patrol carried out at opening and closing of venue and any defects noted. Maintenance issues to be addressed immediately to reduce risks and further damage or additional hazards occurring.</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO18

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Crowd Management	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Crushing injuries Trampling injuries Noise control Violence</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Site specific assessment completed detailing high risk areas and the action taken to control crowds within that area2. Barriers used to control the direction and size of external queues3. Door Supervisors located at significant points throughout the club to aid in the early identification of potential circulation problems4. Employees appointed responsible for the safe evacuation of customers in an emergency5. Procedures in place to ensure that the venue does not exceed maximum capacity

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>All admissions recorded through tills and regular checks for current admission levels and customers remaining within venue. Doorstaff to be notified of any areas that are problem areas and they can ensure the areas are kept clear where possible and the flow of customers is maintained.</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO19

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Private Functions	Whole Venue

SIGNIFICANT RISK (S) IDENTIFIED	
Use of club or equipment in club by a third party – unfamiliarity with club equipment or procedures	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Written contract signed by all parties that includes emergency procedures and any significant risks associated with the unit.2. All necessary information and instruction is given to the third party3. Specific assessments are carried out for hazardous activities (see CO10 and CO11) and where appropriate, information supplied to private hirer4. Member of managerial staff on duty throughout evening and in full control of all aspects of the event5. Competent staffing is provided and security staff

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
To be reviewed and any requirements addressed by venue manager and third party

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO20

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Violence to Staff	Throughout the Club

SIGNIFICANT RISK (S) IDENTIFIED	
Physical Assault Verbal Abuse	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: All Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Trained registered door security employed to monitor customer behaviour
2. CCTV system provided. Cameras located to cover high-risk areas for both internal and external areas. Video records are maintained for at least 10 days
3. Door staff to be provided with radios to communicate between themselves to highlight any problem.
4. Regular checks by management and doorstaff throughout venue to identify any flashpoints.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Any persistent problem areas to be identified to security and higher visibility shown. Radios to be maintained Staff communication to be addressed

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO21

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Glass Collecting - Employees	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Glass breakage Glasses, bottles stacked incorrectly Noise	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Bar Support Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Baskets provided so that bottles and glasses can be transported safely
2. See broken glass assessment (CO23)
3. Glass collection / hazard checks recorded using the Lite Patrol Scanner
4. Procedure for controlling build up of waste glass in operation (see CO22)
5. Use of Polycarbonate glasses

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Where lite Patrol is not available support staff should be directed to ensure all public areas are checked for debris, spillages and other hazards with maximum 15 min intervals. All staff to be reminded to report any spillages or hazards to support staff, or remove the hazard themselves where possible

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO22

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Operational Hazards – Customers Slips, Trips, Cuts	Public Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Slips on spilt liquids or Trips on bottles and glasses Cut and lacerations from broken glass	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Procedure in place to minimise glass / bottle build up. Use plastic or polycarbonate vessels where possible
2. Patrol routes / areas established for bar support staff to maintain an area free of spills and other hazards
3. Person or people specifically designated responsible for maintaining glass collection and clearing of spills
4. Shelving, bottle bins etc. provided at high traffic points
5. All employees including management instructed to clear up glass / bottle waste and spills when it is observed
6. Deployment of equipment to remove any risk and install appropriate temporary warning signage where applicable

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Portable / battery wet vac and wet floor signage made available in parts of the venue with hard flooring.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO23

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cleaning / Clearing Broken Glass	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Cuts Lacerations	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Bar Support Staff / Bar Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Long handled dustpans / brushes provided
2. Separate disposal receptacle for glass / glass bottles
3. Toughened drinking glasses are supplied throughout (or plastic used), as per the buying guide
4. All staff are trained in safe procedures
5. Protective gloves provided * goggles provided for duties which involve emptying glass receptacles / bottle skips

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Additional training to be given to persons involved in the emptying of glass receptacles / bottle bin

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO24

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cleaning of Body Fluids	Throughout the Club

SIGNIFICANT RISK (S) IDENTIFIED	
Viral Infection, i.e. HIV, Hepatitis B	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Support Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Body fluids spillage clean up kits provided2. Training in use of kits provided3. Procedure in place for the correct disposal of body fluids4. Disposable gloves must be worn when dealing with any form of bodily fluids, including vomit, sanitary pads, etc.5. Designated cleaning materials provided for bodily fluids, separate mops, bins.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure adequate supply of PPE Ensure disposal is adequate and follows procedures.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO25

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Noise at Work	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Noise induced deafness from over-exposure to loud music	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: All Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">Noise Survey completed to determine noise levels in different parts of the venue where staff workMonitoring of noise levels carried out by competent personnelNoise mapping used to determine problem areas and requirement for staff to wear ear protectionInformation, instruction and training given to all 'at risk' employeesEar protection provided where necessary

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Regular checks of sound levels throughout venue. Sound system checked to ensure limited risk of over exposure. Djs informed about procedures and to minimise risk levels keeping control over sound levels.

RISK ASSESSMENT

SUBJECT OF ASSESSMENT	AREA
Glass Washing	Glass Wash
SIGNIFICANT RISK (S) IDENTIFIED Ingestion, inhalation or absorption of cleaning chemicals Cuts, lacerations	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Bar Staff / Support Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Cleaning chemicals can only be selected from approved supplier list (see CO42)2. Cleaning chemicals to be stored in a safe location to prevent accidental spillage e.g. not directly above food, on the ice machine, etc.3. Specific assessments on use of cleaning chemicals have been prepared, refer to H&S Manual4. COSHH data sheets for all products maintained on site5. Trays provided for glass storage and return to bars. No stacking

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure appropriate training provided to staff, ensure appropriate COSHH sheets are available Ensure machines are working correctly and within correct temperature

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO27

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
High Level Maintenance	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Falls from a height whilst adjusting, cleaning or otherwise maintaining lasers, effects lighting, audio equipment and other high level fixtures and fittings Falls from a height due to inappropriate means of access being used Tools or equipment falling onto employees below</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Site specific assessment to be completed by unit management, highlighting the type of access equipment to be used for each task. Assessment to be approved by the Health and Safety Manager2. All persons using access equipment and erecting scaffolds, etc. must be trained3. Sufficient access equipment provided where required and that it is maintained and in working order4. No Lone working for any contractor working at height

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>No lone working to be carried out by anyone including contractors working at height Access equipment is checked regularly as part of building checks</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO28

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Working Behind Bars	Bar
SIGNIFICANT RISK (S) IDENTIFIED Slips, trips and falls Cuts, Lacerations Contact with chemicals Injuries due to bottles / glasses falling onto toes	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Bar Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Spillages cleaned up immediately2. Flat soled shoes to be worn3. No open-toed shoes are worn4. Cleaning chemicals only selected from approved supplier list5. Specific assessments on use of cleaning chemicals have been prepared6. COSHH data sheets on all cleaning fluids available and maintained7. Broken glass cleaned up immediately (see separate procedure)8. Noise mapping carried out and appropriate ear protection and training provided
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FURTHER ACTION REQUIRED (to be completed by Unit Manager) Review bars regularly to pin point any high risk areas Ensure COSHH sheets are updated regularly to cover appropriate cleaning materials

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO29

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Safety in Cellars	Cellar

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Injuries sustained due to the handling of heavy / awkward loads High Carbon Dioxide levels or Oxygen deficiency Incorrectly stacked crates or boxes Unsecured compressed gas cylinders Chemical burns from the use of beer line cleaning chemicals</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Door Supervisors / Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Safety survey undertaken by a nominated supplier.2. Carbon Dioxide or Oxygen monitors provided where necessary3. Carbon Dioxide / Oxygen monitors maintained and tested where installed4. Emergency procedures displayed adjacent to monitor at all entry points5. Protective footwear, gloves provided and worn whenever crates, kegs are rolled / handled6. Mechanical aids used for cellar deliveries, where necessary7. Specific manual handling assessments provided where necessary8. Operatives trained in use of beer line cleaner i.e. the actual equipment / methods used9. Boxes, crates stored securely10. Stack heights restricted to 1.6 metres maximum All compressed gas cylinders are either secured in the upright position or laid flat and chocked (or racked)

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Manual handling training to be provided to cellar staff</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO30

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Food Safety	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
<p>There are no food or kitchen areas within the venue. To be reassessed if this changes</p> <p>Food poisoning</p> <p>Vermin attractions</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Any food supplied by third party to be cleared away after the event2. Food hygiene certificates to be reviewed for suppliers3. Food not to be stored or re-heated within venue4. Liability insurance to be checked for suppliers5. All equipment to be checked and removed at end of event, no knives or equipment left in customers areas

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>To be reviewed and decided by venue manager where applicable and when necessary with bookings</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO31

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Maintenance – Use of Paints, Adhesives, etc.	Throughout
SIGNIFICANT RISK (S) IDENTIFIED Inhalation, absorption, ingestion or hazardous substances Fire Risks Cross contamination Storage areas	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Handyman

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Specific hazardous substance assessment prepared, specifying usage and protective equipment required2. Storage of flammable substances is appropriate to the risk, e.g. in secure fireproof cabinet when not in use3. Storage of hazardous and flammable substances to be kept to a minimum4. Authorisation required from Dan Clark prior to working in confined or poorly ventilated spaces.5. Refer to the H&S Manual for further details6. No over stock of materials7. Notes kept of what hazardous materials are onsite8. Disposal of materials are done in a safe and secure way to avoid contamination

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Review paint storage and any un-necessary items to be disposed of appropriately

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO32

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Maintenance – Use of Hand Tools	Throughout
SIGNIFICANT RISK (S) IDENTIFIED Electric shock due to defective hand tools and extension cables Injury due to incorrect tools being used for maintenance	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Handyman

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. All electrically powered hand tools including extension leads are included in the PAT programme (even personal tools)2. Visually check condition of cable and plug prior to each use3. All hand tools to be used only by those trained to use them safely4. Battery powered hand tools to be provided wherever possible5. RCD's must be used with all mains powered equipment6. Ensure that all work is undertaken using the correct tools7. Ear protection available upon request

FURTHER ACTION REQUIRED (to be completed by Unit Manager) Appropriate trained persons to use any power tools and under supervision where required

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO33

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Maintenance – Access to High Level	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Replacing light fittings and carrying out other maintenance at high level	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Handyman

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Appropriate access equipment must be available (see CO27) 2. Two person operation to be assessed as highlighted in the procedures covering safe use of access equipment – refer to H&S Manual

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Check access equipment is in a workable condition with no defects, check regularly for damage

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO34

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Lone Working	All Areas

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Employee being undetected after an accident Employee working alone in unit</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: All Staff working alone

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. On no account should maintenance involving potential significant risk (e.g. hot equipment, working at height. Working in remote parts of the building, etc) or other similar duties be carried out with only one person on the site2. Radio contact must be maintained with management at all times3. No employees should be sent out working alone during the hours of darkness4. Staff must inform the duty manager where they are working during periods when the club is closed

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Ensure key holders are aware of the lone working procedures and that these are followed to ensure there is no point someone is left in situation.</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO35

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cleaning	Throughout
SIGNIFICANT RISK (S) IDENTIFIED Contact with hazardous substances Slips, trips and falls Access to high areas	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Cleaners / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Chemical supply via approved supplier2. Specific assessments identifying correct usage including personal protective equipment required. Refer to H&S Manual for further details3. Contract cleaners carry out their own assessments for cleaning and chemical usage. These must be checked by on site management to ensure that they have been done4. Appropriate access equipment used (see CO27)5. Majority of cleaning carried out during closed periods. 'Warning Wet Floor' signage utilised A suitable storage cupboard provided to store chemicals6. Contract cleaners (and other regular contractors) must receive basic fire safety training from on-site management7.

FURTHER ACTION REQUIRED (to be completed by Unit Manager) Check COSHH sheets are relevant to products available.
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RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO36

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Office Safety	Offices

SIGNIFICANT RISK (S) IDENTIFIED

Use of computer and other display screen equipment (DSE)
Storage of items
Slips, trips and falls
Fire Safety

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Staff / Admin

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Specific DSE assessments carried out for all defined users
2. Storage racking and shelving provided which is securely fixed and suitable for those items stored
3. Trailing cables and other trip hazards removed wherever possible
4. Regular audits of office facilities carried out by competent staff
5. Heaters are switched off when not in use or nobody in the office.
6. Paperwork is not allowed to be built up in areas causing hazard.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Paperwork to be stored appropriately and not allowed to build up in boxes
Review electrical safety in offices to ensure no overloading of sockets

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO37

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Personal Security	Internal / External Areas

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Late night street ticketing Cash handling Violence to staff</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. See separate assessment for violence to staff (CO20)2. Define ticketing areas, avoid poorly lit side streets3. Male staff member to accompany ticketing staff4. Personal Attack alarms to be issued upon request5. Agree times of return to club6. Transport to and from ticketing areas to be considered7. Door security present at box office / reception / cloakroom8. Ticketing staff to wear visible uniforms / clothing9. Movement of cash around the venue when open is avoided10. The provision of escorts to take cash to cash office is advised

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Review cash in transit procedures, weekly bankings to be completed with at least one witness</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO38

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Needlestick Injuries	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Viral infection caused by needlestick injuries during personal searches or cleaning operations	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Door Security / Cleaning Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Ensure that a 'sharps' disposal box is provided on site2. Implement procedures for personal searches to avoid needle contact3. Ensure that any needles found are handled using protective gloves

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Sharps boxes required at point of entry to venue

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO39

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ceilings	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Cracks in plaster ceilings due to vibration causing lumps of plaster to fall Breakage of suspension wires holding suspended ceiling grid causing collapse of suspended ceiling Damaged suspended ceiling tiles falling onto customers</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Plaster ceilings inspected annually by a suitably competent person2. Suspended ceilings inspected every 5 years by a suitably competent person3. The above inspections are brought forward after water ingress to ceilings4. Damaged ceiling tiles replaced as necessary5. Ceiling visually checked "in house" on a monthly basis

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Part of monthly buildings check as per H&S checks</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO40

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Mobile / Moveable Lighting Rigs	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Crushing injuries caused by: -</p> <p>Failure of the load bearing parts of the rig</p> <p>Failure of fall arrest or other back up systems</p> <p>Breakage of bearings, linkages and other mechanical parts due to lack of maintenance</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none"><li data-bbox="159 1254 941 1288">1. Annual thorough examination of rig by insurance engineers<li data-bbox="159 1310 1420 1377">2. Regular maintenance of rig by contractor approved by the Property Maintenance Manager – refer to H&S Manual for further details

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO41

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Manual Handling	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Lumbar damage caused by lifting heavy loads Musculoskeletal disorders from incorrect or repetitive lifting operations	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: All Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Mechanical lifting aids used where possible i.e. lift, sack truck2. All employees receive information on correct lifting techniques3. Site specific manual handling assessments prepared for higher risk lifting operations4. Additional instruction and training provided dependant on site specific assessment5. Moving heavy items e.g. helium canisters must be done by a minimum of 2 people.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure staff are aware of manual handling procedures and they have read all notices, monthly refresher as part of fire training

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO42

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cleaning Chemicals	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Misuse of chemicals causing ill health effects Accidental spillages	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Cleaners / Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. All chemicals securely stored in a suitable cupboard or other similar location
2. Commonly used chemicals obtained from trigger dispenser
3. Training provided to all persons by approved chemical supplier
4. COSHH data sheets available for all chemicals on site

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
COSHH sheets to be checked and that they are appropriate

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO43

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Under 18 events	Club

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Injuries due to:-</p> <ol style="list-style-type: none">1) Damaged fixtures & fittings.2) Broken glass3) Children falling down steps.4) Children bumping into shelving, bars and other solid surfaces5) Falls from seating	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Children attending party

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1) Prior to the party staff must inspect floors/dance floors for broken glass, etc2) Verbal instruction given to all when food orders are taken: Do not go behind bars, Keep shoes on, and which areas of the venue they are restricted3) Staff members to patrol party area and assist in controlling the behaviour of the children4) First aid facilities provided on site to deal with any incidents.5) Staff with first aid knowledge are present to attend to any injured children.6) Those areas that are not to be used are restricted e.g. by rope barriers etc.7) Private parties with young children Main doors are closed to prevent children wandering or members of the public coming in.

DATE OF ASSESSMENT REVIEW: Prior to each children's party

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>To be reviewed per booking and upon checking licence restrictions</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO44

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
First Aid Provisions	Club

SIGNIFICANT RISK (S) IDENTIFIED	
Injuries to customers or staff Insufficient supplies of First Aid equipment	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Staff Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1) First Aider to be present on all operational shifts 2) First Aid boxes to be checked on a weekly basis and any items used are replaced to maintain levels

DATE OF ASSESSMENT REVIEW: Prior to session

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
First Aid certificates checked for key staff and any doorstaff

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO45

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Smoking areas	Smoking area

SIGNIFICANT RISK (S) IDENTIFIED	
<ol style="list-style-type: none">1. Noise Pollution2. Overcrowding3. Fire4. Crushing customers5. Trip Hazards6.	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1) Provision of door staff at entry point to control the numbers going outside2) Regular checks by glass collectors using Lite patrol to record any hazard build up for glasses and bottles3) Regular emptying of cigarette bins to reduce risk of fire, Smoking area - worth noting that during emptying of ashtray/bins any smouldering will be extinguished with water when emptied into a suitable metal container kept out with the premises at all times.

DATE OF ASSESSMENT REVIEW: Throughout the night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
To be checked during night with responsible person using Lite patrol

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO46

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Covid 19	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Passing of disease within club	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1) Sanitisers to be available at all bar and washroom areas including all entry points to venue2) Sanitiser to be available at points of entry to club for customers and staff including smoking area3) Bar support are kept as safe as possible with appropriate PPE supplied, masks gloves4) Increased cleaning / sanitising of all points of contact throughout club including doors and tables every5) 20 minutes monitored by Lite Patrol Social Distancing measures to be followed6. Ensure all glasswashers are operational and within correct temperature for sanitising glassware7 Identify key points for sanitising stations to be located throughout venue8 Customers temperature checked and data collected upon entry9 Increase staff training to alert staff to potential risks and changes in legislation

DATE OF ASSESSMENT REVIEW: Prior to each session

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
To be checked prior to opening each session to comply with regulations gloves, masks and sanitisers are to be made available at all times for staff and contract/agency staff. (To cover dj, stewards, toilet attendants)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO47

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ask for Angela Protecting Vulnerable people	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Protecting vulnerable persons	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1) Ensure staff aware of policy 2) Ensure doorstaff are vigilant and are aware of the policy 3) No vulnerable person is left alone to leave the venue 4) Signage to be displayed in toilet areas to make customers aware of policy

DATE OF ASSESSMENT REVIEW: Prior to opening

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
To be reviewed regularly as per licence 1: signage to be displayed at entrance of the club, staff notice board and toilets. 2: Training to be included in staff inductions and ongoing refreshers during monthly staff training.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO48

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Air Conditioning / Heating	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Fire hazard from dust build up Over running of units due to reduced circulation Filters becoming blocked Risk of incubating and spreading airborne viruses & infection	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1) Ensure filters are cleaned on a regular basis and changed periodically 2) Ensure units are not left on for prolonged length of time and that they are switched off when unit is non operational 3) Units are serviced on regular basis to ensure smooth operation and reduce risk of any viruses growing 4) See updated COVID-19 Assessment for the correct procedure for sanitising and cleaning of units and filters

DATE OF ASSESSMENT REVIEW: Prior to opening

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO49

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Toilet Attendant / Customer using WC	Toilets

SIGNIFICANT RISK (S) IDENTIFIED

1. Damaged fixtures & fittings.
2. Violence towards staff or customers
3. Customer substance misuse
4. Slips or Trips
5. Passing of Virus
6. Customers becoming unwell or sleeping

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. CCTV cameras in toilets if possible and practice in accordance with ICO guidelines
2. Attendant to have use of 2 way radio (if possible) to alert door staff if any problems.
3. Toilet check included during regular lite patrol checking even when attendants is on duty
4. Regular check by internal door staff throughout the night.
5. Any flat surfaces within cubical area other than toilet pan/seat ie. toilet roll dispenses to have matting or a regular smear of Vaseline on the flat surface to prevent the area being used for power drugs.
6. Attendants to be aware of ask Angela policy
7. Attendants cleaning duties in relation to virus control
8. Attendants to have sufficient PPE and sanitiser, keeping area sterile as much as possible, taps and door frames included

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

1. Regular checks through night recorded with Lite Patrol.
2. Make Attendants aware on the Covid-19 Risk assessments and cleaning procedures

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No:

CO50

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Bar Staff Procedure – Covid 19	Bars

SIGNIFICANT RISK (S) IDENTIFIED	
The spread & contraction of Covid-19 while performing bar staff Duties	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session. Temperature checks should also take place.2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training and cleaning rota. Pay particular attention to areas/work tools frequently used, bar top, inside and out of fridges, Ice wells and covers, shelving, gantry bottles, optics and measure, python juice dispensers, bottle openers, slush machine, tv screens, hanging barker signage, note detectors, card machine, tills and screens, sink, sanitation stations, general waste & bottle bins, collector bins.4. Collect all disposable and reusable items in separate colour coded collector bins. Blue wheelie bin - Disposable items ie. napkins, straws, bottle lids, all plastic cartons, beer boxes. Black wheelie bin – bottles only, Yellow collector bin – Reusable tumblers and other drink vessels collector bins.5. One member of staff will be allocated to work glass wash area to minimise virus transmission. Bar staff - No access to glass wash area during operational, drop off collector bin at entrance and collect another which has been emptied and sanitised.6. Serving customers – avoid leaning over counter and keep social distance.7. Ice wells to be covered at all times when not in use.8. Ice dispensing only with use of sanitised ice scoop, never put tumbler directly into ice.

9. Under no circumstances should a used drinks vessel be re- used. All vessels must have already been correctly washed and sanitised in the glass washer.
10. Encourage customers to pay for services using contactless payments, cash should not be refused but staff must wash or clean hands after each transaction. If card machine is potentially contaminated by customer touching the PDQ must also be cleaned using sanitising wipes. Neck of bottles, rim of glasses, straws etc (anything that can make contact with mouth) must never make contact with staff hands when serving customers.
11. End of night all areas and work tools must be washed and sanitised.
12. Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled

DATE OF ASSESSMENT REVIEW:

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

1. Site staff sanitation station
2. Install ice well perspex lids

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO51

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cash Desk Operator Covid -19	Cash desk

SIGNIFICANT RISK (S) IDENTIFIED	
The spread & contraction of Covid-19 while performing cash desk / admissions duties	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session, PPE may be reduced where the cash desk is enclosed from customers (Visor not required). Temperature checks should also take place2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training.4. Pay particular attention to frequently touched areas and surfaces including work surfaces, till and card machines.5. Encourage customers to pay for services using contactless payments, cash should not be refused.6. Customer enquiries – avoid leaning over work top and keep social distance.7. Only 1 Person working in this area to minimise virus transmission.8. End of the Night all work surfaces and utensils to be sanitised.9. Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Sanitiser must be provided to each cashier, especially where cash is being handled

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No:

CO52

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cloakroom Staff (COVID)	Cloakroom

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of passing or contracting Covid -19	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session. Temperature checks should also take place2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training.4. Pay particular attention to frequently touched areas and surfaces including work top, entrance exit door, coat hangers, till.5. Customer enquiries – avoid leaning over work top and keep social distance.6. Only 1 Person working in this area to minimise virus transmission.7. End of the Night all work surfaces and utensils to be sanitised.8. cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Sanitiser must be given to al cloakrooms staff to use at their station

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No:

CO53

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Covid -19 Staff operating procedure	All Areas

SIGNIFICANT RISK (S) IDENTIFIED

Contracting and spreading of Covid -19

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. All staff are required to have completed the Covid 19 induction training, read through Covid 19 risk assessments and cleaning rota.
2. Staff required signing in and confirming on rota they have no symptoms of Covid 19.
3. Staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session.
4. All staff to wash their hands and gloves at beginning and regularly throughout session refreshing PPE when required.
5. At start, during and throughout the session regularly clean and sanitise all used areas of bar/club and utensils as informed during induction training, cleaning rota and risk assessments.
6. Serving customers – avoid leaning over counter and keep social distance.
7. Advise customers of social distancing and sanitation stations.
8. Encourage customers to pay for services using contactless payments, cash should not be refused but staff must wash or clean hands after each transaction. If card machine is potentially contaminated by customer touching the PDQ must also be cleaned using sanitising wipes.
9. If customer ID is required you are within your rights to ask the customer to remove face mask to confirm identity. Keeping social distance allow the customer to hold up the relevant ID for you to read.
10. Neck of bottles, rim of glasses, straws etc (anything that can make contact with mouth) must never make contact with staff hands when serving customers.

Transporting and storage of ice –

1. Before start of session clean and sanitise both ice wells/lids on bars before filling with ice.
2. Only ever use the sanitised ice scoop, this is stored in the sanitised container.
3. Load ice directly from ice machine into sanitised clear container buckets then seal with lid before transporting to bars.
4. At end of transporting sanitise all containers, ice scoop and areas touched ready for re-using.
5. If ice is required through operation use the same procedure for transporting ice and pass on containers to glass wash area to be sanitised before returning to cellar.

Bar waste bins -

1. **Blue wheelie bin** - Disposable items ie. napkins, straws, bottle lids, all plastic cartons, beer boxes.
2. **Black wheelie bin** – bottles only.
3. **Yellow bin** – re-usable tumblers and drinks vessels.

Glass collecting bins -

1. **Blue bin** - Disposable items ie. Bottles, napkins, straws.
2. **Yellow bin** – Re-usable tumblers and other drink vessels.

Glass wash area-

1. One member of staff will be allocated to work glass wash area to minimise virus transmission. All other staff - No access to glass wash area during operational, drop off collector bins at entrance and collect another which has been emptied and sanitised. Both coloured Glass collectors bins to be handed into glass wash area, emptied into appropriate waste disposal bins then collector bins to be cleaned and sanitised before returning to staff for re-use.
2. **Blue wheelie bin** – disposables ie. napkins, straws, paper towels, cleaning wipes, bottle lids, all plastic drink cartons.
3. **240lt glass uplift bin** – glass only

Cash Desk Cloakroom -

1. One member of staff will be allocated to work cash desk area to minimise virus transmission.
2. One member of staff will be allocated to work cloakroom area to minimise virus transmission.

End of night all areas and work tools must be washed and sanitised.

Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO54

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Customers Covid -19	All Area

SIGNIFICANT RISK (S) IDENTIFIED	
Spread of Covid -19 amongst customers	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Crowd control barriers, stanchions and ropes and social distancing markings provided to limit entry and control of admissions.2. Sanitising station to be located at entrance/exit door of club, top of stairs, bottom of stairs, entry/exit door of all toilets and internally.3. Customer temperature checks on entry4. Clear poster signage at entrance and throughout encouraging all customers and staff to wash and sanitise their hands when entering, during and leaving the premises.5. Clear poster signage to encourage contactless payment, social distancing, how to prevent Covid 19 virus transmission.6. Signage explaining our social distancing policy7. Personal data collected for the purposes on track and trace

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure sufficient public sanitising stations are available at the entrance, WC and throughout the venue for public use

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO55

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
DJ Covid 19	DJ performance area

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of DJ contracting or spreading COVID -19	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. DJ required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask or face shield which are to be worn throughout the session. Temperature checks should also take place2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training.4. Pay particular attention to frequently touched areas and surfaces including dj equipment, shelf and glass around booth, entrance exit door.5. Customer song requests – avoid leaning over counter and keep social distance.6. End of night all areas must be cleaned and sanitised.7. Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Ensure sanitising fluid and disinfectant sprays are available for use at the DJ station

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO56

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Security Staff Covid 19	All Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of spreading and contracting Covid -19	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Staff required sanitising hands on entry to club (at station) and collect PPE and have temperature checked equipment ie. gloves, mask, face shield which are to be worn throughout the session.2. All staff to wash their hands and gloves at beginning and regularly throughout session and refreshing PPE when required.3. Do not handle customer ID where possible. Sanitise hand if contact is required4. Keeping social distance ask customers to remove face masks to confirm ID.5. Advise customers of venue policy on Covid -19.6. Before starting, during and throughout the session regularly clean and sanitise all areas and utensils as informed during induction training.7. Avoid physical contact with customers where possible. When not possible, sanitising must take place immediately8. Pay particular attention to frequently touched areas and surfaces. Clean regularly crowd control barriers, stanchions and ropes, radio's, crowd control counters.9. cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Sanitising stations must be made available

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO57

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Covid 19 Glass washing	All areas but especially wash up areas

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of spreading covid 19 through glassware / drinking vessels	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<p>All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session. Temperature check will be taken at the start of each shift</p> <ol style="list-style-type: none">1. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.2. Before starting, during and throughout the session regularly clean and disinfect all areas as informed during induction training and cleaning rota. Pay particular attention to areas, surfaces and work tools frequently used.3. Glass wash machine and trays must be fully sanitised before operation, throughout and end of session.4. Glass wash machine must be at correct water temperature before operating and maintained throughout. This is identified by a continuous coloured power light activating on the "ready to wash symbol" once water has reached correct temperature, this must be maintained during operation at no point should the cycle of the machine be interrupted and full cycle must be completed.5. Check that there is adequate level of correct cleaning liquid and rinse aid in the machine to last the duration of the night.6. One member of staff only will be allocated to glass wash area to minimise crossover during glass wash process.7. Both coloured Glass collectors bins to be handed into glass wash area, emptied into appropriate waste disposal bins then collector bins to be cleaned and sanitised before returning to staff for re-use.

8. Glassware should always be stored correctly in a clean environment and handling should be kept to a minimum
9. **Blue wheelie bin** – disposables ie. napkins, straws, paper towels, cleaning wipes, bottle lids, all plastic drink cartons.
10. **240lt glass uplift bin** – glass only
11. All surfaces and utensils must be regularly cleaned at start, throughout and end of the night.
12. cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO58

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Washrooms / toilet attendants – Covid 19	Washrooms

SIGNIFICANT RISK (S) IDENTIFIED

Risk of spreading virus through poor practices in WC area

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session. Temperature checks will also be taken
2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.
3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training and cleaning rota.
4. Pay particular attention to areas frequently used sink top, taps, entrance and toilet door handles, hand dryer, toilet roll holders, flush handle, toilet seats.
5. Each WC cubicle / urinal must be sanitised in accordance with the cleaning schedule after every use
6. Customers must be encouraged to wash hand property and sanitise. On entering and leaving the facilities
7. Appropriate signage relating to hygiene should be displayed
8. Sanitiser must always be available, along with paper towels and a working hand drier
9. Cosmetics and perfumes should not be available in the facility for shred use or sale

End of night all areas must be cleaned and sanitised.

- cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled. Ie, toilet roll holder, flusher, toilet seat.

Check regularly and top up sanitising stations where and when required.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Increased toilet checks by management and floor staff should be made to ensure the standards are being maintained

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO59

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ice Machine – Covid 19	Ice Machine

SIGNIFICANT RISK (S) IDENTIFIED

Ensuring Ice machine and ice remains clean, sanitised and free from bacteria and viruses

SEVERITY: HIGH / **MEDIUM** / LOW

LIKELIHOOD: HIGH / **MEDIUM** / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Sanitise hands and wear PPE equipment ie.gloves, mask, face shield, apron to be worn throughout the cleaning process.
2. Ensure there is adequate air ventilation before starting and during cleaning process.
3. Ensure Ice machine switched off at power supply and allowed to defrost before thorough cleaning is carried out.
4. Use approved cleaning chemical maxima bactericidal cleaner conforming to BS1276 to clean both interior and exterior of ice machine, ice scoop and independent ice scoop box. Spray on surface, leave for 15 minutes then wiped off with Blue roll/towel.
5. Remove front access panel to Hoover clean the filter before applying bactericidal spray.
6. Steam cleaning machines can also be used to clean and sanitise the ice production area
7. Deep clean must be carried out at end of each month and recorded in cleaning record book.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Manager to check the condition of ice machine as part of the weekly checks

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No:

CO60

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Transportation of ice through the venue	All areas

SIGNIFICANT RISK (S) IDENTIFIED	
The risk of contamination to ice which its being transported through the venue	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield, apron which are to be worn when transporting ice.2. Before start of session clean and sanitise both ice wells/lids on bars before filling with ice.3. Only ever use the sanitised ice scoop, this is stored in the sanitised container.4. Load ice directly from ice machine into sanitised clear container buckets then seal with lid before transporting to bars.5. At end of transporting sanitise all containers, ice scoop and areas touched ready for re-using.6. If ice is required through operation use the same procedure for transporting ice and pass on containers to glass wash area to be sanitised before returning to cellar.7. All equipment should be stored in a clean area and handled only when being used

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Suitable sealed ice storage container buckets to be provided.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP01

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED Slips, trips or falls	
SEVERITY: HIGH / MEDIUM / <u>LOW</u>	LIKELIHOOD: HIGH / MEDIUM / <u>LOW</u>

WHO AND HOW MANY ARE AT RISK?:

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Ball pit has been designed to eliminate all tripping hazards. Ramps with handrails have been used instead of stairs.2. Padding has been used to soften all sharp edges and ball pit walls3. High intensity light used to illumine the area4. Netting and mesh railing used to prevent balls from escaping out of the designated ball pit area

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
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RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO02

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Customer Behaviour and permitted activities within ball pit area	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Ball bit supervisor must be on duty within the area at all times of operation to monitor customer behaviour and ensure the safe running of the area. This includes ensuring appropriate foot wear, checking customers for sharps and other excluded items. Supervisor will also run through the conditions of entry and check if anyone has medical conditions which may be exacerbated by the experience2. No drinks or liquids are allowed in the ball pit area3. No diving or jumping is permitted4. Admission is controlled by wrist bands which are valid for 1 hour session5. No access to anyone who is intoxicated.6. CCTV used to record all areas of the ball pit

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">7. Ensure all signage is clearly visible8. Ensure the ball pit supervisor has the appropriate training9. Ensure ball pit supervisor has communications system (2way radio) with security or duty manager10. Have security remove any customer who does not abide by the rules or is identified as an increased risk to themselves or other customers

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP03

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of contamination to balls and ball pit and spread of virus	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Ball must be regularly cleaned using the dedicated ball cleaning equipment according to the manufacturer's guidelines (at least after ever 3 sessions or as required)2. Balls to be regularly sprayed with suitable anti bacterial spray solution (at the end of each session)3. Pit area to be thoroughly inspected by ball pit supervisor at the beginning of each shift for foreign objects etc4. Ventilation should be in operation at all times5. Customers footwear to be checked for appropriateness and cleanliness and replaced in necessary6. Should contamination be found during operation, the area should be closed the contamination isolated and removed

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure the cleaning schedule is adhered to and records of all cleaning and disinfection are kept Incident log to be kept reporting any issues.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP04

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Evacuation.	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Additional exit points within the facility are available to evacuate customers without the balls spilling out from the area2. Ball pit supervisor and additional appointed security people assigned to evacuate ball pit area3. Additional emergency lighting has been installed to ensure the illumination far exceeds the legal requirement

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Ensure appointed people are training in the evacuation procedure2. The emergency lighting and other safety equipment are in good working order3. Log to be kept of all checks carried out on safety equipment

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP05

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Cleaning of Ball Pit	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Staff assigned to cleaning the ball pit

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Dedicated cleaning equipment is available to maintain the balls and the ball pit. Full training given to all staff involved with the cleaning process2. COSHH training given to staff ref all chemicals used in the process3. Manual handling training given to all staff involved in cleaning process

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Manager to ensure adequate training given to all staff involved in cleaning process.2. Regular check to be carried out on all cleaning equipment for defects (log kept)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP06

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of attack / robbery from people hiding in ball pit and surrounding area after session ends	
SEVERITY: HIGH / MEDIUM / LOW (LOW circled)	LIKELIHOOD: HIGH / MEDIUM / LOW (LOW circled)

WHO AND HOW MANY ARE AT RISK?: Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Ensure all areas are properly checked to ensure all customers have left the area after the session ends 2. CCTV recording in the area at all times

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM01

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of electrical shock from the games console	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All games are connected individually to RCD devices2. Years PAT testing3. Monthly visual examination of machine and cables4. No drinks allowed to be placed on the machine (tables provided)

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Stickers put on all machines displaying "No Drinks"2. Regular checks by all floor staff (recorded on Lightpatrol system)3. Spills cleared up immediately on discovery4. Defective machine isolated and reported

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM02

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of slipping on physical type games such as Dancing, Driving, Shooting	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers using arcade equipment

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All games. Area checked regularly by floor staff to ensure they are dry and the area surrounding them is dry and clear of obstacles2. Ensure adequate lighting or hazard tape of higher risk areas

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Stickers put on all machines displaying "No Drinks"2. Regular checks by all floor staff (recorded on Lightpatrol system)3. Spills cleared up immediately on discovery

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM03

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of Epileptic fit from screen flicker	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers using arcade equipment

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Display warning signs at the foyer and entrance to rooms 2. Advise staff of the issues / risk

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM04

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of contamination / spread of virus	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers using arcade equipment / staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Wipe down all touch points on all machine with antibacterial spray on a regular basis 2. Install hand gel points through the venue

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure hand gel points are viable and filled as required

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RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP01

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Slips, trips or falls	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?:

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Ball pit has been designed to eliminate all tripping hazards. Ramps with handrails have been used instead of stairs.2. Padding has been used to soften all sharp edges and ball pit walls3. High intensity light used to illumine the area4. Netting and mesh railing used to prevent balls from escaping out of the designated ball pit area

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO02

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED Customer Behaviour and permitted activities within ball pit area	
SEVERITY: HIGH / MEDIUM / <u>LOW</u>	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Ball bit supervisor must be on duty within the area at all times of operation to monitor customer behaviour and ensure the safe running of the area. This includes ensuring appropriate foot wear, checking customers for sharps and other excluded items. Supervisor will also run through the conditions of entry and check if anyone has medical conditions which may be exacerbated by the experience2. No drinks or liquids are allowed in the ball pit area3. No diving or jumping is permitted4. Admission is controlled by wrist bands which are valid for 1 hour session5. No access to anyone who is intoxicated.6. CCTV used to record all areas of the ball pit
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DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager) <ol style="list-style-type: none">7. Ensure all signage is clearly visible8. Ensure the ball pit supervisor has the appropriate training9. Ensure ball pit supervisor has communications system (2way radio) with security or duty manager10. Have security remove any customer who does not abide by the rules or is identified as an increased risk to themselves or other customers
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RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP03

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of contamination to balls and ball pit and spread of virus	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Ball must be regularly cleaned using the dedicated ball cleaning equipment according to the manufacturer's guidelines (at least after ever 3 sessions or as required)2. Balls to be regularly sprayed with suitable anti bacterial spray solution (at the end of each session)3. Pit area to be thoroughly inspected by ball pit supervisor at the beginning of each shift for foreign objects etc4. Ventilation should be in operation at all times5. Customers footwear to be checked for appropriateness and cleanliness and replaced in necessary6. Should contamination be found during operation, the area should be closed the contamination isolated and removed

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure the cleaning schedule is adhered to and records of all cleaning and disinfection are kept Incident log to be kept reporting any issues.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP04

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Evacuation.	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Additional exit points within the facility are available to evacuate customers without the balls spilling out from the area2. Ball pit supervisor and additional appointed security people assigned to evacuate ball pit area3. Additional emergency lighting has been installed to ensure the illumination far exceeds the legal requirement

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Ensure appointed people are training in the evacuation procedure2. The emergency lighting and other safety equipment are in good working order3. Log to be kept of all checks carried out on safety equipment

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP05

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Cleaning of Ball Pit	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Staff assigned to cleaning the ball pit

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Dedicated cleaning equipment is available to maintain the balls and the ball pit. Full training given to all staff involved with the cleaning process2. COSHH training given to staff ref all chemicals used in the process3. Manual handling training given to all staff involved in cleaning process

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Manager to ensure adequate training given to all staff involved in cleaning process.2. Regular check to be carried out on all cleaning equipment for defects (log kept)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP06

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of attack / robbery from people hiding in ball pit and surrounding area after session ends	
SEVERITY: HIGH / MEDIUM / LOW (LOW circled)	LIKELIHOOD: HIGH / MEDIUM / LOW (LOW circled)

WHO AND HOW MANY ARE AT RISK?: Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Ensure all areas are properly checked to ensure all customers have left the area after the session ends 2. CCTV recording in the area at all times

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP06

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED

Risk of attack / robbery from people hiding in ball pit and surrounding area after session ends

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Ensure all areas are properly checked to ensure all customers have left the area after the session ends
2. CCTV recording in the area at all times

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM01

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of electrical shock from the games console	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All games are connected individually to RCD devices2. Years PAT testing3. Monthly visual examination of machine and cables4. No drinks allowed to be placed on the machine (tables provided)

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Stickers put on all machines displaying "No Drinks"2. Regular checks by all floor staff (recorded on Lightpatrol system)3. Spills cleared up immediately on discovery4. Defective machine isolated and reported

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM02

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of slipping on physical type games such as Dancing, Driving, Shooting	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers using arcade equipment

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All games. Area checked regularly by floor staff to ensure they are dry and the area surrounding them is dry and clear of obstacles2. Ensure adequate lighting or hazard tape of higher risk areas

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Stickers put on all machines displaying "No Drinks"2. Regular checks by all floor staff (recorded on Lightpatrol system)3. Spills cleared up immediately on discovery

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM03

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of Epileptic fit from screen flicker	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers using arcade equipment

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Display warning signs at the foyer and entrance to rooms 2. Advise staff of the issues / risk

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM04

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of contamination / spread of virus	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers using arcade equipment / staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Wipe down all touch points on all machine with antibacterial spray on a regular basis 2. Install hand gel points through the venue

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure hand gel points are viable and filled as required

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TGC Leisure 3 Mad Hatter Ball Pit Aberdeen **Method Of Operation (draft)**

The ball pit should remain a safe and exciting area for our customers. To achieve this all of our procedures must be followed and adhered to.:

Description

Our ball pit is a customised designed area holding a large amount of lightweight balls mimicking a children's ball pit / soft play. The area has been designed especially for adults and eliminates as many risks as possible, making it a safe place to enjoy. The area is padded, free of tripping hazards, regularly cleaned and disinfected and is monitored by trained staff and CCTV at all times. The balls are all contained in the "pit" area preventing them from escaping into the rest of the venue.

Access

- Access to the ball pit is achieved by either purchasing a time slot on-line or paying at the bar area. Online bookings are redeemed at the bar
- Time slots are allocated in one hour slots
- The time slots are identified by issuing customers with an appropriate coloured wrist band. The bands will be date and time stamped too.
- The colour of the bands admitted will change after each hour is passed. (eg 7-8 red, 8-9 orange)
- The coloured wrist bands are there to control admissions and ensure only the customers with the correct band are admitted.

Method of Operation

- At least one Ball Pit supervisor will be on duty at all times. They will be in direct communication with duty manager via 2 way radio
- Ball pit supervisor must check the entire area at the beginning of each session to ensure it is safe and to use (in accordance with training & risk assessments)
- Ball pit supervisor will control the entry of customers to the ball pit. They will check the correct colour of wrist band, sobriety, explain the rules and check customers for appropriate footwear and no sharp items.

- Ball pit supervisor will also monitor activity within the ball pit in accordance with the rules which are clearly laid out and displayed throughout the area. They will also monitor the volume of people in the area at any one time and report any issues.
- Rules are displayed at the entrance to the ball pit and within the ball pit area
- If a customer leaves the ball pit it then wishes to re-enter within the allotted time, they will be subject to the same checks
- The ball pit will be run in accordance with all risk assessments. The ball pit supervisor must be trained by the duty manager in all aspects of the ball pit including the contents of the risk assessments and checks

Rules

- No Jumping or Diving into the ball pit
- No drinks or liquids
- Appropriate footwear only
- No Sharp Objects
- Correct Colour wrist bands only
- No admission to anyone who is deemed unfit either by intoxication or medically at risk

REDACTED OBJECTION- KARMA

I object to this application. The noise level from the surrounding bars is more than enough. And this is directly behind my second bedroom. Do you really need another bar this end of town which will close in 6 months anyway.

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE
PREMISES: PRIVATE EYES, 70 CHAPEL STREET, ABERDEEN AB10 1SN

DESCRIPTION

- Amend Q5c of the Operating Plan the answer to “Live Performances” and “Dance Facilities” will be amended to Yes, yes,
- Adding “Karaoke may take place within the premises “to the operating plan.
- The new fixed seating will be installed in the premises along with replacement handrails.
- A DJ Booth will be created.
- The name of the premises will be changed to “Aura”. In the current description of the premises the words “Known as Private Eyes, 70 Chapel Street, Aberdeen “will be deleted.

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

- None

POLICY

The Board is committed to improving the quality of life for the people of the city by adopting and

enforcing policies designed to increase community safety and reduce the threats of crime and disorder. In terms of this licensing objective the Board considers there to be a number of factors including,

but not limited to:

- Underage drinking

- Drunkenness
- Illegal substances
- Violent behaviour
- Anti-social behaviour
- Vulnerability

In order to combat the risks inherent with the sale of alcohol the Board will seek to operate a partnership approach with licence holders, applicants and partner agencies.

What the Board Will Do:

- Apply appropriate conditions to licences to mitigate the risk of potential crime or disorder, including but not limited to a local condition on duty of care on all on-sales premises.
- Ensure all policies are up to date and fit for purpose.
- Work closely with all stakeholders to ensure all relevant information is kept up to date and accessible.
- Endorse initiatives designed to prevent crime and disorder.
- Consider the review of licences where a breach of the licensing objective cannot be rectified by other means.

What the Board Will Expect of Licence Holders

- Effective and responsible management of premises including evidence of written procedures for managing incidents..
- Up to date training and supervision of staff.
- Provision of effective CCTV in and around premises.
- Provision of external lighting and security measures.
- Employment of SIA registered door supervisors when appropriate.
- Use of radiolink or other such scheme.
- Adherence to the Board's Drugs Policy.
- Enforcement of Challenge 25.

Adoption of best practice guidance where available.

- Evidence of a relevant dispersal policy where appropriate.
- Co-operation with police and Licensing Standards Officers.

What the Board Will Expect of Partner Agencies

- Provision of all relevant up to date information as the Board requires.
- Involvement in mediation/intervention procedures to rectify any problem areas.
- Involvement in Premises Licence Review as a last resort

3. SECURING PUBLIC SAFETY

The Board is committed to ensuring the safety of persons within licensed premises as well as

those in the surrounding areas.

When considering this licensing objective, a number of factors should be considered including, but

not limited to:

- Capacity – this will be assessed by the Council's Building Standards department to establish a maximum safe capacity figure in terms of the regulations. Please note the safe maximum operating figure may be smaller than the technical figure.
- Maintenance of premises.
- Fire safety.
- Suitability of glassware or alternatives to glass.
- Disabled access and facilities.
- Nature of activities to be carried out on the premises.
- Vulnerability of patrons.

Again, the Board will look to operate a partnership approach with all stakeholders in order to ensure that public safety is not compromised by the operation of licensed premises.

What the Board Will Do:

- Promote education and awareness of potential risks.

- Apply additional licence conditions where appropriate for the purposes of this licensing objective.
- Facilitate effective communication between all relevant parties.
- Disseminate relevant information from partner agencies as widely as possible.
- Review licences as a last resort.

What the Board Will Expect of Licence Holders/Applicants:

- High standards of maintenance of premises.
- Membership of schemes to secure public safety such as radiolink and pubwatch.
- Glassware or alternatives to glassware including toughened or safety glass frequently cleared
- Accurate disability access statements. Although these are only required for new applications the Board would encourage all existing premises to consider the preparation of an appropriate statement for publication.
- Clear and accurate signage in and around premises

Fully completed risk assessments where appropriate, for both premises and proposed activities to be carried out.

- Policies on crowd management and dispersal, both in the ordinary course of operation and in an emergency.
- Regular maintenance and testing of security and operating systems.
- Designation of a “safe space” within the premises in which vulnerable persons can be provided with assistance.
- Co-operation with Police Scotland and Licensing Standards Officers including access to all relevant policies and procedures such as dispersal policies and incident management.

What the Board Will Expect of Partner Agencies:

- Co-operative approach.
- Effective communication and the sharing of up-to-date relevant information.
- Involvement in a licence review as a last resort

The Board believes that licensed premises have the potential to have a significant impact on communities. It wishes to maintain and protect the amenity of the

surrounding neighbourhoods whilst recognising the valuable cultural and social aspects of such premises.

Whilst licensing powers are not the main statutory mechanism for dealing with public nuisance in general the Board will interpret public nuisance in a wider sense where it relates to the operation of licensed premises, and in particular issues such as noise and litter.

Again, a number of factors should be considered including, but not limited to:

- Location of premises. In particular the proximity to residential or noise sensitive premises such as medical facilities, sheltered housing, schools, places of worship, nurseries and suchlike.
- Hours of operation. Closely related to the location of the premises, the hours of operation should reflect what is appropriate for the surrounding neighbourhood.

The terminal hours indicated in the Supplementary Policy on Licensed Hours are the maximum available and will not be suitable for all premises.

- Nature of activities. Any activities carried on in the licensed premises should not be detrimental to the ambience of the locality.
- Outdoor areas. The Board will include a Supplementary Policy on this issue, but applicants will require to ensure that the inclusion of an outdoor licensed area in any premises is appropriate and will not contravene the licensing objective of preventing public nuisance.
- Smoking areas. These should be designed to minimise public nuisance and regularly monitored to cut down on noise and litter.
- Noise from patrons entering and exiting the premises.

What the Board Will Do:

- Consider the proximity of proposed licensed premises to noise sensitive premises when considering applications.
- Ensure that licensed hours and activities are appropriate for the type of premises and locality. The terminal hours indicated in the Supplementary Policy on Licensed Hours are the maximum available and will not be suitable for all premises.
- Improve communication between the trade, partners and local communities.

- Impose additional licence conditions where appropriate to prevent public nuisance.
- Highlight best practice where available and increase awareness and education on potential areas of risk.

What the Board Will Expect of Licence Holders/Applicants:

- Take a proactive approach to public nuisance with a risk-based approach.
- Be mindful of the location of the premises, hours of operation and activities.

Comply with all conditions of the premises licence.

- Ensure appropriate control measures are in place and staff training is up to date and relevant.
- Consider public nuisance when establishing the design and layout of the premises.
- Adequate supervision of any outdoor area, smoking area and patrons entering/exiting the premises.
- Sharing of best practice via trade groups.
- Participation in communication to resolve any issues that may arise.

What the Board Will Expect of Partners:

- Enforcement of other statutory powers where appropriate.
- Sharing of relevant information.
- Participation in dialogue to resolve potential issues

The Board recognise that excessive consumption of alcohol can cause or exacerbate a number of health problems. All applicants will be expected to demonstrate measures to be taken to protect public health, and all licence holders will be expected to maintain those standards and take all necessary steps to prevent excessive consumption.

Whilst licensing is an important tool in the protection of public health it will not be sufficient in isolation and accordingly the Board will be interested in hearing from and working alongside relevant partners and interested parties where appropriate.

Factors to be considered in connection with this particular licensing objective include, but are not

limited to:

- Access to alcohol by vulnerable persons
- Excessive consumption
- Irresponsible promotion of alcohol
- Education of unit strength of alcohol

What the Board Will Do:

- Utilise local conditions on licences where appropriate.
- Liaise with public health organisation, the local licensing forum and other relevant parties.
- Monitor the number and capacity of premises, public health data and overprovision policies.
- Contribute to raising awareness of the licensing system.

What the Board Will Expect of Licence Holders/Applicants

- Proactive layout of off-sales premises to discourage impulse buying.
- Adequate staff training, including refusals policy and incident recording.
- Availability of low/non-alcoholic products and soft drinks.
- Licensed hours reflective of operating hours.
- Awareness of irresponsible promotions.

What the Board Will Expect of Partner Agencies:

- Effective communication of relevant trends and information.
- Provision of accurate statistics to assist with Board policy and decision making.
- Participation in efforts to increase public awareness of initiatives to protect and improve public health

The Board recognises that the question of access to licensed premises by children and young persons is not one that can be answered with a one size fits all type of approach. The suitability of premises will depend on a number of factors including layout of the premises, activities or services available, and typical customer demographic.

Applicants and licence holders should also be aware that access for children and young persons will bring with it additional responsibilities and may result in additional conditions being attached to the licence.

What the Board Will Do:

- Assess all applications for suitability of access for children and young persons.
- Impose additional conditions where necessary to protect children and young persons from harm.
- Limit the hours during which children and young persons have access if appropriate.
- Limit activities which may take place on the licensed premises during hours in which children and young persons have access if appropriate.

What the Board Will Expect of Licence Holders/Applicants

- Consider the ambience of premises and what is appropriate in terms of children and young persons' access.
- Ensure facilities are appropriate to the areas of the premises to which children and young persons are to be afforded access.
- Vigilance against underage drinking and proxy purchasing.
- Strict enforcement of Challenge 25.
- Comprehensive and up to date staff training.
- Restrict access for children and young persons to appropriate hours and parts of the premises.

What the Board Will Expect of Partner Agencies:

- Communication of relevant information.
- Sharing of best practice or initiatives designed to improve standards.
- Participation in mediation in the event of issues or licence review hearings as a last resort.

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE

PREMISES: REVOLUCION DE CUBA

UNIT 1, THE ACADEMY. ABERDEEN, AB10 1LB

DESCRIPTION

- Variation to Layout Plan to take account of the inclusion of the following areas:
- External Area- First Floor (including Terrace) and Second Floor

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

- None

POLICY

N/A

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE
PREMISES: SIBERIA BAR & HOTEL. 9/11 BELMONT STREET.ABERDEEN.
AB10 1JR

DESCRIPTION

- Expansion of licensed footprint following acquisition of neighbouring premises.
- Premises will include a new bar, servery, and toilets in upper basement floor.
- Children under 14 to be accompanied by an adult when not in areas marked as or adjacent to Hotel Accommodation.
- Young persons will be permitted into the Bar/Restaurant area until 01:00. Young persons must be accompanied by an adult between 22:00 and 01:00.
- Amend on-sales and off sales commencement to 11.00 on Sunday
- Amend question 4 of the operating plan to answer "YES" and add – "The premises may take advantage of any general extension granted by the Licensing Board from time to time"
- Permit the following within and out with core licensed hours – "Conference facilities; Restaurant Facilities; Live Performances; Theatre; Films
- Permit the following out with core licensed hours – "Bar meals; Receptions; Club or other group meetings; indoor/outdoor sports"

Delete existing answers in the operating plan and replace with –

- "As a hotel, services for guests may take place 24/7.
- In addition, public entry for breakfast, receptions, conferences, meetings etc may occur prior to core hours but not normally before 07:00 and background music/entertainment would be ancillary."
- "Charity events, corporate events, community events, promotional events, tasting/samplings, education events and music or other cultural events may take place."

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

N/A

POLICY

6. PROTECTING CHILDREN AND YOUNG PERSONS FROM HARM

The Board recognises that the question of access to licensed premises by children and young persons is not one that can be answered with a one size fits all type of approach. The suitability of premises will depend on a number of factors including layout of the premises, activities or services available, and typical customer demographic.

Applicants and licence holders should also be aware that access for children and young persons will bring with it additional responsibilities and may result in additional conditions being attached to the licence.

What the Board Will Do:

- Assess all applications for suitability of access for children and young persons.
- Impose additional conditions where necessary to protect children and young persons from harm.
- Limit the hours during which children and young persons have access if appropriate.
- Limit activities which may take place on the licensed premises during hours in which children and young persons have access if appropriate.

What the Board Will Expect of Licence Holders/Applicants

- Consider the ambience of premises and what is appropriate in terms of children and young persons' access.
- Ensure facilities are appropriate to the areas of the premises to which children and young persons are to be afforded access.
- Vigilance against underage drinking and proxy purchasing.
- Strict enforcement of Challenge 25.
- Comprehensive and up to date staff training.
- Restrict access for children and young persons to appropriate hours and parts of the premises.

What the Board Will Expect of Partner Agencies:

- Communication of relevant information.
- Sharing of best practice or initiatives designed to improve standards.
- Participation in mediation in the event of issues or licence review hearings as a last resort.

9. SUPPLEMENTARY POLICY – EXTERNAL DRINKING AREAS

The Board recognises that the incorporation of outdoor areas within the licensed footprint of premises can enhance the operation of such premises but considers that it also attracts additional responsibilities on the part of the licence holder to uphold the licensing objectives.

Before an application to licence an outdoor area will be considered the area in question must benefit from the necessary planning permission and, if required, a pavement permit from the Roads Department of Aberdeen City Council.

All outdoor areas must be delineated on the layout plan forming part of the premises licence and outdoor drinking should be included as an activity within the body of the licence. The Board will expect premises who currently utilise unlicensed outdoor areas to incorporate such areas within the premises licence by way of variation.

Applicants and licence holders must demonstrate that the areas will not contravene the licensing objectives, in particular with regard to noise, litter and antisocial behaviour. The areas must be regularly monitored, and glassware removed.

The Board will routinely attach additional conditions where an outdoor area is licensed including but not restricted to:

- Outdoor area to be clearly demarcated onsite.
- Use of the area to cease at 2200 hours.
- No amplified music or entertainment to take place in the outdoor area.

The terminal hour may be further restricted, and drinks may be required to be decanted into alternatives to glassware if appropriate

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE
PREMISES: SOUL (GROUND FLOOR) LANGSTANE KIRK. 333 UNION STREET.
ABERDEEN. AB11 6BS

DESCRIPTION

- Changes to on sale of alcohol to 11:00 – 02:00 Sunday –Thursday and 12:00- 3:00 Friday and Saturday

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

- None

POLICY

7. SUPPLEMENTARY POLICY – LICENSED HOURS

Whilst all applications will be dealt with on their own merits the Board considers it necessary for the promotion of the licensing objectives to set parameters with respect to licensed hours. Any application seeking hours outwith those detailed below will be expected to satisfy the Board that there are legitimate grounds for departing from policy and demonstrate that the granting of such hours would not be contrary to the licensing objectives.

Off-Sale Premises

Maximum trading hours for off-sale premises are set by statute. The Board have no power to grant

off-sales hours prior to 1000 or after 2200 hours. It should be noted that these are the maximum permitted hours, and the Board may restrict these hours if it can be shown to be necessary for the promotion of the licensing objectives.

Earliest Opening Hour Latest Terminal Hour

All off-sales premises 1000 2200

On-Sale Premises

The Board considers it appropriate to distinguish hours within the city centre from outlying areas. The city centre area is that shown delineated on the undernoted map.

The hours stated below are the earliest acceptable opening hour and latest acceptable terminal hour, and not the maximum permissible hours. The terminal hours stated below are the latest permissible and will not be appropriate for all premises. It will be the responsibility of the licence holder or applicant to demonstrate that the premises is suitable for the hours sought.

Additional conditions will normally be added to all premises seeking licensed hours after 1am including but not limited to CCTV, door stewards and radiolink. A link to examples of the standard local conditions can be found in the Supplementary Policy on General Licensing Matters.

The Board considers 15 hours continuous trading to be reasonable within any 24-hour period and so the opening or terminal hour should be adjusted accordingly to comply with this requirement.

The opening hours for casinos remains in line with the statutory hours in terms of the Gambling Act 2005, namely 1200 – 0600 daily.

Outwith City Centre Earliest Opening Hour Latest Terminal Hour

Sunday to Thursday 1000 -0000

Friday & Saturday 1000 -0100

City Centre Earliest Opening Hour Latest Terminal Hour

Sunday to Thursday 1000 - 0200

Friday & Saturday 1000 -0300

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE

PREMISES: THE FOUNDRY, 43 HOLBURN STREET, ABERDEN. AB10 6BR

DESCRIPTION

- Variation to allow children and young person's entry for the purpose of consuming a meal, family entertainment/family focuses events or when attending a function whilst been supervised by a person aged 18 or over to all public parts except for the area immediately adjacent to the bar.

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

- None

POLICY

6. PROTECTING CHILDREN AND YOUNG PERSONS FROM HARM

The Board recognises that the question of access to licensed premises by children and young persons is not one that can be answered with a one size fits all type of approach. The suitability of premises will depend on a number of factors including layout of the premises, activities or services available, and typical customer demographic.

Applicants and licence holders should also be aware that access for children and young persons will bring with it additional responsibilities and may result in additional conditions being attached to the licence.

What the Board Will Do:

- Assess all applications for suitability of access for children and young persons.
- Impose additional conditions where necessary to protect children and young persons from harm.

- Limit the hours during which children and young persons have access if appropriate.
- Limit activities which may take place on the licensed premises during hours in which children and young persons have access if appropriate.

What the Board Will Expect of Licence Holders/Applicants

- Consider the ambience of premises and what is appropriate in terms of children and young persons' access.
- Ensure facilities are appropriate to the areas of the premises to which children and young persons are to be afforded access.
- Vigilance against underage drinking and proxy purchasing.
- Strict enforcement of Challenge 25.
- Comprehensive and up to date staff training.
- Restrict access for children and young persons to appropriate hours and parts of the premises.

What the Board Will Expect of Partner Agencies:

- Communication of relevant information.
- Sharing of best practice or initiatives designed to improve standards.
- Participation in mediation in the event of issues or licence review hearings as a last resort.

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE
PREMISES: TRIPLE KIRKS (GROUND FLOOR) SCHOOLHILL.ABERDEEN.
AB10 1JT

DESCRIPTION

- Variation to allow children and young persons (0-17 years) access to the whole of the ground floor for the purpose of consuming a meal, snack, or drink or collecting takeaway orders. Children aged 0-13 must be always accompanied by an adult. Children aged 14-15 and young persons must be always accompanied by an adult unless collecting takeaway orders.
- Children and young persons will be permitted access to all public areas from the time the premises open until 20:00.

OBJECTIONS/REPRESENTATIONS

- Environmental Health

The applicant has indicated that children and young persons of all ages will be allowed access to the premises. The provision of baby changing facilities will therefore be required unless already installed

CONDITIONS

- None

POLICY

6. PROTECTING CHILDREN AND YOUNG PERSONS FROM HARM

The Board recognises that the question of access to licensed premises by children and young persons is not one that can be answered with a one size fits all type of approach. The suitability of premises will depend on a number of factors including layout of the premises, activities or services available, and typical customer demographic.

Applicants and licence holders should also be aware that access for children and young persons will bring with it additional responsibilities and may result in additional conditions being attached to the licence.

What the Board Will Do:

- Assess all applications for suitability of access for children and young persons.
- Impose additional conditions where necessary to protect children and young persons from harm.
- Limit the hours during which children and young persons have access if appropriate.
- Limit activities which may take place on the licensed premises during hours in which children and young persons have access if appropriate.

What the Board Will Expect of Licence Holders/Applicants

- Consider the ambience of premises and what is appropriate in terms of children and young persons' access.
- Ensure facilities are appropriate to the areas of the premises to which children and young persons are to be afforded access.
- Vigilance against underage drinking and proxy purchasing.
- Strict enforcement of Challenge 25.
- Comprehensive and up to date staff training.
- Restrict access for children and young persons to appropriate hours and parts of the premises.

What the Board Will Expect of Partner Agencies:

- Communication of relevant information.
- Sharing of best practice or initiatives designed to improve standards.
- Participation in mediation in the event of issues or licence review hearings as a last resort.

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LICENSING BOARD INFORMATION SHEET

TYPE OF APPLICATION: VARIATION OF PREMISES LICENCE
PREMISES: TRIPLE KIRKS (FIRST FLOOR) SCHOOLHILL.ABERDEEN. AB10
1JT

DESCRIPTION

- Variation to allow children and young persons aged 14-17 years access to the whole of the first floor for participating and viewing entertainment and televised sport until 10pm.

OBJECTIONS/REPRESENTATIONS

- None

CONDITIONS

- None

POLICY

6. PROTECTING CHILDREN AND YOUNG PERSONS FROM HARM

The Board recognises that the question of access to licensed premises by children and young persons is not one that can be answered with a one size fits all type of approach. The suitability of premises will depend on a number of factors including layout of the premises, activities or services available, and typical customer demographic.

Applicants and licence holders should also be aware that access for children and young persons will bring with it additional responsibilities and may result in additional conditions being attached to the licence.

What the Board Will Do:

- Assess all applications for suitability of access for children and young persons.
- Impose additional conditions where necessary to protect children and young persons from harm.

- Limit the hours during which children and young persons have access if appropriate.
- Limit activities which may take place on the licensed premises during hours in which children and young persons have access if appropriate.

What the Board Will Expect of Licence Holders/Applicants

- Consider the ambience of premises and what is appropriate in terms of children and young persons' access.
- Ensure facilities are appropriate to the areas of the premises to which children and young persons are to be afforded access.
- Vigilance against underage drinking and proxy purchasing.
- Strict enforcement of Challenge 25.
- Comprehensive and up to date staff training.
- Restrict access for children and young persons to appropriate hours and parts of the premises.

What the Board Will Expect of Partner Agencies:

- Communication of relevant information.
- Sharing of best practice or initiatives designed to improve standards.
- Participation in mediation in the event of issues or licence review hearings as a last resort.

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ABERDEEN CITY
Licensing Report
2021-2022



POLICE
SCOTLAND
Keeping people safe

Aberdeen City Council

Foreword

It gives me great pleasure to provide the Annual Licensing Report for 2021/22, in accordance with Section 12(A) Licensing (Scotland) Act 2005. Throughout this year Local Authorities and Police Scotland worked hard to support licensed premises in their road to recovery as Covid-19 restrictions were being lifted.

Collaboration is vital to ensure these businesses can flourish, providing much needed employment for our communities as well as a safe environments for people to socialise. Police Scotland will continue to work closely with Local Authorities, as well as other stakeholders, to ensure there is a fair and consistent approach across all 32 Local Authorities throughout Scotland to aid this recovery. Preventing alcohol fuelled violence, disorder and antisocial behaviour remains a priority for Police Scotland and I believe that working together we can reduce this through early intervention and enforcement.

I would like to take this opportunity to thank our local partnerships and the good work they carry out. With their support Police Scotland and partners can continue to drive improvements in licensing. I will continue to ensure that all officers and staff recognise the importance of working together with key partners, including the Licensing Trade, in an effort to improve licensing standards nationally.

Mr Iain Livingstone QPM

Chief Constable

Police Service of Scotland

Police Scotland Licensing Overview –

The Violence Prevention and Licensing Co-ordination Unit (VPLCU) sits within Safer Communities based at Dalmarnock Police Station, Glasgow.

The VPLCU upholds the two tier structure for licensing which supports both national and local priorities through service delivery. They have overall responsibility for determining and delivering national licensing strategy and policy, by providing advice, guidance and support to divisional licensing teams as well as undertaking other specialist functions.

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The Violence Prevention and Licensing Co-ordination Unit is a specialist department which consists of a small team of officers, based in Glasgow. The officers within the unit work with divisional licensing teams and partner agencies to help shape policy and strategy around the police licensing function. They provide practical and tactical advice to police licensing practitioners, operational officers, supervisors and policing commanders.

The VPLCU seek to ensure that legislation governing the sale and supply of alcohol is applied consistently across the country and all opportunities are taken to stop the illegal or irresponsible sale, supply or consumption of alcohol with the intention of preventing and reducing crime and disorder.

During 2021/2022, from a licensing perspective, our particular focus was on the following;

- Scrutiny of the serious incidents of violence, disorder and antisocial behaviour linked to licensed premises.
- Working closely with Licenced Premises and Scottish Government to navigate the challenges of the COVID-19 pandemic through the 4Es approach by engaging, explaining, educating and enforcing.
- Governance and ongoing development of the National ICT Licensing System, known as “Inn Keeper”, to increase the efficiency and effectiveness of liquor and civic licensing administration and management. Police Scotland are currently working on upgrade to the National ICT system to ensure compliance with GDPR legislation.

Each of the 13 Local Policing Divisions have a licensing team responsible for the day to day management of licensing administration, complying with statutory requirements as well as addressing any issues that may arise within licensed premises in their local area.

LICENSING BOARD AREA

The Aberdeen City Licensing Board area is policed by North East Division

Chief Superintendent Kate Stephen is the Local Police Commander who has the responsibility for all day-to-day policing functions.

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Local Policing Priorities

Following our public consultation process, the policing priorities for North East Division, as set out in our Local Policing Plan are as follows;

- Antisocial Behaviour, Violence and Disorder
- Acquisitive Crime
- Protecting People at Risk of Harm
- Road Safety and Road Crime
- Serious Organised Crime
- Counter Terrorism and Domestic Extremism

OPERATION OF THE LICENSING (SCOTLAND) ACT 2005

The North East Division Licensing Team is located across the division in Aberdeen, Inverurie, Elgin and Stonehaven. All staff have a division wide remit and a working knowledge of all the areas covered.

The North East Division Licensing Team, supported by Community Policing Officers, has promoted the Police Service of Scotland's force priorities alongside the five licensing objectives, the overarching principles and aims of the Licensing (Scotland) Act 2005.

The global COVID-19 pandemic and its associated restrictions continued to present challenges for the Licensing Trade. The vast majority of operators abided by the regulations and worked in close co-operation with Police Scotland and local authority partners such as Licensing Standards Officers, Trading Standards and Environmental Health.

In the reporting period, as statutory consultees, the team responded to the Board regarding 1242 applications for occasional licences or extended hours, 11 premises or provisional premises applications, 263 personal licence applications and 126 premises variations or premises licence transfer applications.

Where any query arises from any such application, a member of the team will seek to discuss the application with the applicant, or the applicant's agent, to ensure that responses to the Board by means of representation or objection are considered, reasonable and proportionate.

The team enjoys a strong working relationship with the Local Authority Licensing Standards Officers. Both teams meet on a regular basis to share information and regularly conduct joint visits to licensed premises, on both a pro-active and reactive basis.

North East Division Licensing Team is represented on the Local Licensing Forum works alongside the following groups and organisations to jointly improve local licensing issues:

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- Community Safety Partnership;
- Local Pubwatch initiatives;
- Local Security Industry companies.

Reviewing incidents on, or connected to, licensed premises is a key part of our day-to-day business.

Community based Police Officers are encouraged and expected to routinely visit licensed premises within their area. Aberdeen City benefits from a dedicated Weekend Policing Plan to support the night time economy.

Within the reporting period, there were 2382 inspections (visits) to licensed premises within Aberdeen City recorded on the InnKeeper system. This is an increase from 1068 the previous reporting year, which reflects the increase of trade due to the relaxing of COVID-19 restrictions.

Any Police Officer who attends an incident at a licensed premises is expected to submit a concise report via the InnKeeper system, particularly when the incident involves violence, disorder, anti-social behaviour, drunkenness, drug misuse, underage drinking, breaches of licensing legislation or any other matter that might impact on public safety.

Within the reporting period, there were 315 incidents connected to licensed premises within Aberdeen City recorded on the InnKeeper system. This is an increase from 93 the previous reporting year and again reflects the increase of trade during the period of reporting.

The information obtained may show a causal link between the operation of the premises and the incident. An incremental intervention process allows for issues to be addressed quickly and effectively at an early stage. This includes a low level 'interaction' which may involve a discussion between the Police and the premises management and/or licence holder. The level of engagement from within the Aberdeen City licensed trade is very good and in many instances, this approach reduces recurrence or escalation.

Premises may become 'monitored' with closer attention being paid to any incidents occurring there. This is often undertaken in conjunction with tasked, supportive visits to the premises by uniformed Police Officers.

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However, where necessary, the staged process allows for more formal intervention to support premises where the need for support has been identified. A premises licence holder and the premises management may be asked to meet with the Police, when concerns will be discussed. This will often involve an agreed action plan being put in place, with a reasonable time scale for completion.

The most common example of an agreed 'action' is refresher training of staff covering their responsibilities including the sale of alcohol to underage or intoxicated persons, 'Challenge 25' and the general terms and conditions of the licence held.

Should the intervention stage not bring about the necessary changes, or be otherwise unsuccessful, the next stage is the submission of a premises licence review application for the consideration of the Licensing Board.

Over the reporting period there were no premises in Aberdeen City that were subject to a period of monitoring or intervention.

Partnership working between the Police, the Licensing Standards Officers and the premises licence holders and premises' management teams allows us to resolve any issues and often prevents the necessity to bring matters to the attention of the Licensing Board by premises licence review application.

In the reporting period there were no premises licence review applications or Closure Order applications submitted to the Board.

The North East Division Licensing Team also has a system in place which monitors certain conduct of Personal Licence holders. Should such a licence holder be charged with any offence, this is brought to the attention of the team. Should the circumstances appear to be inconsistent with any of the five licensing objectives, consideration will be given to bringing this to the attention of the Board by way of a personal licence review. In addition, should an individual be convicted of a relevant offence, this will undergo the same scrutiny.

PREVENTING THE SALE OR SUPPLY OF ALCOHOL TO CHILDREN OR YOUNG PEOPLE

Aberdeen City attracts a lower number of reports of underage drinking or youth congregation involving alcohol in comparison to other towns and cities across Scotland.

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Where a person under 18 years of age is found to be either under the influence of alcohol, drinking alcohol in a public place or in possession of alcohol, the Police Officer involved will take all appropriate steps to ascertain the source of the alcohol.

Where information that cannot be fully evidenced is received regarding the sale of alcohol to children and young persons, in accordance with the national guidance contained within the 'Alcohol Toolkit', letters will be sent to licensed premises in the area reminding them of their responsibilities and requesting extra vigilance.

If such concerns were to continue in respect of specific premises, then other operational strategies would be considered.

There were two reported cases of alcohol being purchased by a person under the age of 18 within Aberdeen City during the reporting period.

In support to the Protection of Children from Harm licensing objective, applications for premises licences and variations to premises licences come under close scrutiny often resulting in the submission of letters of objection, or more commonly, of representation, in which the imposition of conditions in respect of on sales, with regard to the times and terms in which children can be on such premises, will be recommended by the Chief Constable.

TACKLING SERIOUS AND ORGANISED CRIME

Many of the processes and procedures involved in licensing applications are carried out to guard against Serious Organised Crime Groups (SOCG) infiltrating the licensed trade in any way. There are a number of these groups operating within Aberdeen City, of whom Police Scotland continually monitor, disrupt and take enforcement action against. This scrutiny is further enhanced with the nation-wide InnKeeper system. This database contains details of all liquor and civic licences for every Division in Scotland, and enhances our information sharing in respect of premises and people in the licensed trade as they move about the country and work in multiple venues.

If such an SOCG were able to gain a foothold in licensed premises this would afford the criminal group a seemingly legitimate income stream, which could be no more than a veneer for other criminal activities such as money laundering, tax evasion, drug and people trafficking and other dishonest activities.

Many of the procedures currently carried out by the North East Divisional Licensing Team, particularly in relation to new premises licences and the transfer of premises licences are done to ensure complete financial transparency and to ensure there are no business related irregularities which may be indicative of SOCG involvement.

Frequent and directed Police attendance and contact with licensed premises also increases the opportunity for irregularities to be identified or reported.

OFFICIAL
NOT PROTECTIVELY MARKED

As part of this, the North East Division Licensing Team regularly liaise with Police Interventions staff who are aware of SOCG activity within the Division to ensure that applicants are not affiliated in any way to such groups, before responding to the Licensing Board.

The consistent high profile approach and interaction with licensed premises in direct correlation with the aforementioned close scrutiny in the application process should reinforce the work carried out to maintain this position.

PROPOSED ACTIVITY FOR THE YEAR AHEAD

Over the forthcoming year, North East Division Licensing Team, in conjunction with Community Policing Teams, will work alongside licensed premises, to ensure that these premises are adhering to the spirit of the legislation and operate in a manner that supports the five licensing objectives. We aspire to increasing our number of supportive visits to licensed premises and hope to see a continued reduction in the number of incidents taking place on licensed premises.

It is intended that our involvement and participation in public safety campaigns will continue. The team will be actively engaged in promoting the national 'It'll cost you' campaign aimed at deterring proxy sales of alcohol for supply to children and young persons.

The ending of the current Government restrictions in respect of COVID-19 has seen an increase in activity within the Licence trade. We see this as an opportunity to reinvigorate our processes and we are looking at ways of improving our performance across the entirety of A Division, including Aberdeen City. We have already undertaken refresher sessions for our Community Policing Teams in respect of Inspections of licenced premises, which will continue throughout the year. Members of the team will also be involved in various local initiatives centred on Licensing.

By working with established partnerships but particularly with the licensed trade, we hope to continue to see a reduction in alcohol-related crime, particularly violence, whether perpetrated within licensed premises, public places or private spaces.

To conclude we would like to thank you for your continued support and we look forward to a safe and healthy 2022/2023.