


Beaver Works, 36 Whitehouse Street, Hunslet, Leeds, LS10 1AD
Documents on behalf of premises licence holder

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NOT PROTECTIVELY MARKED – NO DESCRIPTOR



PROMOTION / EVENT RISK ASSESSMENT

THIS FORM MUST BE COMPLETED BY THE DPS/MANAGER IN CONSULTATION WITH THE PROMOTER

Name of Premises: BEAVER WORKS

Address: Work Media Centre, 36 Whitehouse St, Hunslet, Leeds LS10 1AD

Telephone Number: [REDACTED]

Email Address: [REDACTED]

Designated Premises Supervisor: Graham Higgins

Personal Licence Holder: Graham Higgins

Completing this document will enable police to give you appropriate support and advice to ensure a safe event. Full, honest disclosure forms part of the risk assessment and will not in itself jeopardise the event. Full co-operation is regarded as demonstrating positive and effective venue management.

PLEASE COMPLETE ALL SECTIONS.

PROMOTER / PROMOTION DETAILS			
Event / Promotion Name	Casa Loco		
Event Date (dd.mm.yyyy)	09/12/2023		
Music style to be played / performed (e.g. Bassline, R'n'B, Garage)	Bass Line House Old School Garage (Event does have Bassline roots)		
Start Time (HH:mm)	18:00	Finishing Time (HH:mm)	04:00
Promoter's Full Name (include any other names used)	[REDACTED]		
Date of Birth (dd.mm.yyyy)	[REDACTED]		
Address	[REDACTED]		
Contact Telephone Numbers	Landline		Mobile [REDACTED]
Email Address	[REDACTED]		
Contact Name (if different)			
Contact Telephone Numbers	Landline		Mobile
Contact Email Address			
Position held in Company	Partner		
Is the event...? (check relevant box)	Private <input type="checkbox"/> Public <input checked="" type="checkbox"/>		
If private, how are the invitations being distributed?			
If private, who can attend? (e.g. people named on a mailing list, company employees, etc.)			
If public, how is the event being publicised? Details of website?	Facebook and Sleepinischeatin		
How are tickets being sold?	On Line (Skiddle) and on the door		
Will tickets be sold on the door?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

NOT PROTECTIVELY MARKED – NO DESCRIPTOR

NOT PROTECTIVELY MARKED

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What are the expected numbers?	2000		
What is the age range?	18-30		
Will those attending be...?	Predominantly male <input type="checkbox"/>	Predominantly female <input type="checkbox"/>	Mixed <input checked="" type="checkbox"/>
Is there a particular demographic attending? 18 to 25s, students, etc	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If 'Yes', please state group: Local working people	
Advertisements (<i>when, where and how</i>)	Facebook/Skiddle		
Dress code	Smart Casual		
Do you intend to use...?	In-house security <input type="checkbox"/>	Other security <input checked="" type="checkbox"/>	
Please provide the name(s) of the security company/ies to be used: Pro-Active			
Contact Name of Security Company	Richard Dyson		
Security Company	Registration No.	Email	[REDACTED]
Contact Nos. of Security Company	Landline	Mobile	[REDACTED]
If In-House Security used give	Name of Non-Front Line SIA Licence Holder		
	SIA Registration No.		
If other, please provide the name of the company			
Contact Name of Security Company			
Contact Nos. of Security Company	Landline	Mobile	
In all cases give	Name of Head Door Supervisor on duty		[REDACTED]
	Mobile No.		[REDACTED]

Please list the last 3 venues (including addresses and dates) where this promotion has been held:

- Warehouse Leeds 27/08/23
- Warehouse Leeds 112/12/22
- Warehouse Leeds 28/08/22

Has the promoter run events at your venue before? Yes No

If 'Yes', please give details below of numbers attending, security arrangements used, problems (if any) identified both inside and outside the venue and any additional security measures you implemented in light of any of those issues.

Usually, one of the rougher events at Beaver Works but over the years, it has mellowed significantly. The crowd is still made up of very physical, young, local, working people and requires a strong well selected security team to manage it, but recent events have had no significant incidents

Several years ago we did have local gangs and groups of travelling people trying to gain entry to the event but having failed to get in year by year the number of problem groups has diminished significantly. We do still have guard dogs on site and utilise an airport style search at the entrance, in case this trend is reversed

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[Empty box for listing artists and promoters]

[Empty box for listing artists and promoters]

Please list below ALL ARTISTES, THE ACTS / SOUND SYSTEMS / OTHER PROMOTERS performing. *(DJs. MCs, etc. – show full name and aliases, address, date of birth, contact numbers.) Please use a separate sheet if necessary.*

Platinum Big Ang Siobhaun Katie May Joe Hunt Kimberly Myles DJ Jordz Sean Coy MC Scorpz
Ryan James Ste Haley Titch Kris Suti
Mark Howarth Phat Fingerz Shaun Banger Scott Andy Magill Gina Phil White Simone Kelly Roe DJ
Cago Dave Austers Lola Howarth Ste Joyce Chris Harris
Trilla Burga Boy Gema Fox DJ EJ Nastee Boi Caliber Nev Wright Rae Rae DJ Smallz Ussy
Jamie Ferguson
X Dubz Calle LeBraun Josh Weeks Jack Diamond AZ Music MJT Saf MFD Tom Garnett

NOT PROTECTIVELY MARKED – NO DESCRIPTOR

NOT PROTECTIVELY MARKED – NO DESCRIPTOR

PLEASE NOTE

Police and /or Local Authority Officers may visit the event. If it is found that there are acts performing or appearing of whom previous notification has not been given (see list on previous pages) and on whom, therefore, it has not been possible to conduct a proper risk assessment, this may jeopardise any future events either by the promoter or at the venue.

Have the proposed acts / sound systems appeared at your venue before – either alone or with others?

Yes No

If 'Yes', please give details below of the numbers of persons attending, security arrangements used, problems (if any) identified both inside and outside the venue and any additional security measures you intend to implement in light of any of those issues.

The residents have played at many similar events here. Some, play at events which can attract a problem crowd Many special security measures including airport style search, specially selected security response staff, and 'spotters. We are using 1:100 SIA to customer ratio and there will be a guard dog

Do you have other knowledge of the acts or crowds attending that would need special considerations to be made to limit crime and disorder (e.g. problems at previous venues, the make up of the patrons, whether they are local or are expected to travel from long distances to the event, etc.)?

Yes No

If 'Yes', please give details of such matters below.

A version of this event has been held at the Warehouse in Leeds several times. I asked the Warehouse security staff what type of crowd we should expect. A younger relatively local crowd was the answer, and this confirmed what the event promoter already suggested. I also enquired regarding incidents and was told these were rare and not serious. I do still feel that this is still a higher risk event for Beaver Works and will be managing the event accordingly

NOT PROTECTIVELY MARKED – NO DESCRIPTOR

Show any information you may have from any other source relating to events within the past 12 months by the promoters or sound systems shown above – positive and negative comments are beneficial.

Please give your **personal** assessment of any potential risks associated with this event in the box below. You should also show the control measures to be employed with regard to the identified risk and security deployments below. Your assessment should be your professional opinion based on your knowledge and experience. We are aware that the nature of some events will cause them to pose more or less risk than others. This assessment process is to allow us to properly and fairly manage risk and prevent the need for late and extreme action. Given sufficient information and notice, police and licensees can work together to provide safe and secure venues offering a wide range of public entertainment to the whole community.

As highlighted in this risk assessment , a potentially difficult crowd will attend this event – Identified risks and measures in place are as follows

- 1) Groups and gang members gaining entry . Measures- experienced spotters to identify high risk individuals before entry and response team with guard dogs to ensure they don't gain entry
- 2) Weapons/banned items being carried into venue. Measure – Airport style 'detector' search with pockets and bags emptied
- 3) Trouble hotspots. Measure – All security and stewards will be briefed to watch out for hotspots and specific staff will be Assigned to these areas which will also receive extra attention on CCTV
- 4) Overcrowding – Although there will be a lot of free space available, it is likely that at times the crowd will 'clump' at certain times. Measures- The entertainment has been planned to minimise this and the music volume will be adjusted if required and numbers in problem areas will be controlled by door staff at area entrances

Show the Control Measure(s) to be employed	
Risk: Aggression leading to public disorder	Control: 14 selected SIA with assigned roles and hi vis clothing including females.SIA in Trouble hot spots. Dedicated security response team with radio coms CCTV operative. Spotters and guard dogs at entry. Body cameras for key staff.

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<p>Risk: Weapons and / or drugs coming into the venue with customers</p>	<p>Control: Airport style search for every attendee . Pockets and bags emptied on tables in dedicated search bays. Metal detector wands</p>
<p>Risk: Drug dealing inside and outside the venue</p>	<p>Control: Regular patrols and toilet checks. External stewards and security briefed to look out for suspicious activity</p>
<p>Risk: Performers and / or entourage bringing drugs and / or weapons into the venue</p>	<p>Control</p> <ul style="list-style-type: none">• All performers and members of the entourage must undergo a search every time they enter the venue.• There will be no exceptions.
<p>Risk: Lack of crowd control / disorderly queuing</p>	<p>Control: Two stage arrival with separate fencing. Heavy security fence at main entrance Change of direction funnels leading to main entrance. CCTV on Entry and queue areas External door staff and stewards during entry period. Pre event staff briefing. Assigned queue supervisor [REDACTED]</p>

NOT PROTECTIVELY MARKED – NO DESCRIPTOR

<p>Risk: Underage patrons arriving expecting admission</p>	<p>Control (suggested):</p> <ul style="list-style-type: none"> This is an over 18s show. ID must be shown if requested. Failure to produce positive ID will result in admission being refused. This policy to be communicated during staff brief. <p>Control: Most customers will have their ID checked including all who appear younger</p>
<p>Risk: Excessive consumption of ALCOHOL leading to drunkenness and public disorder</p>	<p>Control</p> <ul style="list-style-type: none"> Brief all staff and security to look out for people who may have had too much to drink and / or have taken drugs. Bar staff to be extra vigilant about serving people who appear to be intoxicated. Security to be extra vigilant for customers becoming irate or overly excitable. Medics will be on duty.

Security Detail and Deployment

Please note that all door supervisors used at this event **MUST** be registered with the Security Industry Authority (SIA). If any door supervisors used are unregistered both that person and the employer may be prosecuted and fined.

Customer Access		
Number of door supervisors	Male: 10/11	Female: 3/4
Door Supervisors – based on near capacity attendance levels		
Front of House		
Stage		
Internal Exit 2		
Internal Exit 3		
Internal Exit 4		
Other Internal Exits		
Searching - number of D/Ss	Male:	Female:
Ticket Collector		
Front Door		
Queue		
Camera Operator		
Total Security Staff		

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Performer / Artiste Security (show company name & contact numbers)	
Suggested Pre-Opening Checks (please check the relevant boxes to confirm these WILL take place)	
• Radios charged	<input checked="" type="checkbox"/>
• Metal detector batteries operational	<input checked="" type="checkbox"/>
• Megaphone – located at front of house / operational	<input type="checkbox"/>
• Camcorder – located at front of house / operational	<input type="checkbox"/>
• Capacity monitoring device (e.g. Clickers) – located at front of house / operational	<input checked="" type="checkbox"/>
• Pre-opening checklist completed	<input checked="" type="checkbox"/>
• Staff briefing to be held at 17.45pm	<input checked="" type="checkbox"/>

When complete please e-mail this whole document to:



**Casa Loco
Event Plan
9th DECEMBER 2023**

-  F FIRE EXTINGUISHER
-  S EMERGENCY SOUNDER
-  H HEAT RISE DETECTOR
-  E EMERGENCY LIGHT
-  C EMERGENCY CALL POINT

Food Attraction

Basement Closed

Bar

Marquee

PROJECT AND ENTERTAINMENT AREA (MARQUEE)

EXTERNAL TOILET BLOCK

Shared car park with
Bridgway Carpark/Bus

REAR EXIT PATH

Access

WHITEHOUSE STREET

EMERGENCY VEHICLE ENTRANCE POINT

EMERGENCY VEHICLE ENTRANCE POINT

temporary fencing

ENTRANCE EXIT

ENTRANCE EXIT

Square Room

Bar

Warehouse

PROJECT AND ENTERTAINMENT AREA

EXTERNAL TOILET BLOCK

Stage

Tall Room

PROJECT AND ENTERTAINMENT AREA

Other Room

PROJECT AND ENTERTAINMENT AREA

Toilets

SMOKING AREA

Office

1st Aid

**BVA
BEAVER WORKS**

01/10 OUTLINE SURVEY RS GH
22/05 AMENDED SURVEY DETAIL RS GH GH
01/2019 REVISED LAYOUT RS GH GH
01/02/20 PROPOSED REVISED LAYOUT GH

GENERAL LAYOUT

BEAVERWORKS
Venue Development

FLOOR PLAN(S)

1:100

JULY 2016

4

PRE OPENING CHECK LIST

DATE 9/12/2023

EVENT

CASH LOCO

HAZ	AREA	Front Door	Bar	Bar Toilets	W/ house	Changi Room	Tail Room	Tail Toilets	Other Room	Other Toilets	B/ment Toilets	B/ment C Yard Marqu	Smoki ng	Outsid Toilets	Rear Venue
	Sharps	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
	Trips	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
	Cables	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
	Ohead	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
	Exits	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
	Exting	✓	✓	✓	✓	BAM	✓	✓	✓	✓		✓	✓	✓	✓
	Signs	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
	Lights	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
	Fire Ha	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
	Sanitiz	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
	Stew														

SMOKING

✓ CHECK EAT w/HA POSITION

ATTENDANCE REGISTER

DOOR STAFF ATTENDANCE REGISTER

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DATE	Full Registered Name	SIA Badge Number	Expiry Date	No.	No.	Time In	Time Out	Signature
19/12/23	[REDACTED]	[REDACTED]	30/6/26	1		17:30	4:45	[REDACTED]
19/12/23	[REDACTED]	[REDACTED]	09/12/25	2511		18:00	4:30	[REDACTED]
19/12/23	[REDACTED]	[REDACTED]	NOV 25	24		18:00	4:40	[REDACTED]
19/12/23	[REDACTED]	[REDACTED]	18/10/24			18:00	4:35	[REDACTED]
19/12/23	[REDACTED]	[REDACTED]	27/6/25	23		18:00	4:36	[REDACTED]
19/12/23	[REDACTED]	[REDACTED]	16/12	8		18:00	4:45	[REDACTED]
19/12/23	[REDACTED]	[REDACTED]	11/26			18:00	4:45	[REDACTED]
19/12/23	[REDACTED]	[REDACTED]	09/12/25			18:35	4:35	[REDACTED]
09/12/23	[REDACTED]	[REDACTED]	09/12/25			18:45	4:38	[REDACTED]
09/12/23	[REDACTED]	[REDACTED]	29/12/22			18:15	4:45	[REDACTED]
09/12/23	[REDACTED]	[REDACTED]	02/04/26			19:00	4:36	[REDACTED]
09/12/23	[REDACTED]	[REDACTED]	25/12/25			20:00	4:35	[REDACTED]
09/12/23	[REDACTED]	[REDACTED]	20/01/27			20:00	04:37	[REDACTED]
09/12/23	[REDACTED]	[REDACTED]	11/12/26			20:00	4:30	[REDACTED]
09/12/23	[REDACTED]	[REDACTED]	12/6/26			21:00	4:45	[REDACTED]

I have checked the above details, and to the best of my knowledge believe them to be correct. I fully understand that it is my duty to ensure that the terms of the SIA registration scheme are complied with. I confirm that badges will be worn in a prominent position at all times, by all door staff whilst on duty. Where a badge has not yet been issued, I will not allow those door staff to remain on the premises unless I am fully satisfied that an application has been made and that they are fully entitled to work under the terms of the SIA scheme. Furthermore, I understand that failure to comply with these terms of a door registration scheme could render me and the licensee liable to prosecution, and that this in turn will lead to disciplinary action being taken against me.

THE SECURITY CCTV IS ON AND WORKING CORRECTLY.

Manager's Name	Manager's Signature

DOOR STAFF ATTENDANCE REGISTER

PRO-2ACT
SECURITY

PAGE 47 of 100

DATE	Full Registered Name	SIA Badge Number	Expiry Date	Radio No.	HiViz No.	Time In	Time Out	Signature
4/3	[REDACTED]	[REDACTED]	03/24	-	-	00:00	03:00	[REDACTED]
						00:30	4:30	
						100	4:30	
					3 hours			
						00:30	4:30	
						01:40	4:45	

I declare the above details, and to the best of my knowledge believe them to be correct. I fully understand that it is my duty to ensure that the terms of the SIA registration scheme are complied with, in that badges will be worn in a prominent position at all times, by all door staff whilst on duty. Where a badge has not yet been issued, I will not allow those door staff to remain on the premises until I am fully satisfied that an application has been made and that they are fully entitled to work under the terms of the SIA scheme. Furthermore, I understand that failure to comply with these terms or registration scheme could render me and the licensee liable to prosecution, and that this in turn will lead to disciplinary action being taken against me.

Manager's Name: _____
 Manager's Signature: _____

INCIDENT REPORT FORM No. 016

INCIDENT DETAILS

Venue: _____ Date: 9/12/23
Time: 7 PM Duty Manager: _____
Location of incident _____

REPORTING PERSON

Was the incident captured on CCTV

Full Name: GWAHAM HIGGINS YES NO MAYBE

Signature: _____ License No: _____

TYPE OF INCIDENT (Please circle) Admission Refusal • Domestic • Drugs • Scuffle • Fight • Intoxication
Anti-Social Behaviour • Theft • Complaint • Accident • Illness or injury • Other (please specify)

WITNESS STATEMENT • Provide full details of the incident and action taken. Be sure to include the following details. The nature of any injuries, customers & staff, detailed description of individuals involved. (Continuation sheet overleaf)

██████████ ENCOUNTERED A MALE CUSTOMER WHO HAD BEEN PUNCHED - THERE WERE NO WITNESSES AND HE WAS UNABLE TO DESCRIBE HIS ATTACKER ON THE AREA

EMERGENCY SERVICES

Name of attending Police Officer: _____ POLICE AMBULANCE FIRE
Number of Officers: _____
Name of Attending Police Officer: _____
Number of Officers: _____

WITNESSES

Name of Witness: _____ Telephone No. _____
Name of Witness: _____ Telephone No. _____

MANAGER

Name of Manager: _____
By signing this you agree with what has been stated above and are happy that the incident has been reported correctly
Signature: _____

PRO-ACTIVE SECURITY

INCIDENT REPORT FORM No. 017

INCIDENT DETAILS
Venue: _____ Date: 9/12/23
Time: 8-45 Duty Manager: _____
Location of incident _____

REPORTING PERSON Was the incident captured on CCTV
Full Name: GRAHAM HIGGINS YES NO MAYBE
Signature: _____ License No: _____

TYPE OF INCIDENT (Please circle) Admission Refusal • Domestic • Drugs • Scuffle • Fight • Intoxication
Anti-Social Behaviour • Theft • Complaint • Accident • Illness or injury • Other (please specify)

WITNESS STATEMENT • Provide full details of the incident and action taken. Be sure to include the following details. The nature of any injuries, customers & staff, detailed description of individuals involved. (Continuation sheet overleaf)

A FIGHT BROKE OUT IN THE TALL ROOM - DOOR STAFF INTERVENED BUT WERE ATTACKED BY A GROUP - BOTH WERE INJURED. THE MAIN ATTACKER WAS DESCRIBED AS MIXED RACE 5-8 STOCKY BUILD SHORT BLACK HAIR WHITE TOP
[REDACTED] CALLED THE POLICE BUT BEFORE THEY ARRIVED WE BELIEVE THE SAME MAN MAY HAVE BEEN INVOLVED IN A SECOND FIGHT IN THE SAME AREA AT 9:45 →

EMERGENCY SERVICES
Name of attending Police Officer: _____ POLICE AMBULANCE FIRE
Number of Officers: _____
Name of Attending Police Officer: _____
Number of Officers: _____

WITNESSES
Name of Witness: [REDACTED] Telephone No. _____
Name of Witness: [REDACTED] Telephone No. _____

MANAGER 9:45 WITNESS [REDACTED]
GPH 11/12/23
By signing this you agree with what has been stated above and are happy that the incident has been reported correctly
Signature: _____ 14

INCIDENT REPORT FORM No. 018

INCIDENT DETAILS

Venue: _____ Date: _____

Time: _____ Duty Manager: _____

Location of incident _____

REPORTING PERSON

Was the incident captured on CCTV

Full Name: GRAHAM HIGGINS YES NO MAYBE

Signature: CONTINUED License No: _____

TYPE OF INCIDENT (Please circle) Admission Refusal • Domestic • Drugs • Scuffle • Fight • Intoxication
Anti-Social Behaviour • Theft • Complaint • Accident • Illness or injury • Other (please specify)

WITNESS STATEMENT • Provide full details of the incident and action taken. Be sure to include the following details. The nature of any injuries, customers & staff, detailed description of individuals involved. (Continuation sheet overleaf)

POLICE ARRIVED AT APPROXIMATELY 10PM AND SEARCHED THE VENUE FOR THE ATTACKER - HE WAS NOT FOUND, BUT [REDACTED] THE INJURED DOOR MAN SPOTTED HIM LEAVING THE VENUE AT THE SAME TIME AS POLICE - THE ATTACKER WAS ARRESTED AND REMOVED BY POLICE - [REDACTED] AND [REDACTED] WERE THE INJURED DOORSTAFF

EMERGENCY SERVICES

Name of attending Police Officer: _____ POLICE AMBULANCE FIRE

Number of Officers: _____

Name of Attending Police Officer: _____

Number of Officers: _____

WITNESSES

Name of Witness: _____ Telephone No. _____

Name of Witness: _____ Telephone No. _____

MANAGER

Name of Manager: _____

By signing this you agree with what has been stated above and are happy that the incident has been reported correctly

Signature: _____

INCIDENT REPORT FORM No. 019

INCIDENT DETAILS

Venue: _____ Date: _____
Time: 12 = 40 _____ Duty Manager: _____
Location of incident _____

REPORTING PERSON

Was the incident captured on CCTV

Full Name: GRAHAM HISSINS YES NO MAYBE

Signature: _____ License No: _____

TYPE OF INCIDENT (Please circle) Admission Refusal • Domestic • Drugs • Scuffle • Fight • Intoxication
Anti-Social Behaviour • Theft • Complaint • Accident • Illness or injury • Other (please specify)

WITNESS STATEMENT • Provide full details of the incident and action taken. Be sure to include the following details. The nature of any injuries, customers & staff, detailed description of individuals involved. (Continuation sheet overleaf)

A FIGHT BROKE OUT IN THE TALL ROOM - A STOCKY BLACK MAN IN A DARK TOP WITH PLAITED, DREADLOCK HAIR, PUNCHED A THIN WHITE MAN IN HIS 20S WITH SHORT BLACK HAIR - THE BLACK MAN WAS EJECTED BY SECURITY AND THE THIN MAN WHO IS AN EPILEPTIC WAS TAKEN AWAY BY AMBULANCE AT 1-30 AM

EMERGENCY SERVICES

Name of attending Police Officer: _____ POLICE AMBULANCE FIRE
Number of Officers: _____
Name of Attending Police Officer: _____
Number of Officers: _____

WITNESSES

Name of Witness: _____ Telephone No. _____
Name of Witness: _____ Telephone No. _____

MANAGER

Name of Manager: _____
By signing this you agree with what has been stated above and are happy that the incident has been reported correctly Signature: _____

INCIDENT REPORT FORM No. 020

INCIDENT DETAILS

Venue: _____ Date: 10/12/23
Time: 4:15 Duty Manager: _____
Location of incident _____

REPORTING PERSON

Was the incident captured on CCTV

Full Name: GRAHAM HIGGINS YES NO MAYBE

Signature: _____ License No: _____

TYPE OF INCIDENT (Please circle) Admission Refusal • Domestic • Drugs • Scuffle • Fight • Intoxication
Anti-Social Behaviour • Theft • Complaint • Accident • Illness or injury • Other (please specify)

WITNESS STATEMENT • Provide full details of the incident and action taken. Be sure to include the following details. The nature of any injuries, customer & staff, detailed description of individuals involved. (Continuation sheet overleaf)

I was handed 4 bags containing white powder that door staff had confiscated during event, at close. The largest contained what looked like Ketamine - I placed in drug safe.

EMERGENCY SERVICES

Name of attending Police Officer: _____ POLICE
Number of Officers: _____
Name of Attending Police Officer: _____
Number of Officers: _____

WITNESSES

Name of Witness: _____ Telephone No. _____
Name of Witness: _____ Telephone No. _____

MANAGER

By signing this you agree with what has been stated above and are happy that the incident has been reported correctly

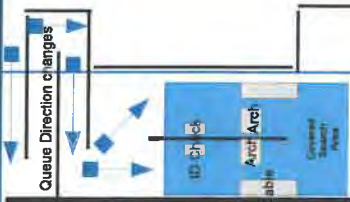
Name of Manager: _____
Signature: _____

**Circus Of The Lost NYE
Event Plan
31/12/2023**

- F FIRE EXTINGUISHER
- S EMERGENCY SOUNDER
- H HEAT FIRE DETECTOR
- E EMERGENCY LIGHT
- C EMERGENCY CALL POINT

Food

Attraction

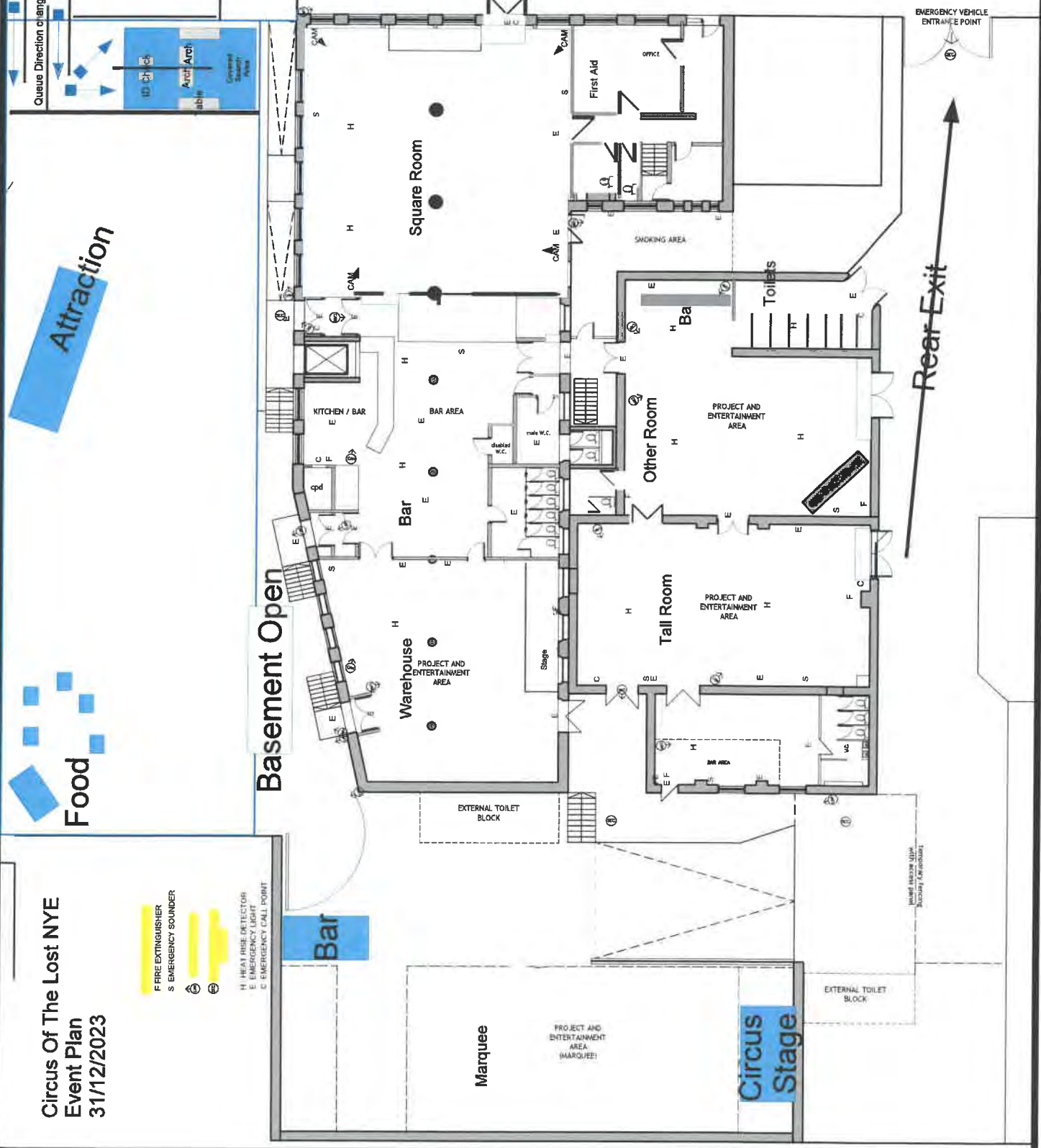


Basement Open

Bar

Circus Stage

WHITEHOUSE STREET



10/10 OUTLINE SURVEY
22/12 DETAIL SURVEY
22/05 AMENDED SURVEY DETAIL
17/05 PROPOSED REFINED LAYOUT
01/02/23 PROPOSED REFINED LAYOUT

BVA
BEAVER WORKS

GENERAL LAYOUT

BEAVERWORKS
Venue Development

FLOOR PLAN(S)

1:100
31/12/2023

Garrett PD 6500i[®]

Enhanced Pinpoint Walk-Through Metal Detector

Made in the USA 

Multi-brand compatibility
Can be added to existing checkpoints without having to replace other brand units. Includes multiple channels and 2,300 selectable operating frequencies.

Optimum Performance
More than 20 standard program settings scientifically engineered to address the needs of airports, courthouses, prisons, schools, facilities, special events, mass transit, loss prevention, and other applications.

Quick Startup
on in less than 5 seconds

Quick Program Change
Change programs on the fly without waiting for system to update



Pacing lights
Universal "wait" and "proceed" symbols at the detector entrance for traffic controls.

IoT Control Module (optional)
An Internet of Things Control Module that enables the transfer of data automatically from the walkthrough to a laptop or desktop computer through the network either wired or wirelessly. The iC Module™ provides access to controls, visual alarms, and statistics from a remote location.

Directional counter
Four settings for counting patrons: forward only, reverse only, subtract in reverse, and bidirectional.

PD 6500i[™]
Walk-Through Metal Detector



ADA Compliant walkthrough available

★ **Advanced broadband technology**
Analyzes targets across a broad range of frequencies for greater accuracy. Provides superior ferrous and non-ferrous detection. Improved discrimination means fewer false alarms and higher throughput.

★ **More accurate pinpointing**
With more than four times the detection coils of competitive models, the PD 6500i provides uniform detection and precise pinpointing. Independent zone indicator lights on both side panels identify not only height but also left, center and right locations for one or more objects passing through the archway.

★ **Dual-sided detection**
This unique bilateral technology has transmitters and receivers in each side panel to allow scanning from both sides, resulting in uniform detection throughout the archway. It also provides superior noise cancellation resulting in easier setup (i.e. no need to rotate the unit to avoid interference from nearby equipment such as other metal detectors or x-ray machines).

Superior versatility
Menu based settings for feature selection such as alarm indication, count method, and language without the use of a computer. Field programmable to allow system upgrades. Multiple units can be installed as close as 2 inches.

International security standards
PD 6500i meets the world's highest test certifications, including the following international airports:



OPTIONAL accessory items for the PD 6500i can be seen at www.garrett.com.

<p>Tamper-proof All settings are secured with a key lock and two levels of access codes. Further security is accomplished with a cabinet lock that prevents unauthorized access to physical cables, connectors and electronics.</p>	<p>Easy assembly The PD 6500i's modular design allows for a quick and simple assembly of its four (4) sub assemblies using only eight (8) screws and three (3) internal cable connections.</p>	<p>Digital Signal Processor (DSP) based technology DSP provides greater sensitivity, noise immunity, discrimination, detection uniformity, and overall product reliability.</p>
--	---	--

Regulatory Information: The PD 6500i meets U.S. and international regulatory requirements for electromagnetic safety. Extensive research has found no information that would indicate Garrett products have adverse effects on pregnancy, medical devices (such as pacemakers) or magnetic recording media. However, directives by physicians and medical device manufacturers regarding metal detectors should be followed.
1554400 REV O, January 2020 © 2020 Garrett Electronics, Inc.

Garrett PD 6500i™

Enhanced Pinpoint Walk-Through Metal Detector

Meets the world's highest test certifications

Garrett's PD 6500i is an industry leader with superior pinpoint technology and unmatched discrimination features. This detector has proven its effectiveness at moving high volumes of patrons through such events such as the Olympic Games, World Cup 2010 South Africa, and the Pan-American Games in Mexico.

The PD 6500i has also been trusted to safeguard international airports, hotels, government buildings, and correctional facilities. With its advanced networking and ability to pinpoint targets in 33 detection zones, the PD 6500i is the walk-through of choice for security professionals worldwide.



Standard Programs	Over 20 application programs included
Sensitivity	Up to 200 distinct sensitivity levels
Optics	2 Infrared
Zone Indications	33 independent zones
Overhead Control Unit	All electronics—LCD, alarm light, LED bar graph, control touch pads—integrated to eliminate wire exposure.
Tamper-Proof Settings	Three access levels of security clearance
Self Diagnostic Program	Complete and automatic
Calibration	Automatic and manual calibration
Initialization Time	1 second
Zone Sensitivity Boost	Adjustable in six areas
Maximum Pass-Through Speed	15m/sec
Battery Pack (optional)	10-hour (additional backup available upon request)
Warranty	24 months, Limited Parts/Labor
Passageway Interior Size	Width 30" (0.76 m) Height 80" (2.03 m) Depth 23" (0.58 m)
Overall Exterior Size	Width 35" (0.90 m) Height 87" (2.21 m) Depth 23" (0.58 m)
Shipping Size	Width 35.5" (0.90 m) Height 91.5" (2.32 m) Depth 6.25" (1.6 m)
Shipping Weight	165 lbs. (74 kg)
Temperatures	Operating: -4° F (-20° C) to +149° F (65° C) Humidity to 95% non-condensing Storage: -40° F (-40° C) to 158° F (70° C)
Power	Fully automatic 100 to 240 VAC, 50 or 60 Hertz, 45 watts; no rewiring, switching or adjustments needed.
Regulatory Information	Meets international airport standards such as TSA, ECAC, STAC, AENA, CJAC, DFT. Meets additional standards and requirements such as USMS, NIJ-0601.02, NILECJ. Meets Electrical Safety and Compatibility Requirements for CE, FCC, CSA, IEC, ICNIRP, IEEE.
Weatherproofing	Meets IP 55, IP 65, IEC 529 Standard for moisture, foreign matter protection
Construction	Attractive scratch and mar-resistant laminate. Detection Heads and Support: heavy duty aluminum. Immunity to electrical interference, ambient noise and mechanical vibrations.
Control Outputs	Solid state switches (low voltage AC or DC) for operating external alarms and control devices.
Remote Control (optional)	Desktop Remote Control with Zone Indication and/or via network with CMA Interface Module.
Networking (optional)	Manage individual or groups of walkthroughs and perform statistical analysis of throughput.
Alarm Indicators/ Random Alarm Feature	33 zones, volume-adjustable audible tone, bright LED visual and remote alarms. Random alarm feature: adjustable from 0 to 50 percent. Alarm proportional with the mass of the detected object. 90 db alarm at a 1m distance.



PD 6500i™ Walk-Through Metal Detector

U.S.A. / International	Description
1168414 / 1168424*	PD 6500i 30" IP 55
1168418 / 1168425*	PD 6500i 30" IP 65
1168416 / 1168426*	PD 6500i EZL† IP 55
1168432 / 1168427*	PD 6500i 32.5"*** IP 55

Other options available.

* Supplied with Euro plug.

† EZL—Standard 30" clearance with zone lights on both the entry and exit sides, allowing the operator to view the alarmed object from any position.

** 32" ADA-compliant passageway



1.800.234.6151 (USA and Canada)

1.972.494.6151

1881 W. State Street
Garland, TX 75042

Email: security@garrett.com

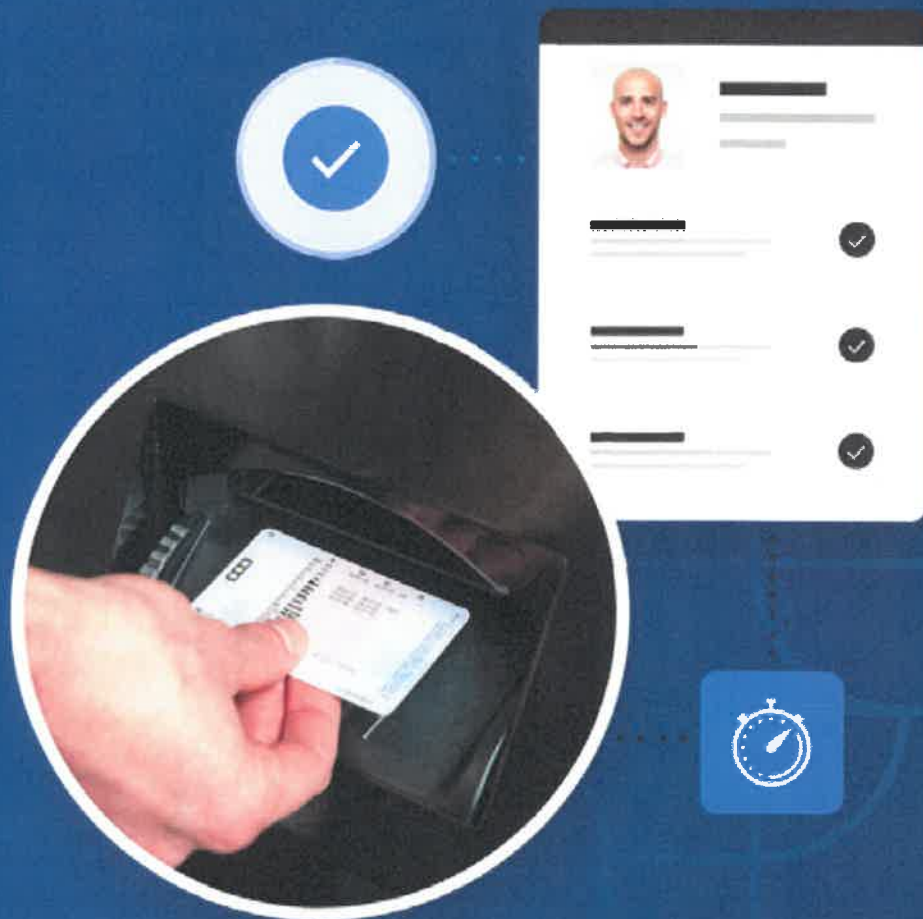
Made in the USA

PD 6500i is an "Approved Product for Homeland Security" under the SAFETY Act.

20

scannet™

by GBG



Reducing crime in the night-time economy since 2003

Maximize your revenue and increase your profitability using the most sophisticated ID scanner app on the market.



FAKE ID SCANNER

PatronScan detects Fake, Invalid, Out of Date and Expired ID's - almost 4000 different types of ID cards, driving licenses and passports.



STOP ID PASSING

The problem. Older brother enters your establishment using his legitimate ID, and then passes it back to his younger brother who tries to enter with it.



AGE CONFIRMATION

Minors are not allowed to consume alcohol. Using an ID scanner like PatronScan will help to minimize errors and keep your establishment safe from liability



THE BANNED PATRONS LIST

The Banned Patrons List: This is a list of patrons who have been kicked out of the venues for getting involved in vulnerable activities like fighting, sexual assault, drugs, theft and other bad behavior. Subscribe to this list to receive automatic updates on a daily basis.

What is SCANNET

SCANNET is a revolution for nightclub and bar owners, providing the ultimate control, security and management tool, whilst delivering in-depth marketing analysis, statistics and data-collection.

SCANNET provides a unique way of cataloguing customers and forecasting future business. In addition, it automatically calculates age, logs nightly business activity, and even has the capability to detect fake ID's. SCANNET is a perfect tool for any licensed venue looking for a solution to improve its security, image and increase business.

When an ID is scanned, SCANNET automatically

- Calculates and displays your customer's age, generating alert messages if they are underage
- Determines if the ID is expired
- Determines the documents authenticity
- Determines if the ID was presented earlier on the same night
- Shows customer status
- Adds a record to the SCANNET Database

Marketing Features

- Facebook Finder
- Collect emails instantly
- Analytics online
- Top 200 customers
- Birthdays next month
- 21 years old next month
- Male vs Female ratio
- Card membership
- Enrol your members online
- Biometric membership
- Update customers photos with webcam
- Allows you to enrol the customer into your membership program
- Quickly add the customers mobile, email, Twitter and Facebook



94% of young adults, when going out in the night-time economy carry some form of ID with them.

Contact us now for more information or an online demo
0207 987 9977
www.nightclub.co.uk

Control Features

- Instant witness list delivered in multiple views
- Multiple view options including jumbo view enhancing and increasing the size of the ID card image by up to 500% to ensure that the face matches the person
- SMS nightly reports
- Email nightly reports
- Works with multiple IDs from same customer
- Full multi-user audit (Information Commissioner requirement)
- Set different user levels access rights
- Auto Purge of old data after 7 days, 28 days, 3, 6 or 12 months
- Ban customers set length of ban
- Network 2 or more systems - unlimited

Security Features

- More than 3000 documents, the largest library in the World
- Extracts data, from documents in full colour in 3 seconds
- Fake ID detection
- CCTV built in updates photo
- Alerts to underage and banned customers as well as double entries
- Reads pass accredited cards
- Flash ban (banning detects multiple IDs from same customer)
- Network flash ban (customers within group, town, city and country)
- Biometric sign-in
- Infrared, Ultraviolet, RFID detection and Smart Card reader option
- Witness list in seconds
- Suspect alert distribution, by venue/town in real time add your pubwatch banned list
- DDS encryption the World's most secure encryption
- SMS security alert: Receive an instant SMS and email to your security / managers with details of an alert including the image and video of the person you are trying to locate inside your venue.

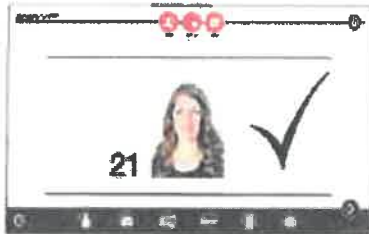
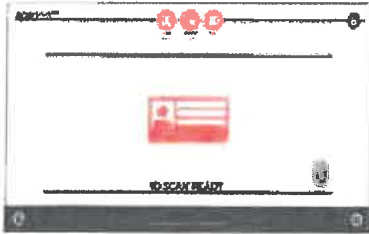


DID YOU KNOW?

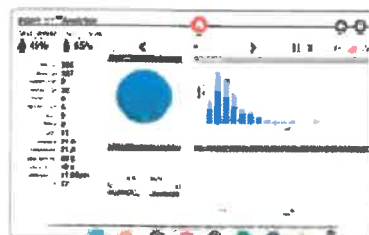
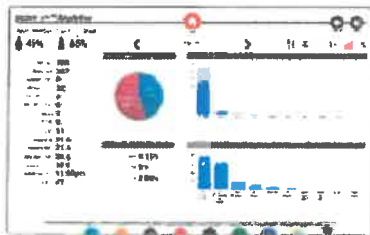
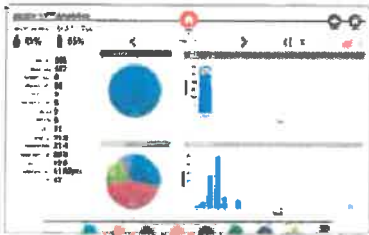
That venues who install Idscan's system enjoy an average reduction of 80% in incidents and an increase of 6-8% in female attendance after six months.

Contact us now for more information or an online demo
0207 987 9977
www.nightclub.co.uk

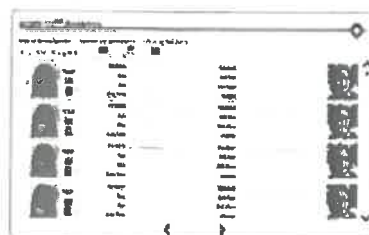
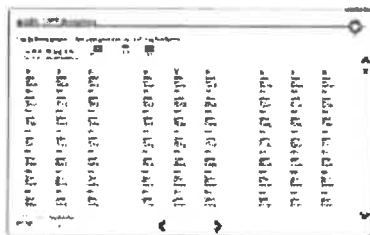
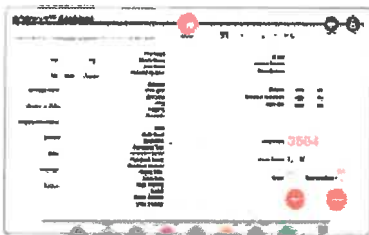
SCANNET



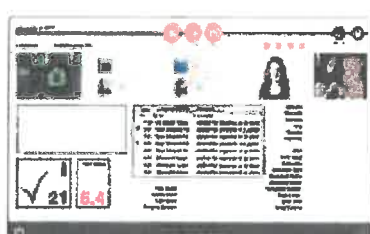
Analytics



Marketing Features



Control Features



DID YOU KNOW?

That banned customers can be shared automatically through the Safer Clubbing at Night Network - SCANNET

Contact us now for more information or an online demo
0207 987 9977
www.nightclub.co.uk

PRE OPENING CHECK LIST

DATE

2023

EVENT

HAZAR ▾	Front Door	Bar	Bar Toilets	W/ house	Changi Room	Tall Room	Tall Toilets	Other Room	Other Toilets	B/mnt Toilets	B/mnt Toilets	C Yard Marqu	Smoke Area	Outsid Toilets	Rear Venue
Sharps															
Trips															
Cables															
O head															
Exits															
Exting															
Signs															
Lights															
Fire Haza															
Sanitizer															

General Checks

CCTV/Control

Cameras Working

Storage Until

Operator Ready

Radios Ready

Search Area

Arches Operational

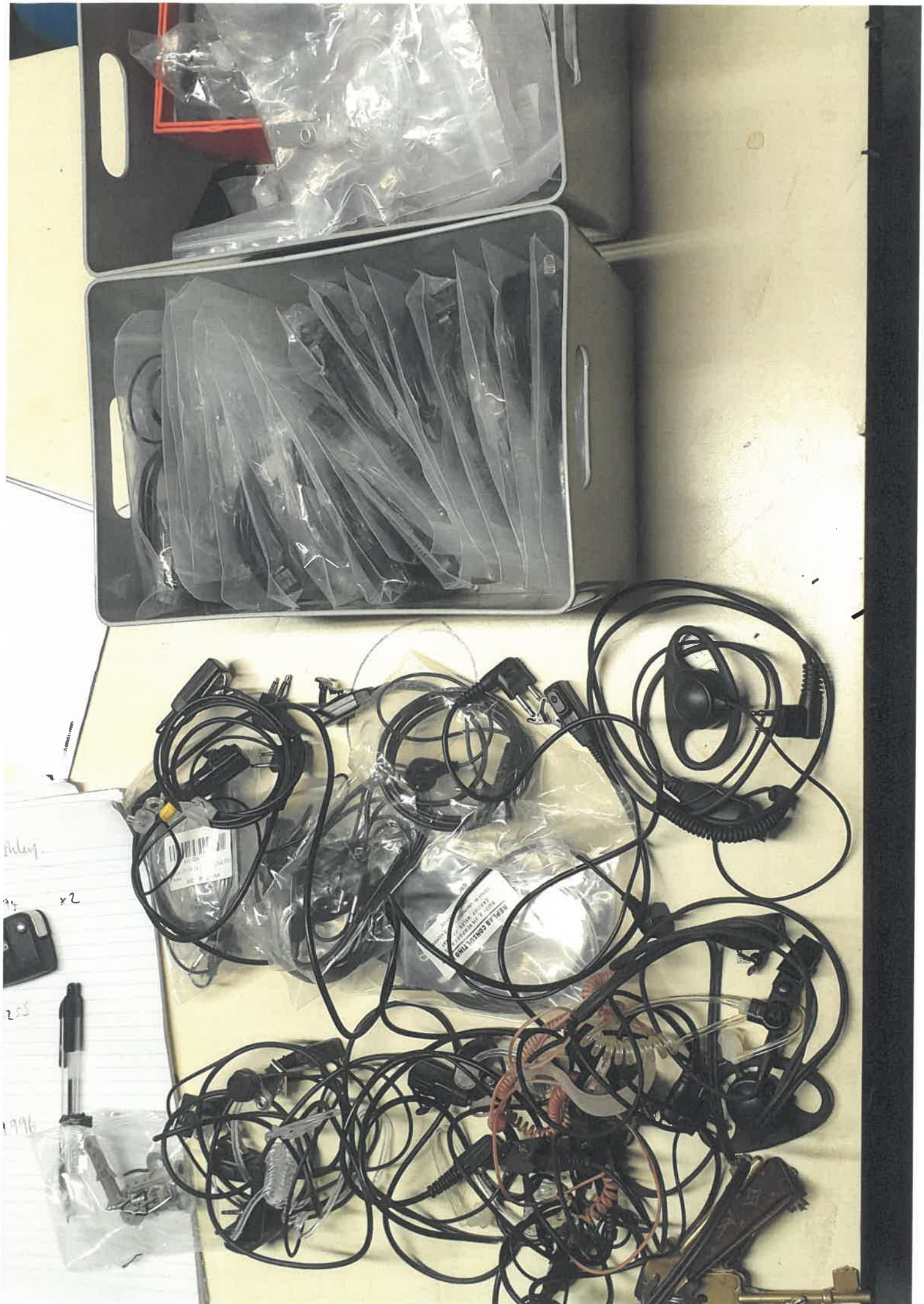
Wands Operational

Body Cams/Storage

Body Cam Power







Miley

x2

255

1996

Beaver Works CCTV system Specification

The CCTV control room has 2 x 32 Channel Hikvision 7700 series NVR units with 4 arrayed 40" monitor screens displaying 16 windows each. Cameras are triggered by motion detection

The system stores recorded data for 31 Days plus on 12tb hard drives

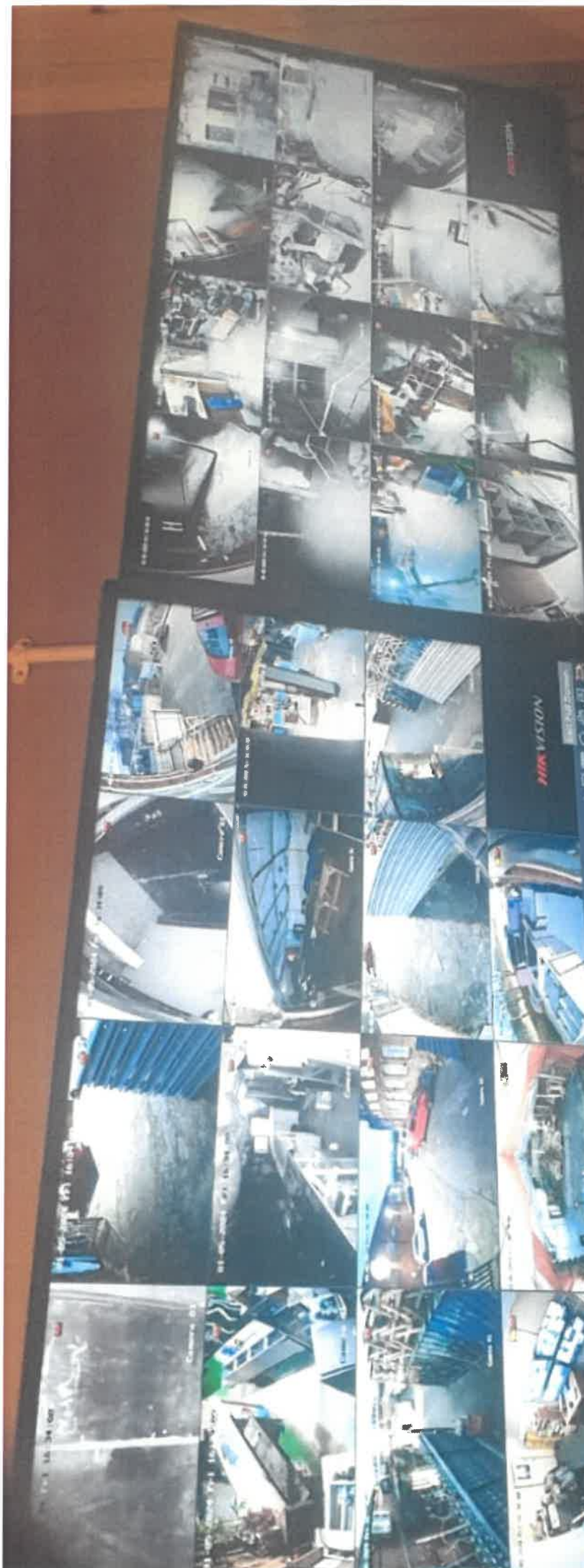
Standard Cameras for most internal locations are covered by 30 plus Hikvision DS 2CD2765G0 IZS 6MP Darkfighter equipped day night dome cameras

Standard external areas are covered by 14 Hilook IPC T259H 5MP ColourVu dome cameras with white light

The external front of venue/search area and rear external corner where the smoking area meets the courtyard are covered by 4MP 25x zoom Hikvision DS-2DE44251W-DE (T5) PTZ cameras

Smaller and ancilliary areas are covered by Hilook IR and Darkfighter dome cameras

There are two Wifi Hikvision body cameras which will record constantly onto the main system when in use. These are for the use of the head door person / queue manager and the response team leader when these roles are in operation



Garrett SuperScanner®

Model # 1165180

GARRETT: The Global Leader of Security Metal Detectors and Checkpoint Screening



APPLICATIONS:

Airports
Correctional Facilities
Arenas
Public Buildings
Private Buildings
Schools
Special Events
Loss Prevention
Nuclear Facilities
Transportation Terminals
Courthouses
Corporate Security
Historical Landmarks



Visit us online at

www.garrett.com

World Renowned Hand-Held Metal Detector

Proven to accurately detect concealed metallic items, the SuperScanner is the most recognized hand-held metal detector in the world. Used in conjunction with walk-through metal detectors in numerous security screening applications, the Garrett SuperScanner has led the industry for more than 20 years.

FEATURES

- One switch operation—turn it on and begin using it.
- Ultimate sensitivity.
- Does not require adjustments.
- Rugged, high-impact ABS case with reinforced coil compartment.
- Detects medium sized pistol from 9"; large knife from 6"; razor blade and box cutter from 3"; foil-wrapped drugs and tiny jewelry from 1".
- Large 10" scan surface for quick, thorough scanning.
- No tools required to change 9V battery.
- Sharp audible alarm and bright red LED light indicates the detection of metal.
- Momentary push button temporarily eliminates detection of nearby ambient metal such as rebar, metal walls, etc.
- Green LED light indicates ON; Amber LED indicates low battery; Red LED indicates ALARM.



TRAINING

Garrett Metal Detectors is the only manufacturer to offer an advanced training course in metal detection checkpoint screening. Now, you can learn from the industry's leading team of metal detection experts. Call today to enroll in The Garrett Academy.



SuperScanner Hand-Held Metal Detector



GARRETT: The Global Leader of Security Metal Detectors and Checkpoint Screening

Model # 1165180

SPECIFICATIONS

Operating Temperatures
-35° F (-37° C) to 158° F (70° C)

Humidity
To 95% noncondensing

Audio Frequency
2kHz Warble

Tuning
Automatic

Indicators

Speaker
LED Alert Lights
Green: Power ON
Amber: Battery LOW
Red: ALARM condition

Controls

Power switch (On / Off)
Interference Elimination Momentary Switch

Battery

Single 9 volt battery provides up to 60 hours of normal operation. Optional NiMH rechargeable battery provides up to 20 hours on each 12-hour recharge

Dimensions

Width: 3.25" (8.3 cm)
Thickness: 1.625" (4.13 cm)
Length: 16.5" (42 cm)
Weight: 17.6 oz (500 g)

Warranty

Limited, 24 months parts and labor



ACCESSORIES

A. Rechargeable Battery Kit—Allows recharging without the need to remove the battery. Includes environmentally friendly Cadmium free Ni-MH battery and charger.
110V (Model # 1610200)
220V (Model # 1610800)



B. Earphone
(Model # 1600100)



C. Leather Belt Loop Harness
(Model # 1600800)



D. Belt Holder—Made of durable ballistic weave material and can be worn on a belt or mounted in a car.
(Model # 1611600)



E. Security Products Video—Details features, controls and operation tips on effective scanning techniques. DVD also includes videos on the SuperWand™ Hand-Held Detector, THD™ Tactical Hand-Held Detector and PD 6500z™ walk-through metal detector.
DVD (Model# 1678600)



1553100 REV. D • Revised: August 2007 • © 2007 Garrett Electronics, Inc.

REGULATORY INFORMATION

The SuperScanner meets or exceeds all performance specifications of the National Institute of Justice Standard - 0602.02 "Hand-Held Metal Detectors for Use in Concealed Weapon and Contraband Detection."

Meets CE and other international standards for electromagnetic compatibility and safety.

Extensive research has found no information that would indicate Garrett products have adverse effects on pregnancy, medical devices (such as pacemakers) or magnetic recording media. However, directives by physicians and medical device manufacturers regarding metal detectors should be followed.

1881 W. State Street • Garland, Texas 75042 • Tel 972.494.6151 • Fax 972.494.1881 • Email security@garrett.com

www.garrett.com • Safety. Security. Peace of Mind.™

Beaver Works Management Structure 2024

Key Personnel and Roles

Name	Job Title	Beaver Years	Qualifications	Roles And Task Description
Graham Higgins	DPS Event Co ordinator Venue Manager	16	Personal License Holder	<p>Person In Charge and premises supervisor Takes operational instruction from Event Control Officer during events. Communicates with event controller on radio band 2</p> <p>Roles are - Interpreting and upholding licensing objectives. Drafting and implementing venue policies. Preparation of risk assessments and event plans. Booking security staff. Organising, overseeing and checking the set up of different venue areas. Performing and recording opening checks before events. Preparing and implementing Fire and Safety Risk Assessments and policies. Fire systems testing and recording tests. Organising staff staff training and recording of training Working with event organisers, technical staff and Beaver Works security and steward teams to ensure events run as smoothly as possible. Debriefing of staff after events and recording incidents. Keeping an . attendance numbers log Monitoring CCTV to help with event management. Co-ordinating power distribution with technical operatives Planning sequential closure at large events</p>

<p>[REDACTED]</p>	<p>Event Control and Search Area Officer</p>	<p>6</p>	<p>Spectator Safety Certificate Training for SIA CCTV</p>	<p>Takes general direction from DPS Graham Higgins but is in overall control of event operation Directs action of stewards on radio band 2 SIA and first aid staff and security staff on radio band 1. Each bar also has a supervisor with a radio and earpiece who can be contacted when necessary. Bars are able to call for security or first aid assistance via the event controller</p> <p>Roles are - Preparation of event plans and risk assessments. Assisting with door staff booking. Setting up and administration of search area. Training and recording of training for search staff and ID staff. Setting up, checking and recording status of metal detector arches and wands, body cameras and ID scanners. Checking CCTV system including all cameras and available storage before events CCTV management and monitoring during events. Crowd control assessment and management. Radio communication and coordination of security team, first aid operatives and stewards during events. Implementation of escalation policy during events. Keeping a CCTV log Planning and implementing sequential closure at large events</p>
<p>[REDACTED] Works for Pro Active Security</p>	<p>Head Door Supervisor Search Supervisor Queue Manager</p>	<p>11</p>	<p>SIA Certified 1st Aid Certified Personal License</p>	<p>Takes instruction from Jonathan Ashley Event Control Officer and Graham Higgins DPS. Gives instruction to security and first aid staff on channel 1 and stewards on channel 2. Roles are Managing security staff and assigning security roles. Overseeing queue and search procedures. Working with Event controller to ensure smooth running of event. Recording incidents. Induction and orientation of new staff.</p>

				<p>Training staff and recording training. Recording incidents. Debriefing with Event Controller and DPS after events. Checking door staff numbers. Ensuring a tally of customers is kept. First aid at small events</p>
██████████	Bar Manager and Venue Assistant Manager	16		<p>Takes general and operational direction from Graham Higgins DPS and operational direction from Event Control Officer Jonathan Ashley. Communicates with and coordinates bar staff and cleaning staff on radio band 3</p> <p>Roles are-</p> <ul style="list-style-type: none"> Organising stocking, staffing and smooth running of bars. Cash management and storage. Implementation and recording of bar related policies. Booking of Bar and cleaning staff. Ensuring other bar staff are aware of refusal to serve policy Training bar staff and recording of training Management and allocation of walkie talkies Fire and emergency steward for Bar and Square Room areas Stocking of cleaning products and equipment
██████████	Assistant Bar Manager	4	First Aid Certified	<p>Takes instruction from ██████████ Bar Manager on radio band 3 and can receive instruction from Jonathon Ashley Event Control Officer if necessary.</p> <p>Roles are-</p> <ul style="list-style-type: none"> Stocking Bars. Organising bar staff. Bar work. Ensuring other bar staff are aware of refusal to serve policy
██████████	Lead Steward	10	Forklift Certification	<p>Takes operational direction from ██████████ Event Control Officer and DPS Graham Higgins</p> <p>Roles are-</p> <ul style="list-style-type: none"> Setting up search area and entrance approach fencing before events. Setting up and checking stages before

				<p>events. Siting of concessions before event Fire Steward Tall and Other Room. Performing and recording sound checks during events. Yard management and fence storage. Organising storage of equipment and materials. In charge of venue keys. Patrolling venue during events and reporting/responding to event control. Checking areas are clean and clear around and outside venue. Checking for glass outside the venue during events</p>
			8	<p>Takes operational direction from Graham Higgins DPS and [REDACTED] Event Control Officer</p> <p>Roles are-</p> <p>Checking lights toilets and exits are ready before events. Ensuring that steps floors and toilets are kept clean and clear during events. Maintaining operation of toilets and basins during events including sundries. Basic power and utility light management during events. Patrolling and monitoring venue during events. Reporting maintenance required</p>
			4	<p>Takes operational direction from [REDACTED] Event Control Officer and Graham Higgins DPS</p> <p>Roles are</p> <p>Helping with set up of search areas, fences and stages. Helping with noise management and sound checks</p> <p>Helping keep venue clean and clear during events</p>
			1	<p>Takes direction from Graham Higgins Event Co-ordinator and [REDACTED] Event Control Officer on radio band 2</p> <p>Roles are-</p> <p>Maintaining Sound systems, lighting systems, and network</p>

					systems . Managing music equipment Helping with sound adjustment during noise control
[Redacted]	Associate Lighting Operative	4	Degree Qualified	Takes direction from Graham Higgins Event Co-ordinator and [Redacted] Event Control Officer on radio band 2 Roles are- Designing co-ordinating and implementing technical, lighting and rigging work. Event power distribution	
[Redacted]	Maintenance Operative	4		Plumbing Repairs after events Basic Fire alarm system tests and checks General Maintenance Health and safety surveys and implementation of measures	
[Redacted]	Maintenance Operative	6		Technical maintenance and general maintenance	

<p>[REDACTED]</p>	<p>Security Consultant CCTV Consultant Head Door Supervisor</p>		<p>Takes instruction from [REDACTED] Event Control Officer and Graham Higgins DPS on radio band 1 and gives instruction to [REDACTED] Door Supervisor, security staff and first aid staff. Roles are- Advises on security requirements Advises on CCTV Works as Head Door Supervisor at high risk events</p>

This is to certify that



has achieved the following Qualification

AIM Qualifications Level 2 NVQ Certificate in Spectator Safety

5AA583E4-BA3E-4014



A859-0A7E22DE1F7F
AuthentiQual.com

This certificate is accompanied by a transcript which shows the unit achievements

Kevern Kerswell
Chief Executive Officer
AIM Qualifications and Assessment Group

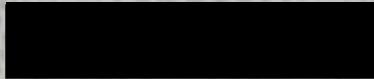


Qualification ID: 601/1970/6
Certificate ID: 6179507
Learner ID: 18346925
Certification Date: 17/08/2022





Certificate of Unit Credit



has achieved on a course entitled

Spectator Safety

provided by

Blue Apple Training Ltd

Components achieved

Title	Code	Level
Control the Entry, Exit and Movement of People at Spectator Events	M/502/9352	Two
Deal with Accidents and Emergencies	D/501/5138	Two
Help to Manage Conflict	J/501/5134	Two
Monitor Spectators and Deal with Crowd Problems	A/502/9354	Two
Prepare for Spectator Events	Y/502/9345	Two
Support the Work of the Team and Organisation	Y/601/4483	Two



Certificate ID: 6179498
Learner ID: 18346925
Certification Date: 17/08/2022

Kevern Kerswell
Chief Executive Officer
AIM Qualifications and Assessment Group

Beaver Works Operating Policy 2024



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3.0 Introduction

Beaver Works is a large, flexible, multi area destination venue one mile from Leeds City Centre
The venue is well established, popular and nationally recognised for student events, underground events and specialist events. It is one of the few venues in the country where Live music and Electronic music are regularly played at the same event

Events can be for hundreds or thousands of people and are held both indoor and outdoor, taking place during both night time and day time. Events are varied and diverse and the venue often has festival themes and a festival atmosphere. The venue only opens for pre planned, pre booked events and is not open every weekend like a typical nightclub. The types of entertainment including live music daytime family events (such as barbecues) and community themed and student society events, varies widely and there are no local 'walk up' customers

SIA security staff are Provided by Pro Active Security, selected specifically to suit the type of event and trained to deal with all circumstances. We operate a zero-tolerance approach to drugs and antisocial behaviour

This document sets out our stance on admission, safe operation, as well as the conduct of staff and customers

4.0 Duty of Care

At Beaver Works, we try to treat our customers as we would hope to be treated ourselves or in the case of students and young people, as we hope our children might be treated

All staff should remember that we each have a responsibility to our customers and it is our duty to give them an experience that is safe and secure. We as a team are all responsible to ensure that we are running a venue where people can enjoy themselves and be safe at the same time.

We make sure that all our staff receive regular training and workplace advice to ensure that everything practicable is done to protect the health and safety of our customers and that reasonable precaution and due diligence is always exercised at the premises.

Beaver Works shall ensure the following...

- That customers have a safe and secure environment to enjoy.
- All staff are aware and trained that a zero tolerance to drugs is in place.
- All staff are trained to be vigilant in all aspects of risks to persons in the premises, ie, drunkenness, underage drinking, drug use, harassment and sexual exploitation, and racial abuse.
- Each staff member is aware of their role and duties within the premises.

5.0 General

All customers are expected to behave in an acceptable manner and to respect other customers and our staff

Acceptable behaviour from clientele is imperative to the smooth and trouble free running of the venue. To ensure that risk is minimised from the start, the following will apply in respect of customer suitability.

Any person who has knowingly been prosecuted for the use, supply or possession with intent to supply drugs shall not be permitted to enter the venue.

Any person who has knowingly been convicted of an assault offence shall not be permitted into the venue.

Search is a condition of entry. Each person entering the venue, may be searched for the health and safety of themselves fellow customers and staff.

Offensive weapons and other dangerous items will not be allowed inside the venue.

Customers will be asked for ID to enter the venue. The only acceptable forms of ID will be the following:

- Photo driving licence
- Passport
- ID which displays a genuine pass hologram

Patrons are expected to behave in such a manner as to not put themselves, or any other customers or any other member of staff at risk of personal injury or loss of life.

Beaver Works will not permit the selling, supplying or taking of any illegal substances or drugs or "legal highs"

Any person who is in a state of drunkenness or under the influence of drugs will not be permitted into the venue. Any person under the influence of alcohol to the extent that they are a danger to themselves or other customers will be dealt with in a way that makes their health needs a priority.

Venue staff will not encourage binge drinking and combat it wherever possible. Drinks offers which encourage Irresponsible drinking will not be considered

Customers will not be permitted to behave in a disorderly manner or in a way that is likely to provoke disorderly conduct from other customers and will not be allowed to cause wilful damage to property.

Any customers that fails to adhere to these rules will be deemed unsuitable for admission to the venue on any occasion

6.0 Entrance Policy

It is Beaver Works policy that anyone seeking admission to Beaver Works at events that run beyond 10pm must be 18 years or over

In order to verify age after 10pm and generally we operate the following

We operate a Check 25 system which requires those that appear to look under the age of 25 are asked for ID

Acceptable documentation must be produced i.e. acceptable drivers licence, passport, or another Government recognised Photographic ID

An Identification Scanner may be used

Strict ID checks are carried out at front of house and where ID documentation is disputed or found to be inconclusive, supplementary checks via other means are made. A second back-up form of ID such as a bank card may be requested and if this fails corroboration from the person's social media/Facebook accounts are made. If there is any doubt that the customer is not 18 or over admittance is refused

No aggressive person will be admitted

No intoxicated person will be admitted

Refusals will be recorded and if serious added to ID scanner

7.0 Search Policy

Beaver Works operates a search is a condition of entry policy. A sign stating this will be placed at the entrance

All customers may be searched and all bags will be checked in a well lit area

Customers who present suspiciously will have their ID scanned and be searched thoroughly, passing through a metal detector arch and emptying pockets. Staff are trained in the detail of our search policy

Any weapons found will be placed in the control centre safe. Identification of person in possession will be taken and a marker will be made on ID Scanner and the Police contacted.

Small/personal amounts of drugs will be confiscated and placed in the drug safe

If a larger amount of drugs is found, we will also contact police .

An incident report form will be completed relating to all seizures.

Key search staff will wear body cameras

Searches of clients inside the premises will only be carried out where security staff members reasonably suspect that a customer is in possession of drugs or other prohibited item such as a weapon or other dangerous

articles. These will be carried out with a minimum of x2 door staff present in a well lit area covered by CCTV

Force will not be used for the purposes of carrying out a search.

Under no circumstances will any form of discrimination dictate when a search is to be performed and all searches will be decided upon and carried out on an objective and not subjective basis without consideration to the subject's race, gender, age, sexuality or other irrelevant factor.

Under no circumstances will intimate searches, such as those of underwear and body orifices be carried out.

Same sex searches will always be carried out and no security staff member will search someone of the opposite sex.

The subject of a search is entitled to their dignity and they should be allowed on request to being searched out of view of the public if they so desire. Very often this will occur when they wish to hand over something out of the view of others, which is of benefit to all.

The subject will be allowed a chaperone present when they are searched if they request one.

Persons from the transgender/LGBT community subject of a search will be asked which sex they consider themselves to be and be searched by a person of that sex. If the person is uncomfortable with that, then a search should not take place. Failure to allow themselves to be searched would render the subject liable for refusal.

Security staff making such a refusal will indicate to the subject that the decision is based solely on their refusal to submit to a search, and for no other reason. This will be logged on the ID scanner, relevant to the customers ID

8.0 Drugs & Drug Safe Policy

Beaver Works adopts a zero-tolerance approach to the use, possession and dealing of drugs.

Any substance found by security staff that cannot be proved to be an over-the-counter medication, or a prescribed drug in the possession of the person it has been prescribed to will be seized and its possessor dealt with in accordance with this policy.

All club and security staff have been trained in the recognition of different types of drugs, and the typical behavioural signs of drug use and intoxication in customers.

The object of this policy is to prevent drugs from entering the club, and subsequently being supplied and consumed within.

Positive action to combat drug misuse will safeguard staff and customers, and reduce the chance of serious illness and potential overdose or death.

All persons attending the club including venue staff, artistes and VIPs will be subject of this policy and liable to be searched if suspected to be in possession of drugs.

Seized drugs will be placed in the club's drugs safe.

This is a secure, double locked safe WestYorkshire Police possess one of the two safe keys, enabling access only when the club management and police are present. The safe is emptied at intervals agreed between venue management and the police.

Suspected drug dealers i.e. persons searched and found to be in possession of an amount of pills or drug wraps that are considered to be in excess of what is required for their personal use will be detained and handed over to the police & there details logged on the ID scanner relevant to that person.

Attendees found in possession of a small quantity of drugs, or voluntarily handing them over to security staff at point of entry will have the articles seized. They will be admitted to the club only if their attitude and demeanour demonstrates that they are no risk to themselves or others. The club management are conscious of the drain on police resources and the unnecessary tying up of officers with trivial matters, therefore only suspected drug dealers will be detained and handed over. This balances proportionality with safe operation of the club.

Searches of customers are not limited to the front door. Persons acting suspiciously inside the club will be detained and searched in a purposely designated and well-lit area covered by the club's CCTV.

Security and management staff are well aware of potentially vulnerable areas in the club where drug dealing may be easier and these receive increased attention from regular security patrols.

If any customer is detected suffering adverse ill effects from the use of drugs the club will call an ambulance or medical practitioner at the earliest opportunity, or make other arrangements to get them to a hospital. They will be safeguarded until this takes place

9.0 Weapons Policy

Beaver Works operates a search is a condition of entry policy.

Customers who act suspiciously will be checked using the ID scanner and searched thoroughly. Any weapons found will be placed in the office safe. Identification of person in possession will be taken and a marker will be made on ID Scanner and the Police contacted. An incident report form will also be completed.

Notices will be on display at entrances to the event to the effect that patrons will be searched and that any refusal to comply will result in them being refused admission. Force will not be used for the purposes of carrying out a search. Under no circumstances will any form of discrimination dictate when a search is to be performed and all searches will be decided upon and carried out on an objective and not subjective basis without consideration to the subject's race, gender, age, sexuality or other irrelevant factor.

Searches with consent will consist of a light rub down with or without a hand-held metal detector and an examination of bag and pocket contents. Under no circumstances will intimate searches, such as those of underwear and body orifices be carried out. Same sex searches will always be carried out and no security staff member will search someone of the opposite sex. The subject of a search is entitled to their dignity and they should be allowed on request to be searched out of view of the public if they so desire.

All searches will be carried out with a minimum of x2 door staff present. Staff are briefed on carrying out a search where a CCTV camera is present. Subjects will be allowed a chaperone present when they are searched if they request one. Persons from the transgender/LGBT community subject of a search will be asked which sex they consider themselves to be and be searched by a person of that sex.

If the person is uncomfortable with that, then a search should not take place. Failure to allow themselves to be searched would render the subject liable for refusal. Security staff making such a refusal will indicate to the subject that the decision is based solely on their refusal to submit to a search, and for no other reason. This will be logged on the ID scanner.

10.0 Responsible Drinking

All employees shall ensure that the mandatory code for alcohol is strictly adhered to. All serving staff will be trained to this end

An 'irresponsible drinks promotion' is defined as one that encourages the sale of alcohol in a manner which carries a risk of leading to crimes and disorder, prejudice, risks to public safety, public nuisance or harm to children.

Irresponsible drinks promotions will not be allowed . The DPS is to maintain this standard by ensuring that any outside promoters are also aware of this policy before committing to hold any events at the premises.

Examples of irresponsible drinks promotions that will not be tolerated include, but are not limited to...

- Drinking games, e.g. speed drinking and drinking competitions.
- Fixed fee entry promotions that include all drinks and/or heavily discounted drinks prices.

Tap water will be provided on request to all customers.

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No drinks will be dispensed into a customers mouths .

Age verification is in place on entry and at bars and a refusal log for any intoxicated person is held behind the bar. Staff are made aware of this during training.

Any member of staff that does not adhere to the above responsible drinking policy will be dismissed with immediate effect.

11.0 Dealing with and Preventing Drunkenness

All staff are trained in recognising signs of drunkenness, how to refuse service and the procedure with dealing with drunk customers. Records of training are kept

If a refusal is made due to drunkenness, this is logged in a refusals log which is kept behind each bar. Staff are trained and are fully aware that it is an offence to sell alcohol to anyone who is drunk.

If a drunk person becomes too awkward for any bar staff to deal with, they should contact the manager on duty and they will instruct doorstaff accordingly who shall ensure the safe ejection of the person. All doorstaff are SIA licensed and are fully trained to do so.

Doorstaff are also aware of their responsibilities and ensure that all persons who are drunk or considered vulnerable by them are refused entry on the door.

Beaver Works is aware of the mandatory code for alcohol and ensures that all staff are aware and that the conditions are strictly adhered to

12.0 Conflict Management & Disorder

All members of the security/door staff team are S.I.A. qualified and have received relevant training regarding conflict management and dealing with disorder.

All other staff (including bar staff) are trained to ensure that if any conflict or disorder is observed in the venue they immediately use their radio to inform management who will alert the security/door staff team of the incident and location.

Only S.I.A. trained staff are to deal with incidents of conflict and disorder.

In accordance with the S.I.A. National Occupational Standards, all members of the security/door staff team have been trained in the following...

10.1 Avoiding Conflict & Reducing Personal Risk

S.I.A. staff must be able to recognise, assess and reduce risk in conflict situations by being able to...

- Identify the most common situations where there is a risk of escalation into violence.
- Demonstrate an understanding of the importance of positive and constructive communication to avoid conflict.
- Explain employers policy, guidance and procedures relating to workplace violence.
- Identify potential risk of violence towards themselves and others.
- Continually assess the level of threat posed in a conflict situation.
- Identify appropriate measures to reduce or eliminate the risk.
- Recognise human responses to emotional and threatening situations.
- Identify the conditions and behaviours that trigger or inhibit an angry response in people.
- Choose the most appropriate responses to a situation involving potential conflict.
- Explain the importance of adopting an appropriate initial response.
- Identify ways in which the expectations of the customer are managed towards a realistic understanding of the situation.
- Demonstrate an understanding of the attitude/behaviour cycle and how to prevent escalation.

10.2 Defusing Conflict

S.I.A. staff must be able to identify how to use communications effectively in difficult and emotive situations and to de-escalate conflict by being able to...

- Identify the different ways in which communication can be blocked.
- Demonstrate an understanding of how to overcome communication blocks by using active listening techniques.
- Recognise the importance of non-verbal communication when dealing with emotionally charged situations.

S.I.A. staff must be able to de-escalate conflict by being able to...

- Identify how to work effectively with a colleague to de-escalate conflict.
- Recognise an escalation in risk and how to manage anger and aggression.
- Recognise the difference between assertion and aggression.
- Choose appropriate assertive behaviour for confronting unacceptable behaviour.
- Recognise the importance of providing exit routes and space when dealing with an angry person.

Resolving & Learning from Conflict

S.I.A. staff must be able to identify simple strategies for resolving conflict and understand how they can learn. They should be able to recognise the customer's view point and understand that resolution can be achieved.

13.0 Ejection Policy

Ejections will be carried out with firmness and politeness, even when the subject is being aggressive. Wherever possible, the ejected person should be given a reason for their ejection and an entry of the occurrence will always be made in the club's incident book at the time of ejection.

All ejections, unless circumstances dictate otherwise, will take place through the fire doors at the rear of the club by security staff in high-visibility clothing. This area is well-lit and adequately covered by the club's very high-quality CCTV system. Ejections via the rear will ensure minimum disruption to the club's activities and lessen the danger to other clients and staff. The area is better designed to keep conflicting parties apart during and immediately after the ejection.

Minimum force will be used when forcibly removing someone from the site as defined in Section 3 Criminal Law Act 1977.

Security staff carrying out ejections are mindful that in addition to images of themselves on CCTV their actions may be filmed by others using mobile telephones or other devices, and so will ensure that their professional actions do not attract any criticisms of themselves or the operators.

14.0 Dispersal Policy

We are committed to the encouragement of a peaceful, orderly dispersal of our customers as they leave events. As customers leave they will see notices displayed asking them to make minimum noise, and also listing the contact numbers of taxi firms.

Before events come to a close, the different areas are monitored for numbers and an order of closing plan will be decided upon and shared with key staff, before the areas are closed sequentially.

SIA Doors staff will oversee closure and remain on the street until customers have dispersed.

15.0 Terrorism Threat & Evacuation Plan

All members of staff should be vigilant regarding any threats of terrorism.

If you see or hear anything suspicious, contact management immediately who will then evaluate the threat, contact the Police and initiate venue evacuation is necessary.

Radio code in case of terrorism threat is **PURPLE**.

PURPLE Evacuation Point

Outside the venue on the car parks opposite main entrance and next to cross roads

Remember, stay calm and communicate safely with other members of staff and the public.

1. Do not touch suspicious items.
2. Move everyone away to a safe distance.
3. Prevent others from approaching.
4. Communicate safely to staff, visitors and the public.
5. Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of sight and behind hard cover.
6. Notify the Police.
7. Ensure that whoever found the item or witnessed the incident remains on hand to brief the Police.

Evacuation Marshals

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16.0 Communication Policy

All security personnel shall be in radio contact with the head of security, the DPS or person in charge and the person responsible for first aid. The radio equipment used should be fully working, robust and of good quality. All of our radios are Entel HX series or Motorola

There shall be a valid license in place for the equipment (BR0003699 next due Feb 2024)

All security staff should be in radio with each other and first aid staff. All bars shall be in radio contact with the main bar (bar manager) and security and first aid staff
Key/fire stewards shall be in radio contact with each other, security staff and first aid staff

At larger events the Event Control Manager will be in touch with all above personnel to provide information regarding numbers and movement of customers. They will also provide a communication 'hub' when necessary and manage security response to overcrowding and disorder issues.

If necessary at events with potential high radio usage
three bands should be used as follows

- 1) Security and First Aid
- 2) Stewards and Event Co-ordinator
- 3) Bars

The Event Control Officer will need 3 radios to manage this system.
Staff will be trained in this method of usage and records of the training shall be kept

Radios should be available to all above staff charged and checked with earpiece before each event and tested frequently.
Radios will be disinfected between use, with new earbuds fitted to in ear devices

17.0 Control Crowd Policy

All events shall be assessed before opening to ascertain what crowd control measures are likely to be required. Arrival times, type of crowd, type / times of acts and event specific factors should be considered. Split arrival times and extra queues should be implemented if necessary and the extra staff and equipment required put in place

Entry and arrival:

Adequate SIA security staff required for searches and I.D. checks shall be calculated in advance and made available.

Adequate security staff and stewards for the outside queue area to manage crowd behaviour, litter, bins etc shall be available as required.

The numbers of queues and allocation of queues to ticket, online guest list, cash etc

Type of fencing barriers etc needed to allow safe queueing, any special search areas etc.

Arrival numbers will be monitored and recorded.

Where a large number of people are expected to arrive over a short time span, the build up of a queue is inevitable. A multiple change of direction queue built from strong temporary fencing will be put in place whenever this is a possibility

During events

Numbers in all areas will be monitored to prevent overcrowding and security will take action to limit numbers whenever necessary. A suitable and adequate communications system should be in place to facilitate this

At events with more than 1000 attending the Event Control Officer will manage security staff and stewards by radio, from the control room to ensure that specific areas do not become overcrowded.

Consideration will be given to the set times of headline artists at events with more than 1000 people attending and the Event Control Manager will put staff and other measures such as barriers or fencing in advance of performance

Dispersal

At the end of events all areas including the street should be monitored / assessed and an appropriate sequential closing of areas implemented to prevent overcrowding of remaining areas and the street. If necessary a steward in high vis clothing should help to manage and organize taxis

Security should be present to control the crowd outside the venue during closing period until customers have left the area

For events where more than 1000 persons are attending

A 'recorded' Event Control Officer will monitor numbers in all areas at all times in the CCTV control room and be in radio communications with crowd control stewards and security staff. The CCTV system will have cameras positioned so as to allow the Event Control Officer to monitor numbers in all areas. The Event Control Officer will be trained and experienced in assessing numbers by viewing CCTV and will from time to time physically check numbers

18.0 Crime Scene Preservation Policy

There are three important principles to crime scene preservation:

1. **Preventing Evidence From Being Contaminated**
For example, adding footprints to a scene, or leaving any other items at the scene which were not there at the time.
2. **Preventing Evidence From Being Destroyed**
For example, smudging fingerprints, or walking on footprints in blood.
3. **Preventing Evidence From Being Removed**
For example, glasses being moved, or furniture being re-arranged.

If ever door staff do come across the scene of a major incident, such as a serious assault they should:

1. **Do Not Touch Anything**
2. **Evaluate The Scene**
3. **Preserve The Scene**
Tape and gloves are located in the managers office. Inform Tank management of the area concerned and contact the Police. Ensure Tank management receive clear and detailed reports at the premises together with witness details. Witness lists can be requested from the management ID Scanner.

Valuable forensic evidence, not always visible to the naked eye, can both help to identify suspects, and help to secure a successful prosecution in court.

Detailed records, reports, notes and the preservation of evidence will not only assist the police in successfully prosecuting offenders, but will support the door supervisor as a professional security operative.

19.0 Glass Policy

Beaver Works is a festival style venue with outdoor areas with tarmac floors steel fire escapes and indoor areas with concrete floors. As such, it is not suitable for any glass to be used within the entertainments areas and none has been used at the venue for many years. In more recent times the danger of broken glass being used as 'a weapon of convenience' has become a real possibility. Consequently we have a robust glass policy

- 1) Bottled drinks will be available in plastic bottles only, and any spirits or other drinks which come in glass bottles will be poured behind bars into single use plastic glasses (multi use polycarbonate or similar glasses will not be used as these still pose some risk)
- 2) Any drinks supplied to artists as part of a rider will only be supplied decanted into safe plastic containers
- 3) The empty glass bottles behind bars will be stored in strong plastic bins until they are removed to lockable steel storage cages which are not accessible to members of the public or taken up in the elevator to the top floor of the building which is not open to the public

20.0 CCTV Policy

A suitable, high quality, time and date stamped CCTV system suited for daytime and night time use will be located in a control centre with 4 large screens. It shall cover all key areas such as search area, entrance and exit points, dance floors and bars, and it will suitably maintained . It has the capacity to record events for at least 31 days

A log recording system access which could lead to changes being made (including reason for access), system checks, problems and maintenance will be kept on site. Any problems which arise in checks or in use will be rectified as soon as possible and records kept

The system will be checked on the day of every event and this will be recorded on the event opening check list

Media for recording events will be available at all times

A person capable of operating CCTV will be available when venue is open

The system will have cameras positioned to allow the Event Control Officer to monitor numbers in all areas when required

A named CCTV operator and Event Control Manager will manage events for over 1000 people from the control room. This will be recorded and kept on site

21.0 Policy for Dealing with the Unwell

There will be a person responsible for First Aid at all events. They will have adequate first aid equipment.

There will be provision of a First Aid / Recovery Room with CCTV camera

Customers who appear to be unwell or incapacitated will be brought to the attention of the First Aid Personnel. If necessary they will be brought to the Recovery room for further assessment / first aid treatment.

Unwell shall be accompanied and monitored at all times by a responsible member of staff while in the first aid / recovery room.

Emergency Services shall be called immediately whenever necessary.

When the emergency services have been called provision shall be made for immediate safe access to the patient, provision shall also be made for them to leave the area quickly and safely.

A record of all treatment shall be made - including name of patient , name of first aid person, date, nature of accident/illness/injury. How, where and when it occurred and if the emergency services were called/attended. Records shall be kept on site.

At events with more than 1000 people are expected to attend, there will be two well qualified first aid medics in attendance. Their attendance will be recorded and kept on site

22.0 Noise Nuisance Policy

This policy is in addition to the conditions which are already in place on the existing entertainments license

- 1) There shall be an annual assessment to review possible causes of noise nuisance. There will be additional review in the event of noise escape noticed during our own monitoring (during events) or brought to our attention by another source. An area specific review will be carried out before an event takes place following any upgrade or significant change to a music system. If a sound system is brought in from an external source as part of the entertainment of a specific event
- 2) During events, noise will be monitored and recorded at the start of every event and every hour or half hour thereafter. Any noise nuisance identified shall be remedied immediately and a record kept explaining the circumstances
- 3) In the event of identified noise escape, the music system in the area from which this originated will be reset at a level which eliminates the nuisance and cannot be overridden. This limit will remain in place until the source of the problem has been identified and remedied
- 4) The sound processor in every area shall be locked with a code so that only authorised personnel can make an adjustment to a sound limit
- 6) At the start of events or on arrival, all staff including agency staff shall be made aware of our sound policy in general and in particular of the importance of keeping sound sensitive doors closed

23.0 Control and Escalation Policy

At smaller events with low occupancy Beaver Works is similar to most smaller venues with the head of security responding to calls from and giving instruction to the security team by radio and briefing the DPS or person responsible. CCTV can be monitored on phones or in the control room. The event stewards who are very familiar with operations also have radios and interact when necessary

At larger events in terms of numbers attending, and areas in use the command structure will centre around the Event Control Officer in the control room (where CCTV and radio messages from multiple sources can be easily monitored) rather than the head of security

If the Event Control Officer spots an incident requiring response or hears a radio call requiring response he will evaluate the situation and make a decision regarding what action needs to be taken and by who. If an area is becoming overcrowded for example, he would contact the head of security on radio band 1 and explain where extra staff were needed and how they should manage the crowd to reduce numbers. Bar staff and first aid staff and stewards will also routinely report incidents or emerging situations to the Event Control Officer. If a disorder event was spotted or called in The Event Control Officer would call immediately for security response giving the area and nature of incident. He would then contact the DPS or person responsible on band 2 to ask them to attend in case a call to police or other action might be needed. The head of security would remain in position near the entrance, monitoring the situation by radio ready to guide emergency services etc. The Event Control Officer can also also contact the steward team on radio band 2. The stewards are trained as fire marshals and are familiar with all exits and muster points. They are also trained and experienced in clearing paths for and guiding emergency services to the right area. In an emergency situation, stewards and person responsible are able to speak directly with security and first aid staff on radio band 1

24.0 Sexual Harassment Policy

Objective

The objective of this policy is to define workplace sexual harassment and to outline procedures for filing complaints, investigating sexual harassment claims and issuing appropriate disciplinary measures in the case of violations.

Scope

This policy applies to all employees of Beaver Works and Pro-Active Security . All workers, at all levels will be subject to discipline, up to and including discharge, for any violation of this policy. Employees are prohibited from harassing others both on and off the employer premises and during or outside of work hours.

Defining Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is defined by the federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can be physical or psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Examples of Prohibited Conduct

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually orientated gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting and attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- Sexual or discriminatory displays or publications anywhere in Beaver Works
- Retaliation for sexual harassment complaints.

Responding to Conduct in Violation of Policy

Employees

If an employee feels that he or she is being subjected to sexual harassment, he or she may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the

Continued

employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or to the DPS/manager. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report all concerns of sexual harassment or inappropriate sexual conduct to the DPS or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

Manager and Supervisors

Managers and supervisors must deal expeditiously and fairly when they have any knowledge of sexual harassment within their departments, whether or not there has been a written or formal complaint.

They must:

- Take all complaints or concerns of alleged or possible harassment seriously no matter how minor or who is involved.
- Report all incidents to management and /or Graham Higgins DPS immediately so that an investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate retaliation to sexual harassment, including the failure to immediately report such misconduct, are in violation of this policy and subject to discipline.

Graham Higgins (designated premises supervisor) will be responsible for.

1. Ensuring that both the individual filing the complaint (complainant) and the accused individual (respondent) are aware of the seriousness of a sexual harassment complaint.
2. Explaining our sexual harassment policy and investigation procedures to all parties involved.
3. Exploring informal means of resolving sexual harassment complaints.
4. Notifying the police if criminal activities are alleged.
5. Arranging for an investigation of the alleged harassment and the preparation of a written report.
6. Submitting a written report summarising the results of the investigation and making recommendations to designated company officials.
7. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

Complaint Resolution Procedures

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The DPS may assist the complainant in completing a written statement or, in the event as employee refuses to provide information in writing, the DPS director will dictate the verbal complaint.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as possible:

1. The name, department and position of the person or persons allegedly committing harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. The effect of the incident(s) on the complainant's ability to perform his or her job or on other terms or conditions of his or her employment.
4. The names of other individuals who might have been subject to the same or similar harassment.
5. Any other information the complainant believes to be relevant to the harassment complaint.

Discipline

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious violations is termination of employment. Persons who violate this policy may also be subject to civil damages and criminal penalties.

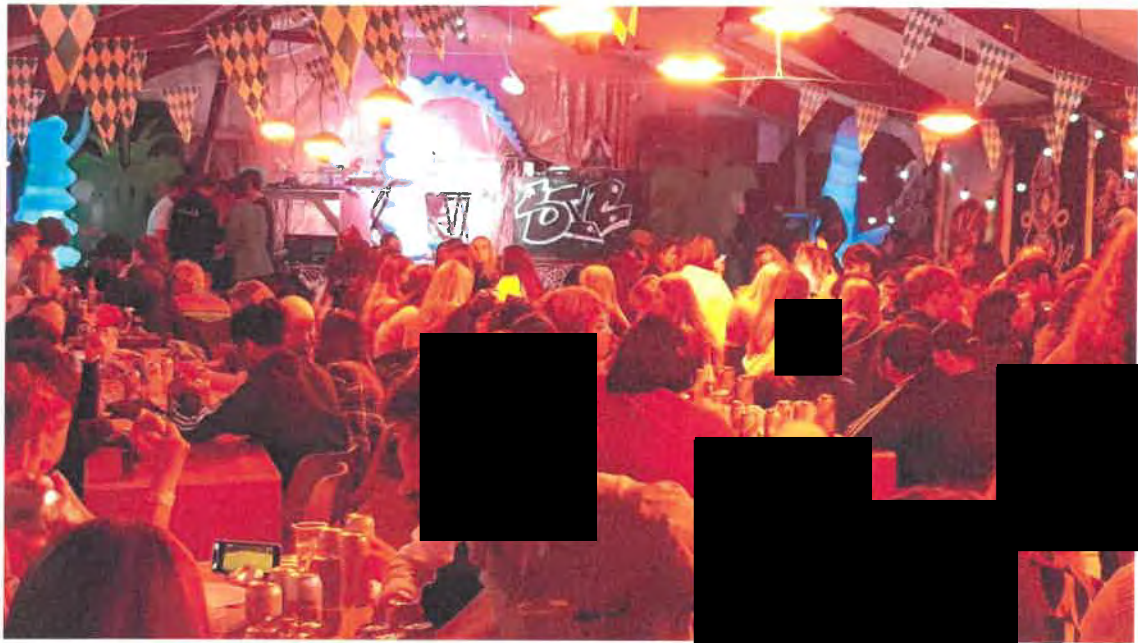
Confidentiality

All complaints and investigations are treated confidentially (to the extent possible) and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the management will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the management team.

24.0 Operating Policy Review Log

This Operating Policy should be reviewed annually. A record of all reviews should be kept in the review log below. Record the date on which the review took place, the name of the person who completed it, and if any amendments are required.

REVIEW DATE	REVIEWED BY	AMENDMENTS REQUIRED

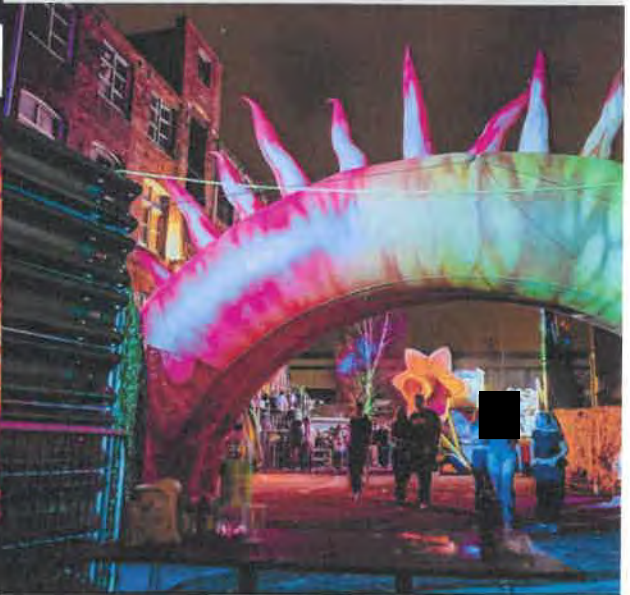




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Better Days Festival



LEEDS HOLI FESTIVAL 2024
 Sunday, 24 Mar 2024 at beavermarks
[View Details](#)

Leeds Holi Festival 2024
 Starts: 0:30 pm Sunday, 24 March 2024 at beavermarks
 Ends: 5:30 pm

Leeds Holi Festival 2024
 We are thrilled to announce the 'Leeds Holi Festival' 2024, is scheduled to take place on Sunday, March, 24th, Family Day with Chiragi.

ZACK KNIGHT
 HEADLINE
[GET TICKETS](#)

In 2022, our festival saw an attendance of over 1200 people, and in 2023, we joyfully welcomed more than 2700 attendees. Leeds Holi Festival 2024 aims to host over 4000 Holi Lovers.

If you were fortunate enough to join us at the 2022 and 2023 Holi Festivals, get ready for another exciting experience. And if you happened to miss those events, mark your calendar because you don't want to miss out on the vibrant celebration of the 2024 Holi Festival!

What to expect:

- * Bouncy castle for kids
- * Rides
- * Holi with Family
- * Street Food
- * 2 DJ & Live Dhol
- * Bollywood Artist performing live
- * Live acts
- * Drinks

[GET TICKETS](#)

Fun rides

Let customers buy tickets with one click, without leaving your website.

Colour stations

Enable group tickets to be transferred to friends arriving at different times.

Food stalls

Allow for rapid check-in on the floor and reduce queue times with our entry manager app.

PHOTO GALLERIES



Beaver Works, 36 Whitehouse Street, Hunslet, Leeds, LS10 1AD
Proposed additions to premises licence conditions

General

- *No 'bassline' music events shall be undertaken.*
- *A dedicated queue manager shall be appointed to oversee queue management.*
- *In the event that the premises licence holder or West Yorkshire Police identify the event as high risk then no entry shall be permitted to customers unless they have pre-purchased entry tickets and no tickets shall be sold at the door.*
- *There shall be no entry to new customers after 02.00 except designated guests, details of whom will be recorded and available for inspection by the responsible authorities.*
- *Replace current condition 70 with:*
 - *The premises shall operate the challenge 25 age verification policy in respect of the sale of alcohol and entry to the venue by customers*

Over 1,000 attendees

- *For events which terminate after 22.00 and do not permit the presence of children then the following conditions shall apply:*
 - *The minimum number of SIA licensed security staff deployed at an event where attendees exceed 1,000 persons shall be 1 per 150 customers unless the premises licence holder or West Yorkshire identify the event as high risk in which case the minimum ratio of door staff to customers shall be 1 per 100 customers.*
 - *At events where more than 1,000 customers attend, they shall not be admitted entry unless they pass through the dedicated search area shown on the deposited event plan.*
 - *Within the dedicated search area and to gain access to the event all customers must:*
 - a) *provide an acceptable form of identification ('ID') to be either*
 - i. *scanned by an electronic ID scanner (unless such is inoperable due to short notice unforeseen circumstances); or*
 - ii. *checked by an SIA security staff ID checker with a body camera;*
 - b) *pass through a metal detector arch (unless such is inoperable due to short notice unforeseen circumstances) and also submit to a metal detector wand search on request where appropriate; and*
 - c) *submit to a search on request by SIA licensed security staff including bags and emptying of pockets, where appropriate, with any items removed being passed through a metal detector (unless such is inoperable due to short notice unforeseen circumstances) before being returned.*
 - *The ID scanner deployed shall have the facility to flag banned customers who shall be refused entry whilst their ban is in operation.*
 - *At events where more than 1,000 customers attend, a minimum of 4 SIA licensed security staff shall be deployed within the search area whilst it is in operation to allow entry to customers. Any SIA licensed security staff that execute searches shall wear a bodycam and a minimum of 8 SIA licensed security staff deployed throughout the event shall wear bodycams.*

1,000 attendees or less

- *For events which terminate after 22.00 and do not permit the presence of children then the following conditions shall apply:*
 - *For events with 1,000 or fewer attendees, to gain access to the event all customers must*
 - *provide an acceptable form of identification ('ID') to be checked by an SIA security staff ID checker with a body camera or electronic ID scanner*
 - *submit to a metal detector wand search on request where appropriate; and*
 - *submit to a search on request by SIA licensed security staff including bags and emptying of pockets, where appropriate*
 - *For events with 1,000 or fewer attendees, any SIA licensed security staff that execute searches shall wear a bodycam.*

Leeds City Council model conditions

- *Responsibility for the safety and welfare of customers shall, at all times, rest with the licence holder/ Designated Premises Supervisor or nominated Event Control Officer*
- *The premises licence holder/DPS shall have systems in place for dealing with and reporting any suspicious items, activity, or unusual behaviour, including attack response procedures. All employees, volunteers, contractors and security staff shall have a clear understanding of such systems and procedures.*
- *All staff deployed in the serving of alcohol and for managing admission to age restricted premises shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales of those who appear intoxicated and for dealing with false and any surrendered identification documents*
- *Security staff shall be provided with induction training so that they have a full understanding of their roles and responsibilities and are fully conversant with the policies and procedures unique to the premises, including safeguarding and welfare arrangement, communication methods and emergency response procedures.*
- *All staff deployed for conducting searches shall receive training on the search policy, the procedures for reporting and recording incidents and the safe retention of prohibited items.*
- *The premises licence holder/DPS shall inform West Yorkshire Police immediately of any search resulting in a seizure of drugs where the supply of drugs is suspected. Personal use seizures should be placed immediately in the drug safe and recorded in the incident register.*
- *The premises licence holder/DPS shall inform West Yorkshire Police immediately where a search results in the seizure of an offensive weapon.*