



**OPERATING SCHEDULE**

Staff shall be trained in the requirements of the Licensing Act 2003 with regard to the Licensing Objectives.

**A) The Prevention of Crime and Disorder**

1. A CCTV system shall be maintained and operated at the premises with cameras positioned both internally and externally.
2. Recorded CCTV images will be maintained and stored for a period of twenty-eight days and shall be produced to the Police or Licensing Authority upon request.
3. CCTV will be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system, any DVDs subsequently produced will be in a format so it can be played back on a standard PC or DVD player.
4. Any person left in charge of the premises must be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.
5. Plans indicating the position of CCTV cameras to be submitted to the Police prior to the premises opening.
6. A least one member of SIA registered door staff shall be employed at the premises from 21:00 until close on a Thursday, Friday and Saturday evening. At all other times, SIA registered door staff shall be employed in accordance with a risk assessment, to be carried out by the DPS. When employed, door staff will wear high visibility armbands.
7. When employed, a register of those door staff employed shall be maintained at the premises. The register must be available for immediate inspection on request by an officer of a responsible authority. The register shall include:
  - (i) the number of door staff on duty;
  - (ii) the identity of each member of door staff;
  - (iii) the times the door staff are on duty.
8. There shall be no sale of alcohol for consumption off the premises, nor shall any open containers of alcohol be removed from the premises, save for consumption in any delineated external area.
9. Staff will be trained in the laws relating to under age sales, and that training shall be documented and repeated at 6 monthly intervals.
10. A refusals book will be maintained at the premises, and made available to an officer of a responsible authority upon request.
11. There shall be a maximum of 160 persons (excluding staff) permitted on the premises at any one time.
12. If the venue accommodates external promoters, they shall maintain a register or diary system to record all such events. Each entry shall contain the specific date of the event, nature/title of the event and the name, address and contact telephone number of the promoter specific to the event. The register must be available for immediate inspection on request by an officer of a responsible authority.
13. The premises licence holder will have a written search policy for those entering the premises. All relevant members of staff shall be acquainted with this policy.

14. Clear and visible notices shall be displayed to those entering the premises detailing the establishment's search policy. These signs shall state that the police will be informed if anyone is found in possession of controlled substances or weapons.
15. Secure receptacles, to the standard as required by West Yorkshire Police, must be provided in a restricted part of the building for staff to deposit drugs and weapons. Any seizure of controlled substances and/or weapons must be recorded in the incident log and reported to the police at the earliest possible time.
16. The premises licence holder shall ensure that drinks glasses and any other glass receptacles are prevented from being taken off the premises (save for consumption in any delineated external area).
17. There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.

## **B) Public Safety**

1. A first aid box will be available at the premises at all times.
2. Any person who appears unwell, including anyone who appears to be affected by alcohol or drugs shall be seen by a trained first aider who shall give first aid and if necessary seek further medical assistance.
3. Regular safety checks shall be carried out by staff.
4. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
5. The premises shall maintain public liability insurance.
18. The premises shall maintain an incident log within which staff must record any incident which has occurred on the premises. The incident log shall be produced immediate inspection on request by an officer of a responsible authority. The incident log must be retained on the premises for a period of one year, taken from the date of the last entry, and must include the following:
  - a. The date and time of the incident;
  - b. The nature of the incident;
  - c. The full name(s) of staff involved, including the registration number of any SIA registered door staff;
  - d. Details of any authority to whom the incident was reported, including the names and numbers of any police officers who attended the incident; and
  - e. Details of any witnesses.

## **C) The Prevention of Public Nuisance**

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
2. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

3. The exterior of the building shall be cleared of litter at regular intervals. The premises licence holder shall ensure that any promotional materials such as flyers do not create litter.
4. A tamper proof noise limiter shall be installed at the premises and set at a level in conjunction with the environmental health department of the Council.
5. There shall be no external loudspeakers.
6. The premises licence holder shall ensure that patrons use any delineated external areas in a manner which does not cause a nuisance to nearby residents and businesses in the vicinity. Patrons will not be permitted to use such areas (save for smokers) after 23:00 daily.
7. The activities of persons using the external areas for smoking shall be monitored after 23:00. Patrons will be reminded to have regard to the needs of local residents and to refrain from shouting and anti-social behaviour when necessary.
8. The premises will adopt a 'cooling' period where the volume of music shall be reduced towards the closing time of the premises.

#### **D) The Protection of Children From Harm**

1. A "Challenge 21" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 21. The only acceptable forms of identification shall be photographic driving licences, passports, HM forces cards, or a form of identification with the "PASS" hologram.
2. Staff training will include the Challenge 21 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.
3. Notices advising what forms of ID are acceptable must be displayed.
4. Notices must be displayed in prominent positions indicating that the Challenge 21 policy is in force.
5. There shall be no admission to the premises of any persons under the age of 18.

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## **HIRST'S YARD LEEDS**

### **DISPERSAL POLICY**

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The purpose of this Dispersal Policy is to ensure, so far as it is possible, that minimum disturbance or nuisance is caused to our neighbours and to ensure that the operation of the premises makes the minimum impact upon the neighbourhood in relation to potential nuisance and anti-social behaviour. This will be achieved by exercising pro-active measures towards and at the end of the evening.

By ensuring that this Dispersal Policy document is brought to the attention of Management and Staff we will seek to encourage the efficient, controlled and safe dispersal of our patrons during our closing period.

1. At the end of the evening management and staff will assist with the orderly and gradual dispersal of patrons.
2. Staff Members (including door personnel when employed) will advise patrons to leave the premises quickly and quietly out of respect for our neighbours.
3. Notices will be displayed requesting our customers to leave quietly and in an orderly manner out of consideration to neighbours and their attention will be drawn to these notices by members of staff.
4. We will ensure the removal of all bottles and drinking receptacles from any patron before exiting the premises (this does not apply in the case of consumption in any delineated external drinking area.)
5. We will actively discourage our customers from assembling outside the premises at the end of the evening.

