

# PRO FORMA - RISK ASSESSMENT - FOR PREMISES LICENCE APPLICATIONS (V3.0)

**Please complete the details below:**

Applicant name:

Business name:

Business address:

Postcode:

## Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.

## How to use this document

1. This document has four sections which correspond with the four licensing objectives and appendix 1 of our Licensing Policy. In each section you will find information on potential control measures (each with an individual code) which we suggest may help you meet the four licensing objectives.
2. Run through the questions in the grey sections and consider the potential control measures listed in the columns beneath.
3. If you are happy to volunteer the control measures as conditions on your licence place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear as conditions on your licence.

<b>Crime and disorder 1 - CCTV</b>		
Do the premises have CCTV? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES:		
was the siting and standard agreed with West Yorkshire Police (WYP)? YES <input type="checkbox"/> / NO <input type="checkbox"/>		
have you agreed a policy on the retention and security of the footage with WYP?  YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If NO:		
have you consulted WYP about whether CCTV should be installed? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
(NB unless WYP have agreed CCTV is not required, a representation is likely)		
<b>Crime and disorder 1 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out	CD1	x
The siting and standard of the CCTV system will be agreed with WYP prior to installation and will comply with that agreement at all times.	CD2	
Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police	CD3	
Security footage will be made secure and retained for a period of time to the satisfaction of WYP.	CD4	x

<p><b>Crime and Disorder 2 - Designated Premises Supervisor (DPS)</b></p>		
<p>Will the DPS generally be on site? YES <input type="checkbox"/> / NO <input type="checkbox"/> / <input type="checkbox"/> N/A</p>		
<p>Is the DPS contactable in emergency? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p><b>Crime and Disorder 2 - potential control measures</b></p>	<p><b>CODE</b></p>	<p><b>✓</b></p>
<p>A Supervisors Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.</p>	<p>CD5</p>	<p><b>X</b></p>
<p>The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.</p>	<p>CD6</p>	<p><b>X</b></p>

### Crime and Disorder 3 - door supervisors and other security staff

Do you use registered door supervisors or security staff?

YES  / NO  / N/A

Are they Security Industry Authority (SIA) registered?

YES  / NO  / N/A

Do you specify a minimum number of door supervisors?

YES  / NO  / N/A

If YES, state the number of staff \_\_\_\_\_

Has this been agreed with WYP?

YES  / NO  / N/A

Do you have a policy with the door supervisor or security company which covers:

- vetting customers entering the premises?

YES  / NO  / N/A

- controlling customers entering, within or leaving the premises?

YES  / NO  / N/A

- safeguarding the public within and immediately outside the premises?

YES  / NO  / N/A

- notifying WYP at the earliest opportunity of any problems or incidents?

YES  / NO  / N/A

- exclusion of persons who have had too much to drink or appear inclined to disorder?

YES  / NO  / N/A

Do you have a Daily Record Register within which door supervisors / security staff sign on and off duty?

YES  / NO  / N/A

Can you identify who was on duty at any particular time?

YES  / NO  / N/A

Do you have an Incident Report Register?

YES  / NO  / N/A

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<b>Crime and Disorder 3 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
The minimum number of door supervisors for the premises is _____	CD7	
The Licensee will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.	CD8	
The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty (verified by the individual's signature).	CD9	
The Daily Record Register will be retained for a period of twelve months from the date of the last entry.	CD10	
Security staff / designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	CD11	<b>X</b>
The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, and ejections from the premises.	CD12	<b>X</b>
The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.	CD13	<b>X</b>
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.	CD14	<b>X</b>

### Crime and Disorder 4 - Drugs and offensive weapons

Do you have a policy and procedure to prevent use of illegal drugs or weapons (eg a search policy)? YES  / NO  / N/A

Has this been agreed with WYP? YES  / NO  / N/A

Does the policy include:

- recording any search YES  / NO  / N/A
- seizing drugs/weapons found YES  / NO  / N/A
- providing safe storage for items seized YES  / NO  / N/A
- informing the police of any search and seizure YES  / NO  / N/A
- display notices to inform customers of the policy YES  / NO  / N/A

Crime and Disorder 4 - potential control measures	CODE	✓
A policy for searching patrons at the entrance to premises will be adopted.	CD15	
The Licensee will inform West Yorkshire Police of any search resulting in a seizure of drugs or offensive weapons.	CD16	
A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.	CD17	
Notices will be displayed at the entrances of the premises which state: <ul style="list-style-type: none"> <li>• a search will be conducted as a condition of entry to premises;</li> <li>• incidents of crime and disorder will be reported to the police;</li> <li>• entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent;</li> <li>• entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances</li> </ul>	CD18	

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<b>Crime and Disorder 5 - Communication</b>		
Do you subscribe to Nite Net or a similar form of communication (radio/text/pager system) YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Has this been agreed with WYP? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Crime and Disorder 5 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
The premises will be linked to West Yorkshire Police (and other venues in the ..... area/scheme) by means of ..... (specify):	CD19	
Such communication link will be kept in working order at all times	CD20	
The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.	CD21	
Any police instructions or directions given via the link will be complied with whenever given.	CD22	
All incidents of crime or disorder will be reported via the link to an agreed police contact point.	CD23	

## Crime and Disorder 6a - Responsible sale of alcohol

### Proof of Age

Have you adopted the WYTS (West Yorkshire Trading Standards) Proof of Age Scheme or similar?

YES  / NO  / N/A

Have all staff been instructed of the steps required to prevent under age sales of alcohol? YES  / NO  / N/A

### Glass and Bottles

Do you have a policy for the frequent collection of glasses and bottles?

YES  / NO  / N/A

Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices?

YES  / NO  / N/A

Do you use plastic or toughened glasses/bottles when necessary?

YES  / NO  / N/A

### Alcohol Designated Public Places Orders

If you are in the area of an Alcohol Designated Public Places Order (DPPO), do you display notices advising customers of that Order and its effects?

YES  / NO  / N/A

## Crime and Disorder 6a - potential control measures

CODE

✓

### Proof of Age

The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards (WYTS)

CD24

X

The Licensee's staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.

CD25

X

or

The Licensee's staff will ask for evidence from any person appearing to be under the age of 18 who attempts to purchase alcohol at the premises.

CD26

X



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<b>Crime and Disorder 6a - potential control measures cont...</b>	<b>CODE</b>	<b>✓</b>
<p><u>Glass and Bottles</u></p> <p>Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.</p>	CD27	
<p>The Licensee will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.</p>	CD28	
<p>Plastic or toughened glasses/bottles will be used in all outdoor areas.</p>	CD29	
<p>Plastic or toughened glasses/bottles will be used when requested by West Yorkshire Police (e.g. football match days)</p>	CD30	
<p><u>Alcohol Designated Public Places Orders</u></p> <p>Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be displayed at the exits to the premises.</p>	CD31	

## Crime and Disorder 6b - Responsible sale of alcohol

### Membership of a Recognised Body

Do you belong to a Licensees Association/Body YES  / NO  / N/A

If YES, please state which body .....

### Exclusion from Premises

Do you operate a system of excluding customers who are known to cause problems? YES  / NO  / N/A

If YES:

- is this your own system or  please
- a system run by a local licensees body  tick

### Dispersal Policy

Do you have a written dispersal policy (eg. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour)  
YES  / NO  / N/A

If YES:

- was this agreed with WYP? YES  / NO  / N/A
- are all staff trained on the policy? YES  / NO  / N/A

## Crime and Disorder 6b - potential control measures

CODE



The Licensee will belong to a recognised trade body or Pub Watch Scheme, whose aims include the promotion of the licensing objectives

CD32

The Licensee will ensure that customers who commit acts of anti-social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.

CD33

The Licensee will comply with the agreed protocols of the local pubwatch scheme(s) or trade body where unilateral banning orders are implemented.

CD34

The Licensee will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The Licensee or DPS will ensure that staff receive training on the policy.

CD35

At least thirty minutes will be allowed between the final sales of alcohol and closing the premises. The DPS will permit customers to finish their drinks and leave the premises in an orderly manner.

CD36

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<b>Crime and Disorder 7 – Entertainment of an Adult Nature e.g. Strip Tease Dancing or Nude Dancing</b>		
Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation? ? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Crime and Disorder 7 – potential control measures</b>	<b>CODE</b>	<b>✓</b>
Each area shall be supervised and shall display signs advising clients of the rules and conditions of licence regarding improper performances.	CD37	
Performers shall be aged not less than 18 years.	CD38	
Nothing shall be done, recited, sung, exhibited, or performed which is likely to cause a breach of the peace.	CD39	
Whilst performing, the performer must at all times wear at least a G-string (female)/ pouch (male), covering the genitalia. This item of clothing must be worn at the commencement of the performance and may be removed during the performance but must be replaced at the conclusion.	CD40	
During any performance of lap dancing, striptease or nude dancing (including performances usually termed 'private dances') there must not be any physical contact, by the performer, with any person in the viewing audience except: a) Leading a patron hand in hand to and from a chair or private room. b) Simple handshake greeting at the beginning and/or end of the performance. c) The placing of monetary notes or dance vouchers in the hand or garter worn by the performer. d) Pecking the cheek of a patron at the conclusion of the performance.	CD41	
No performance shall include any sex act with any other performers, persons in the audience or with the use of any objects.	CD42	
A price list should be displayed in a prominent position giving the price and time allowed for the dance routine.	CD43	
Performers/dancers not performing must not be in the licensed area in a state of nudity.	CD44	
CCTV to be installed and maintained in the premises to the satisfaction of the West Yorkshire Police.	CD45	
The recordings will be produced to a police constable or authorised officer of the Council, on request.	CD46	
Booths, private rooms and areas must be visible to supervision and must not have closing doors or curtains that prevent the performance being observed.	CD47	

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<b>Public Safety 1 - Health and Safety</b>		
Do you have an up-to-date written Health and Safety assessment for the premises? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Public Safety 1 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
A written risk assessment will be kept which covers all activities which affect the health and safety of members of the public. This will include the noise levels to which the public are to be exposed and information will be provided for the public via signage at the entrance. The assessment will be produced for inspection at the request of an authorised officer.	PS1	
<b>Public Safety 2 - Crowd control and management</b>		
<u>Crowd Control and Management</u>		
Do you have a capacity limit for the venue? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES is this:		
<ul style="list-style-type: none"> <li>• imposed by West Yorkshire Fire and Rescue Service (WYFRS)</li> <li>• imposed by an existing licence</li> <li>• a voluntary limit</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Do you have a policy/procedure for entry / egress control YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Do you have a policy/procedure for crowd control and management? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES:		
Are all staff trained in these policies / procedures? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Public Safety 2 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
The capacity of the premises is _____,  and at all times the number of persons on the premises will not exceed that figure.	PS2	

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<p>The Licensee will adopt at the premises written policies and procedures on:</p> <ul style="list-style-type: none"> <li>• Entry and egress to the premises (including monitoring of any capacity limit)</li> <li>• Evacuation of the premises</li> </ul> <p>The Licensee will ensure staff are trained on these measures, and all other matters relating to the safety of the public.</p>	PS3	
<p>The licensee will maintain an electronic system for monitoring capacity control within the premises. This system will be linked via monitors around the premises to a central office.</p> <p>NB: This control measure is encouraged by WYFRS for large premises which are spread over multiple levels.</p>	PS4	
<p>Appropriately trained staff will be provided to oversee general safety within the premises, and these will be provided to a minimum number of one member of staff per 250 occupancy or part thereof, in accordance with the occupancy figure.</p>	PS5	
<p>Where the licensable activities are held on floors other than the ground floor level the ratio of supervisors will increase to 1 per 100 occupancy or part thereof on those levels.</p>	PS6	
<p>The Licensee will have a written procedure for crowd control and management. All staff will be instructed in the operation of the procedure. The policy will be available for inspection at the request of an authorised officer.</p>	PS7	
<p align="center"><b>Public Safety 3 - Management arrangements</b></p>		
<p><u>Management Arrangements</u></p> <p>Do you have procedures for the following?</p> <p>Accident / incident reporting                      YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Routine maintenance                                      YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Daily inspection of public areas                      YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Recording relevant tests / inspections              YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Collecting glasses/bottles with particular emphasis on balcony areas YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p><b>Public Safety 3 - potential control measures</b></p>	<p><b>CODE</b></p>	<p align="center"><b>✓</b></p>
<p>All exit doors will be accessible, open easily, and exit routes will be maintained.</p>	PS8	

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Safety checks, including doors, will be undertaken before opening to the public and a record kept of inspections. Also any inward opening Entrance / Exit door must be permanently held open on Cabin Hooks during Licensed hours. To alter this arrangement written permission of the Fire Service is required.	PS9	
Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.	PS10	
Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.	PS11	<b>X</b>
All equipment with which the public may have contact, will be maintained, stored and operated in a safe manner. Appropriate maintenance and test records will be kept and be available for inspection by an authorised officer..	PS12	
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.	PS13	
<b>Public Safety 4 - Fire safety</b>		
Do you have systems for installing, testing and maintaining the following:		
Fire detection systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Fire fighting / suppression systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Alarm systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Electrical installations	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Portable electrical appliances	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Emergency lighting systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Music cut out systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Use of fire retardant materials	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
General fire precautions	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Have these been agreed by WYFRS?	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
If NO, please give details of which systems and reasons: .....		
<b>Public Safety 4 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
Electrical installations will be inspected on a periodic basis (at least every 5 years) by a suitably qualified and competent person. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	PS14	

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Portable electrical appliances including those brought in temporarily onto the premises will be checked on a regular basis by a suitably trained and competent person to ensure they are in a safe condition. Records will be kept of these checks. These will be made available at the request of an authorised officer	PS15	
Temporary electrical wiring and distributions will be inspected by a suitably qualified and competent person before they are put into use. An Inspection record/certificate will be retained for inspection by an authorised officer.	PS16	
The Licensee will maintain an electrical manually operated fire alarm system that can be clearly heard in all parts of the premises to the satisfaction WYFRS.	PS17	
The Licensee will maintain a fire alarm system with automatic heat and smoke detectors. The systems requirements, testing and operation will be to the satisfaction of WYFRS.	PS18	
The positioning of the electrical fire alarm system, smoke and heat detectors will be agreed with WYFRS.	PS19	
Fire alarm tests will be carried out daily and recorded in a suitable log book. The log book will be made available for inspection by an authorised officer..	PS20	
All staff will be trained in operating the alarm system and be familiar with the fire and escape routes and action to be taken in the event of fire.	PS21	<b>X</b>
The Licensee will install and maintain electrical emergency lighting. The source of supply for this lighting will be separate from that for the general lighting. The emergency lighting will be positioned in areas agreed with the WYFRS. These areas will include passages, corridors, ramps and stair cases. The emergency lighting will allow individuals to see their way out of the premises without the aid of general lighting.	PS22	
The emergency lighting will perform on a complete failure of the normal lighting in a manner agreed with WYFRS. The emergency lighting will meet the British safety standards stipulated by WYFRS.	PS23	
The Licensee will provide to the satisfaction of WYFRS exit sign (Running Man) boxes lit by both primary and emergency lighting. These exit sign (Running Man) boxes will be placed in positions agreed with WYFRS. The size, illumination and design of the sign(s) will be agreed with WYFRS.	PS24	
Exit doors will be provided with external primary and emergency lighting points to the satisfaction of the WYFRS. The design of external fire escape route will be to the satisfaction of WYFRS.	PS25	

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<b>Public Safety 4 - potential control measures cont...</b>	<b>CODE</b>	<b>✓</b>
The siting, number, fire rating and standard of fire extinguishers will be agreed with WYFRS prior to installation and will comply with that agreement at all times.	PS26	
The emergency lighting system will be tested in a manner which satisfies WYFRS. The test results will be kept in a suitable log book and will be available for inspection by an authorised officer.	PS27	
The Licensee will provide any kitchen on the premises with a fire blanket which meets the standards recommended by WYFRS. The fire blanket will be installed and maintained to the satisfaction of the WYFRS.	PS28	
All curtains and drapes in the premises will be fire retardant and to the satisfaction of WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS29	
Fabric, foliage and decorations will be constructed from materials to the satisfaction of the WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS30	
The filling materials used in the furnishings will be combustion modified foam or other material to the satisfaction of WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS31	
Any wall coverings at the premises, or on escape routes will be to the satisfaction of the WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS32	
Floor coverings at the premises will comply with those safety standards as stipulated by WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS33	



<b>Public Safety 5 - Structural safety</b>		
Do you regularly inspect and record inspections of structural elements of the venue?  e.g. floors, balconies, stairs, ceilings  YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Public Safety 5 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
The Licensee will make provision for regular inspections of the premises structure. A written record of these inspections will be kept. The records will be made immediately available for inspection at the request of an authorised officer.	PS34	
At the request of an authorised officer the Licensee will produce certification of any building works carried out at the premises. (This will be in the form of a building regulations completion certificate issued by the local authority or an approved inspector)	PS35	
<b>Public Safety 6 - General housekeeping</b>		
Do you have written procedures for the inspection of:  Furnishings and fabrics YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>  Suspended decorations/lights/ amplification systems YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>  Guarding to stairs/balconies/ landings/ramps YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>  Condition of floor surfaces YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>  Provision of safety glazing YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>  Guardings to fires or open flames YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Public Safety 6 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
Regular safety checks of decorative and functional fixtures that could fall causing injury to the public or may cause a risk of fire, will be undertaken.	PS36	

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<b>Public Safety 6 - potential control measures cont...</b>	<b>CODE</b>	<b>✓</b>
Regular safety checks of guardings to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	PS37	
All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.	PS38	
Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.	PS39	
Regular safety checks of guardings to fires and open flames will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour.	PS40	
Safety checks will be recorded and made available for inspection at the request of an authorised officer	PS41	
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	PS42	

<b>Public Safety 7 - Refreshments</b>		
Do you prepare hot food / drinks in proximity to the public? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES:  has the risk of scolding or burns been assessed? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Public Safety 7 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
The risk of scald and burns to the public from hot food and drink preparation will be assessed and a procedure implemented.	PS43	
Hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.	PS44	
<b>Public Safety 8 - First Aid</b>		
Do you have staff trained in First Aid? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES, please state numbers _____		
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Public Safety 8 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
Suitably trained First Aid staff will be provided at all times when the premises are open.	PS45	
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	PS46	
Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of the water at all material times.	PS47	
Adequate and appropriate First Aid equipment and materials will be available on the premises.	PS48	
A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.	PS49	

<b>Public Safety 9 - Special effects</b>		
Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES, please list the safety measures employed, e.g. prior notification to WYFRS, notices displayed to advise customers.  _____  _____  _____		
<b>Public Safety 9 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.	PS50	
No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.	PS51	
Fireworks or pyrotechnics will not be used without prior written notification to WYFRS.	PS52	
<b>Public Safety 10 - Disabled people</b>		
Do you have written procedures for the safe evacuation of disabled people? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Are staff trained on the procedure? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Public Safety 10 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
The Licensee will ensure that there is a procedure for the safe evacuation of disabled persons.	PS53	<b>X</b>
Staff will be trained in the procedure and a record kept of such training.	PS54	<b>X</b>

**RISK ASSESSMENT - PRO FORMA V3.0**

**Prevention of public nuisance**

<b>Public Nuisance 1 - Noise and vibration</b>		
<u>Noise and vibration</u>		
Identify the potential sources of noise and vibration which apply to your premises:		
Amplified music	<input type="checkbox"/>	
Unamplified music	<input type="checkbox"/>	
Singing and speech	<input type="checkbox"/>	
Waste disposal, including bottle bins	<input type="checkbox"/>	
Plant and machinery, including extraction systems	<input type="checkbox"/>	
Food preparation	<input type="checkbox"/>	
Cleaning	<input type="checkbox"/>	
Identify where sources of noise may occur outside your premises:		
Beer garden	<input type="checkbox"/>	
Play area	<input type="checkbox"/>	
Car park	<input type="checkbox"/>	
Temporary structure	<input type="checkbox"/>	
Plant and equipment	<input type="checkbox"/>	
Identify which measures are in place/proposed		
Soundproofing	<input type="checkbox"/>	
Air conditioning to allow windows to be kept closed	<input type="checkbox"/>	
Sound limiters	<input type="checkbox"/>	
Use of lobby doors	<input type="checkbox"/>	
Cooling down period with reduced music volume	<input type="checkbox"/>	
Fixed and appropriate times for collection of waste	<input type="checkbox"/>	
Restricted use of outdoor areas	<input type="checkbox"/>	
No external loud speakers	<input type="checkbox"/>	
Are the premises located near noise sensitive properties? Eg. residential areas, residential homes, hospitals. YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Public Nuisance 1 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
No nuisance will be caused by noise or vibration emanating from the premises. Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.	PN1	

## RISK ASSESSMENT - PRO FORMA V3.0

### Prevention of public nuisance

Public Nuisance 1 - potential control measures cont...	CODE	✓
Noise from the premises shall be inaudible at the nearest noise sensitive premises (i) after 23.00 hours and (ii) at any time when entertainment, as defined by paragraph 2 of Schedule 1 of the Licensing Act 2003, takes place on more than 30 occasions per year	PN2	
There will be no external loudspeakers	PN3	
Bottles will not be placed in any external receptacle after 23.00 hours to minimise noise disturbance to adjoining properties	PN4	
No nuisance will be caused by noise or vibration emanating from the premises from external plant or equipment.	PN5	
The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.	PN6	
The Licensee will ensure patrons use beer gardens, external areas and play areas in manner which does not cause nuisance to nearby residents and business in the vicinity. Patrons will not use such areas after 21:00.	PN7	
The Licensee will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.	PN8	

**RISK ASSESSMENT - PRO FORMA V3.0**

**Prevention of public nuisance**

<b>Public Nuisance 2 - Light pollution</b>		
<p>Is external lighting provided?                      YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If provided, have you ever received any complaints about the effect on local residents / businesses? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If YES, please give details:                      Please identify steps taken / proposed to address the complaint(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<b>Public Nuisance 2 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
The licensee will ensure that lighting provided for the purpose of customer and staff safety, for the security of the premises, and lighting associated with activities of entertainment and advertising is of such and intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining premises.	PN9	

**RISK ASSESSMENT - PRO FORMA V3.0**

**Prevention of public nuisance**

<p><b>Public Nuisance 3 - Smell / odours</b></p>		
<p>Do you provide hot food on the premises? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>Have you ever received complaints about smells from local residents / businesses? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>If YES, please give details</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>Are extraction / filtration systems provided? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>If YES, do you have written procedures or a contract for regular maintenance of the systems? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p><b>Public Nuisance 3 - potential control measures</b></p>	<p><b>CODE</b></p>	<p><b>✓</b></p>
<p>The premises will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.</p>	<p>PN10</p>	
<p>The premises will operate a suitable ventilation and extraction system. The system will be cleaned and maintained to the manufacture's instructions to prevent unwanted odours occurring.</p>	<p>PN11</p>	



**RISK ASSESSMENT - PRO FORMA V3.0**

**Prevention of public nuisance**

<p><b>Public Nuisance 4 - Litter</b></p> <p>Does the premises sell takeaway food, drinks or other produce/packaging which may generate litter/waste? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If YES, please identify the steps taken to prevent nuisance caused by litter</p> <p>.....</p> <p>.....</p> <p>Provision of litter bins <input type="checkbox"/></p> <p>Display of notices to customers <input type="checkbox"/></p> <p>Warnings/advice on packaging <input type="checkbox"/></p> <p>Instructions to staff to periodically clear litter from the street around the premises <input type="checkbox"/></p> <p>other (please specify) .....</p>		
<p><b>Public Nuisance 4 - potential control measures</b></p>	<p><b>CODE</b></p>	<p><b>✓</b></p>
<p>The licensee will ensure that business waste is stored inside closed containers awaiting collection, that litter arising from people using the premises is cleared away regularly, that promotional materials such as flyers do not create litter, and that other street advertising is carried out lawfully.</p>	<p>PN12</p>	

**RISK ASSESSMENT - PRO FORMA V3.0**

**Prevention of public nuisance**

<b>Public Nuisance 5 - Transport / pedestrian movement</b>		
Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises:		
YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES:		
What steps do you take to ensure that the procedure(s) works?		
.....		
.....		
.....		
.....		
.....		
<b>Public Nuisance 5 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.	PN13	<b>X</b>
Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure: Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.	PN14	
The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.	PN15	<b>X</b>
A facility will be provided for customers to order taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent location.	PN16	<b>X</b>

**RISK ASSESSMENT - PRO FORMA V3.0**

**Protection of children from harm**

**Protection of children from harm 1 - Entertainment of an adult nature**

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)?

YES  / NO  / N/A

If so, do you only provide the adult entertainment at certain times/days of the week?

YES  / NO  / N/A

Is your premises located near to premises which are children orientated?

YES  / NO  / N/A

**Protection of children from harm 1 - potential control measures**

**CODE**



People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.

PCH1

The Licensee will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.

PCH2

Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff)

PCH3

The Licensee will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.

PCH4

Any person on the premises who can be observed from outside the premises will be properly and decently dressed.

PCH5

Any written or visual advertisement material, posters, signage, window display at or for the premises must not be of a sexually explicit and or suggestive nature, thus ensuring (minimising) that children are not exposed to unsuitable material which may harm their emotional or physical wellbeing.

PCH6

**RISK ASSESSMENT - PRO FORMA V3.0**

**Protection of children from harm**

<b>Protection of children from harm 2 - Under age sales of alcohol</b>		
Do the premises sell or supply alcohol? YES <input type="checkbox"/> / NO <input type="checkbox"/>		
<b>Protection of children from harm 2 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
People under 18 will not be admitted.	PCH7	
The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards.	PCH8	<b>X</b>
The Licensee's staff will ask for evidence of age from any person appearing to be under the age of 18 who is attempting to purchase alcohol at the premises.	PCH9	<b>X</b>
Signs will be provided informing customers that sales will not be made to under 18s, and that age identification may be required.	PCH10	<b>X</b>
<b>Protection of children from harm 3 - Gambling</b>		
Is there a strong element of gambling on the premises? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Protection of children from harm 3 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	PCH11	
or		
There will be sufficient screening of the relevant entertainment from view of those under 18.	PCH12	

**RISK ASSESSMENT - PRO FORMA V3.0**

**Protection of children from harm**

**Protection of children from harm 4 -  
Performers under 18**

Do entertainment performances include performances by children and young persons under 18?  
YES  / NO  / N/A

NOTE The Children (Performance) Regulations 1968 as amended - continue to apply but are not conditions on the licence as that would be duplication

<b>Protection of children from harm 4 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
The Licensee will provide an adequate number of supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.	PCH13	
The venue will be suitable to accommodate safely the numbers of children intended.	PCH14	
All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children	PCH15	
The Licensee will ensure that all special effects eg flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.	PCH16	

**RISK ASSESSMENT - PRO FORMA V3.0**

**Protection of children from harm**

**Protection of children from harm 5 - Entertainment and/or facilities specifically provided for children**

Is any entertainment/facilities specifically provided for children?

YES  / NO

If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises)

YES  / NO  / N/A

Do you provide young persons discos or similar entertainment?

YES  / NO  / N/A

**Protection of children from harm 5 - potential control measures**

**CODE**



The Licensee will ensure that a supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.

PCH17

For closely seated audiences, ie theatres and cinemas, the ratio of supervisors will be 1 per 25 children. Provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition PCH19.

PCH18

No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.

PCH19

Close supervision will be held when children use balconies and other raised areas.

PCH20

Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.

PCH21

## RISK ASSESSMENT - PRO FORMA V3.0

### Protection of children from harm

<b>Protection of children from harm 6 - Films</b>		
Is there a known risk of children being admitted to classified performances which are unsuitable for their age group? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
<b>Protection of children from harm 6 - potential control measures</b>	<b>CODE</b>	<b>✓</b>
Children will be restricted from viewing films in accordance with the recommendations of a competent body (Usually the British Board of Film Classification) or the Licensing Authority Where the Licensing Authority is to make recommendations on the admission of children to films (i.e. instead of a film classification body) then the operator will submit the film to the authority 28 days before exhibition so as to provide sufficient time for the Licensing Authority to classify the film.	PCH22	
When a Licensing Authority has made a recommendation on the restriction of admission of children to a film, notices will be displayed both inside and outside the premises stating the classification of any film or trailer. Notices will follow the Statutory Guidance suggested wording.	PCH23	
Immediately before each exhibition of a film which has been passed by the British Board of Film Classification, there should be a statement, for at least 5 seconds, which reproduces the certificate of the Board; or for a trailer, then a statement approved by the Board indicating the classification of the film.	PCH24	

**RISK ASSESSMENT - PRO FORMA V3.0**

**Protection of children from harm**

**Protection of children from harm 7 -  
Child protection measures**

Do you have a system for ensuring the suitability of staff who work closely with children? YES  / NO  / N/A

If YES state measures used:

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Are your premises located near any adult orientated premises? Eg a sex shop / amusement arcade? YES  / NO  / N/A

**Protection of children from harm 7 -  
potential control measures**

**CODE**

**✓**

The Licensee will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.

PCH25

The Licensee will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.

PCH26

**X**

The Licensee will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.

PCH27

**X**

The Licensee will liase with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises.

PCH28