

**Licensing Act 2003****ENTERTAINMENT LICENSING  
Proforma Risk Assessment V7**

28 JUN 2018

RECEIVED  
Please complete the details below

Applicant name Leeds City Council (Leeds Museums and Galleries Service)

Business name Kirkstall Abbey Ruins, Leeds Museums and Galleries Service

Business address C/O Abbey House Museum, Abbey Walk, Kirkstall, Leeds,

Postcode LS5 3EH

**Guidance about this document**

- 1 The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives
- 2 Whilst the Licensing Authority cannot insist that you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings
- 3 If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule
- 4 The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application Contact details for the responsible authorities are in the guidance note in the application pack Please contact Entertainment Licensing if you cannot find this information

**How to use this document**

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

## Crime and Disorder

### CCTV

Does the premises have CCTV?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES	
Was the siting and standard agreed with West Yorkshire Police (WYP)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Have you agreed a policy on the retention and security of the footage with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
The premises have a duly licensed Data Controller under the Data Protection Act 1998	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If NO	
Have you consulted WYP about whether CCTV should be installed?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
(NB unless WYP have agreed CCTV is not required, a representation is likely)	

Suggested measures	Code	✓
A suitable Closed-Circuit Television (CCTV) system will be operational at the premises <b>The need for CCTV coverage for evening events will be risk assessed on a case by case basis</b>	7PF001	✓
The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms)	7PF002	
The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises	7PF003	✓
The CCTV system will cover all external areas of the premises occupied by the public, i.e queuing areas, beer gardens, smoking areas and car parks	7PF004	
The location of CCTV cameras are identified on the site plan of the premises No amendments to the locations of the cameras will be made without prior consultation with West Yorkshire Police/British Transport Police and the Licensing Authority	7PF005	✓
The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates	7PF006	✓
The CCTV system will contain the correct time and date stamp information	7PF007	✓
The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality	7PF008	✓
The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing A record will be kept of who has accessed the system, the reason why and when	7PF009	✓

Leeds Watch will be authorised to access the CCTV footage and be conversant with operating the CCTV system At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority	7PF010	✓
The data controller, under the Data Protection Act 1998, who is responsible for any CCTV images caught on cameras on the premises will, on the lawful request of an authorised officer of a Responsible Authority (under the Licensing Act 2003), be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer Where the CCTV images are not supplied at the time of the request being made the data controller will ensure that it is secured to prevent any overwriting	7PF011	✓
The CCTV system will be capable of securing relevant pictures for review or export at a later date	7PF012	✓
The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media	7PF013	✓
The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage	7PF014	✓
It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks	7PF015	✓

### Designated Premises Supervisor (DPS)

Will the DPS generally be on site?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the DPS contactable in emergency?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Supervisor's Register bound with consecutively numbered pages?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders	7PF016	✓
The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer	7PF017	✓

## Door Supervisors and Other Security Staff

Do you use registered door supervisors or security staff?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, state the number of staff - between one and five depending on the size of the event	
Days (and times) employed – as required as per events schedule	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers	
<ul style="list-style-type: none"> <li>• Vetting customers entering the premises?</li> <li>• Is there a prominently displayed written search policy on the premises?</li> <li>• Controlling customers entering, within or leaving the premises?</li> <li>• Safeguarding the public within and immediately outside the premises?</li> <li>• Notifying WYP at the earliest opportunity of any problems or incidents?</li> <li>• Exclusion of persons who have had too much to drink or appear inclined to disorder?</li> </ul>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have an Incident Report Register?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
The minimum number of door supervisors for the premises is two Please specify days and hours door supervisors operate on the premises	7PF018	
The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff	7PF019	✓
The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature)	7PF020	✓
The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry	7PF021	✓
Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises	7PF022	✓
The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the	7PF023	✓

premises		
The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident	7PF024	✓
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer	7PF025	✓

## Drugs and Offensive Weapons

Do you have a policy and procedure to prevent use of illegal drugs or weapons (e.g. a search policy)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Does the policy include	
• recording any search	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• seizing drugs/weapons found	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• informing the police of any search and seizure	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
<b>Where risk assessed and deemed necessary</b> a policy for searching patrons at the entrance to premises will be adopted <b>by the event management company</b> and prominently displayed on the premises	7PF026	✓
The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons	7PF027	✓
A suitable purpose-made receptacle for the safe retention of illegal substances will be provided <b>by the event management company</b> and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police	7PF028	✓
<b>Where risk assessed and deemed necessary</b> , notices will be prominently displayed at the entrances of the premises which state <ul style="list-style-type: none"> <li>• a search will be conducted as a condition of entry to premises,</li> <li>• Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register</li> <li>• Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent, or appears to be under the influence of drugs</li> <li>• entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal</li> </ul>	7PF029	✓

substances		
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## Communication

Do you subscribe to a form of communication link (radio/text/pager system) The system shall be recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
There will be a communication link via radio to other venues in the city centre This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police	7PF030	
Such communication link will be kept in working order at all times when licensable activities are taking place	7PF031	
The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out	7PF032	
Any police instructions or directions given via the link will be complied with whenever given	7PF033	
All incidents of crime or disorder will be reported via the link to an agreed police contact point	7PF034	

## Responsible Sale of Alcohol

<u>Proof of Age</u>	
Have you adopted a proof of Age Scheme?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Have all staff been instructed of the steps required to prevent under age sales of alcohol?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Glass and Bottles</u>	
Do you have a policy for the frequent collection of glasses and bottles?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you take steps to prevent glasses/bottles being removed from the premises, e.g instruction to door/bar staff, display of notices?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Alcohol Designated Public Places Orders</u>	
If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises	7PF035	
<b>or</b>		
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises	7PF036	✓
The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises	7PF037	
<b>or</b>		
The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises	7PF038	
<u>Glass and Bottles</u>  <b>Unbreached cans</b> and glasses will not be taken from the premises at any time Empty bottles and glasses will be collected regularly and promptly Glass and other sharp objects will be stored and disposed of safely using suitable receptacles Receptacles will be secured and not accessible to the customers	7PF039	✓
The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises <b>at relevant events</b>	7PF040	✓
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas	7PF041	✓
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days)	7PF042	✓
<u>Alcohol Designated Public Places Orders</u>  Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises	7PF043	N/A

<u>Membership of a Recognised Body</u>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you belong to a Licensees Association/Body	
If YES, please state which body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<u>Exclusion from Premises</u>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you operate a system of excluding customers who are known to cause problems?	
If YES	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• is this your own system or	
• a system run by a local licensees body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>



<b>Dispersal Policy</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a written dispersal policy (e.g. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour)	
If YES	
• Was this agreed with WYP (and BTP where applicable)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• Are all bar and door staff trained on the policy?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives	7PF044	
The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The PLH/DPS will ensure that staff receive training on the policy.	7PF045	✓

<b>Is your premises predominantly a restaurant?</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Prior to the submission of your application it is recommended that you consult with the West Yorkshire Police on your proposals to operate as a restaurant. The discussions should be to agree the number of covers to be set aside and your proposals for service.	

Suggested measures	Code	✓
The premises shall be and remain predominantly food led	7PF046	
An agreed number of covers will be maintained at all times the premises are operating. The number of covers will be _____	7PF047	
At any time that the premises licence has effect the sale of alcohol for consumption on the premises will be ancillary to the service of table meals	7PF048	
Waiter/waitress service will be in operation throughout the premises in relation to orders for food and/or alcohol	7PF049	
The sale/supply of alcohol shall only be made to accompany the sale of food. This does not preclude the sale/supply of alcohol to a person waiting to be seated in the restaurant or at the conclusion of the meal.	7PF050	

### Entertainment of an Adult Nature e.g. Strip Tease Dancing or Nude Dancing

<b>Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation?</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Please note that should you provide relevant entertainment more than 12 occasions per 12 month period or more frequently than monthly you will be required to apply for a Sex Establishment licence.	

Suggested measures	Code	✓
Entertainers will be aged no less than 18 years	7PF051	
Price lists will be clearly displayed at each table and at each entrance to the premises	7PF052	
Entertainers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance	7PF053	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed	7PF054	
Entertainers will only perform on the stage area, or in areas identified on the plan attached to the licence	7PF055	
Relevant entertainment will only be performed by the entertainer There must be no audience participation There must be no physical contact between entertainers	7PF056	
Customers will not touch the breasts or genital area of entertainers Entertainers will not directly or indirectly touch the breasts or genital area of customers	7PF057	
Any performance will be restricted to dancing and the removal of clothes There will not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing	7PF058	
Sex toys must not be used and penetration of the genital area by any means must not take place	7PF059	
Customers will not be permitted to throw money at the entertainers	7PF060	
All areas used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed	7PF061	
All areas used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times the booths/areas are in use Direct supervision does not include remote supervision by CCTV	7PF062	

## Public Safety

### Management Arrangements

Suggested measures	Code	✓
Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles Regular checks will be undertaken when the premises is open	7PF063	✓
Written records of all accidents and safety incidents involving members of the public will be kept These will be made available at the request of an authorised officer	7PF064	✓
During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public	7PF065	N/A
A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken Records of these safety checks must be kept and made available for inspection by an authorised officer	7PF066	✓
The Premises Licence holder will not allow the sale or supply of "Legal Highs" on the premises	7PF067	✓
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels	7PF068	✓
Electrical installations will be inspected on a periodic basis (at least every 5 years or at a frequency specified in writing) by a suitably qualified and competent person Inspection records/certificates will be kept and made available at the request of an authorised officer If used, any temporary electrical wiring and distributions will also be inspected Inspection records/certificates will be kept These will be made available at the request of an authorised officer	7PF069	✓
<p>One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models</p> <p>a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or</p> <p>b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA</p> <p>The current operation of all residual current devices will be checked regularly by pressing the test button If the device does not switch off the supply, an electrical contractor should be consulted At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device</p>	7PF070	✓

## General Housekeeping

Do you have procedures for the inspection of

- |  |  |
|--|--|
| • Furnishings and fabrics                            | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| • Suspended decorations/lights/amplification systems | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| • Guarding to stairs/balconies/landings/ramps        | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| • Condition of floor surfaces                        | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| • Provision of safety glazing                        | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |

Suggested measures	Code	✓
Regular safety checks of guarding to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height	7PF071	N/A
Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it	7PF072	✓
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner	7PF073	✓

## Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers and other responsible persons to make a 'suitable and sufficient' assessment of the risks from fire in licensed premises and how they affect the safety of their employees and other persons who may be on or in the vicinity of the premises. Where a licence is in force the responsible person must record the significant findings of the risk assessment.

In compiling a fire risk assessment you must consider the following

- The number of persons using the premises
- Means of escape
- Fire alarms
- Emergency Lighting
- Fire Fighting Equipment
- Fire Exit Notices
- Safety Precautions

For further advice regarding fire precautions and how to comply with your legal duties under The Regulatory Reform (Fire Safety) Order 2005, please refer to the guides listed below which are available to download, free of charge, from

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

Suggested Measures	Code	✓
The premises have a current Fire Risk Assessment	7PF074	✓

## Refreshments

Do you prepare hot food / drinks in proximity to the public?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Has the risk of scalding or burns been assessed?	

Suggested measures	Code	✓
Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns	7PF075	✓

## First Aid

Do you have staff trained in First Aid?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state numbers Currently five with two more members of staff identified for training	
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open	7PF076	✓
An appropriately qualified medical practitioner will be present throughout any sporting entertainment	7PF077	N/A
Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of the water at all material times	7PF078	N/A
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times	7PF079	✓
A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs Staff will be appropriately trained in such procedures	7PF080	✓

## Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks? YES  NO  N/A

If yes, please give details

Strobes, lasers and smoke machines may be used at specific events

Suggested measures	Code	✓
<b>The event management company will incorporate</b> a written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects <b>into their management plan</b> and staff will be appropriately trained	7PF081	✓
No strobes, lasers or smoke machines will be used at the premises <b>unless the event management company</b> has a clearly displayed a warning at the entrance to the premises that such equipment is in use	7PF082	✓

## Public Nuisance

### Noise and Vibration

#### Noise and vibration

Identify the potential sources of noise and vibration which apply to your premises

- Amplified music
- Unamplified music
- Singing and speech
- Waste disposal, including bottle bins
- Plant and machinery, including extraction systems
- Food preparation
- Cleaning

Identify where sources of noise may occur outside your premises

- Beer garden
- Play area
- Car park
- Temporary structure
- Plant and equipment

Identify which measures are in place/proposed

- Soundproofing
- Air conditioning to allow windows to be kept closed
- Sound limiters
- Use of lobby doors
- Cooling down period with reduced music volume
- Fixed and appropriate times for collection of waste
- Restricted use of outdoor areas
- No external loud speakers

Are the premises located near noise sensitive properties, e.g. residential areas, residential homes, hospitals? YES  NO  N/A

Applicants should refer to the Clean Neighbourhoods and Environment Act 2005 which has amended the Noise Act 1996 to introduce "night noise offences" for licensed premises in completing this section

Suggested measures	Code	✓
Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties	7PF083	
Noise from a licensable activity at the premises will be <b>within legally allowed limits</b> at the nearest noise sensitive premises	7PF084	✓
There will be no external loudspeakers	7PF085	
Bottles will not be placed in any external receptacle after 23 00 hours and 07 00 hours to minimise noise disturbance to neighbouring properties	7PF086	✓
Noise from plant or machinery will be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery will be regularly serviced and maintained to meet this level	7PF087	✓

The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity Patrons will not use such areas after 21 00	7PF088	N/A
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity Patrons will not use such areas after 22 00	7PF089	N/A
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity Patrons will not use such areas after 23 00	7PF090	N/A
The activities of persons using the external areas will be monitored after 23 00hrs and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary,	7PF091	N/A
The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises	7PF092	✓

## Litter

Does the premises sell takeaway food, drinks or other produce/packaging which may generate litter/waste?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please identify the steps taken to prevent nuisance caused by litter	
Litter bins are provided on site in numbers appropriate to the size of the event Regular litter picking takes place to ensure litter does not become a nuisance	
<ul style="list-style-type: none"> <li>• Provision of litter bins <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>• Display of notices to customers <span style="float: right;"><input type="checkbox"/></span></li> <li>• Warnings/advice on packaging <span style="float: right;"><input type="checkbox"/></span></li> <li>• Instructions to staff to periodically clear litter from the street around the premises <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>• Other (please specify) <span style="float: right;"><input type="checkbox"/></span></li> </ul>	

Suggested measures	Code	✓
The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter	7PF093	✓

## Transport/Pedestrian Movement

Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES what steps do you take to ensure that the procedure(s) works?	
The nearest residential properties are 166 metres away from the abbey SIA Registered door staff are employed and used where queues are likely to form to manage the queues Any queues are formed within the Abbey Park	



and do not spill out onto footpaths or roads. The nominated supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.

Suggested measures	Code	✓
Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour <b>at specific events where this is deemed necessary</b>	7PF094	✓
SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property	7PF095	✓
The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary	7PF096	✓
A facility will be provided for customers to order Hackney taxis/private hire vehicles Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises	7PF097	

## Protection of Children from Harm

### Entertainment of an Adult Nature

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If so, do you only provide the adult entertainment at certain times/days of the week?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is your premises located near to premises which are children orientated?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided	7PF098	
The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s	7PF099	
Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff)	7PF100	
The PLH/DPS will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises	7PF101	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed	7PF102	
Any written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing	7PF103	

### Under Age Sales of Alcohol

Do the premises sell or supply alcohol?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
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Suggested measures	Code	✓
People under 18 years of age will not be admitted	7PF104	

### Gambling

Is there a strong element of gambling on the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place	7PF105	

or		
There will be sufficient physical screening of the relevant entertainment from view of those under 18 years	7PF106	

### Performers Under 18

Do entertainment performances include performances by children and young persons under 18 years of age?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
NOTE The Children (Performance) Regulations 1968 as amended – continue to apply but are not conditions on the licence as that would be duplication	

Suggested measures	Code	✓
The PLH/DPS will provide an adequate number of suitable adult supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency	7PF107	
The venue will be suitable to accommodate safely the numbers of children intended	7PF108	
All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children	7PF109	
The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance	7PF110	

### Entertainment and/or Facilities Specifically Provided for Children

Is any entertainment/facilities specifically provided for children?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Do you provide young persons discos or similar entertainment?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times	7PF111	N/A
For closely seated audiences, i.e. theatres and cinemas, the ratio of supervisors will be 1 per 25 children, provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition 4PF088	7PF112	N/A
No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years	7PF113	N/A
Close supervision will be held when children use balconies and other raised areas	7PF114	N/A

Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area	7PF115	
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### Child Protection Measures

Do you have a system for ensuring the suitability of staff who work closely with children?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES state measures used The Youth Curator who organises and runs workshops for 11-18 year olds is DBS checked	
Are your premises located near any adult orientated premises e.g. an adult retail sex shop or amusement arcade?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will perform the necessary background checks including relevant police checks on all <b>relevant</b> staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers	7PF116	✓
The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm	7PF117	✓
The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services	7PF118	✓
The PLH/DPS will liaise with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises	7PF119	N/A