



**Proforma Risk Assessment V8**

PRFM/04496/001

Please complete the details below:

Applicant name:	Leeds Beckett University	ENTERTAINMENT LICENSING  05 FEB 2020 RECEIVED
Business name:	Leeds Beckett University	
Business address:	Carnegie School of Sport Headingley Campus Church Wood Avenue Headingley Leeds	
	Postcode:	SL6 3FH

**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 can't 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 risk assessment has been developed with all types of business in mind, so you might find some sections are relevant to your business. Only complete the sections that are relevant. Be mindful of the cost that may be incurred and if this is a practical and proportionate measure for your business.
2. 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.
3. Read through the questions at the beginning of each section and consider the potential control measures listed in the columns beneath.
4. 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".

5. Any measure offered on this risk assessment will become a condition on your licence which you will be legally obliged to comply with.

## Crime and Disorder

### CCTV

CCTV is an important tool for combating crime and disorder. Not only can it be a deterrent it is also useful for the Police when investigating crime. If you have CCTV installed, was the siting and standard agreed with West Yorkshire Police and have you agreed a policy on the retention and security of the footage with them? If you have CCTV the premises should have a duly licensed Data Controller under the Data Protection Act 1998

If you don't have CCTV installed, consider consulting with West Yorkshire Police about whether you need it? Please note that unless WYP have agreed CCTV is not required, a representation is likely.

Suggested measures	Code	✓
<p>A suitable closed circuit Television (CCTV) system will be in operation at the premises at all times when it is being used for the provision of licensable activities and/or when members of the public are permitted to be on the premises. The CCTV system will record images to cover all areas of the premises to which the public have access (save for toilets), including any external areas of the premises such as car parks and beer gardens. The CCTV system will be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information.</p> <p>The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access. At least one member of staff will be on duty at the premises who is capable of operating the system and downloading images recorded by it. These images will be downloaded and provided, on request, to an officer of a responsible authority.</p> <p><i>The University current policy is 21 days.</i></p> <p><i>All data requested through the University Governance team will be downloaded onto CD for the Licence Authority, however a Licensing Officer would not be allowed to come into our control room and view footage.</i></p> <p><i>Once files have been authorised for downloading and are on CD the officer requesting this data would sign for this data and be able to access the CD directly from their own pc.</i></p>	8PF001	✓

### Designated Premises Supervisor (DPS)

If you plan to sell alcohol you will have to nominate someone to be the designated premises supervisor. A designated premises supervisor is the person who is in day to day control of the premises and will be named on the premises licence. They do not have to be on site at all times when the premises is operating but they should be contactable, especially in case of emergency. If the DPS is not to be generally on site, have you made arrangements to nominate a supervisor to take control in their absence? This could be recorded in a supervisor's register, which should be bound with consecutively numbered pages, so that pages can't be removed or mislaid.

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.	8PF002	✓

## Door Supervisors and Other Security Staff

If you plan to sell alcohol, especially in the night time economy, you may want to consider using registered door supervisors or security staff. They have to be registered by the Security Industry Authority (SIA). You may want to specify a minimum number of door supervisors and you might find it helpful to discuss the number with the Police.

You might find having a policy with the door supervisor or security company useful, which covers:

- Vetting customers entering the premises
- A prominently displayed written search policy on the premises
- Controlling customers entering, within or leaving the premises
- Safeguarding the public within and immediately outside the premises
- Notifying WYP at the earliest opportunity of any problems or incidents
- Exclusion of persons who have had too much to drink or appear inclined to disorder?

If you do employ a door supervisors you might like to have a Daily Record Register within which door supervisors/security staff sign on and off duty. This should be a bound book with consecutively numbered pages so that pages can't be removed or mislaid. It will help you to identify who was on duty at any particular time.

In any case you should have an incident report register to record any incidents such as anti-social behaviour, admissions refusals and ejections from the premises. It should be a bound book with consecutively numbered pages that can't be removed or mislaid.

*Permanent security members of staff support all events along with small support from our external contractors Axis (all SIA door supervisor trained).*

Suggested measures	Code	✓
<p>The minimum number of door supervisors for the premises is _____</p> <p>The days and hours door supervisors operate on the premises are:</p> <p><i>A Risk Assessment is undertaken for large events and the number of staff working on the event is managed based on numbers and elements around of bag checks and when type of bars, ie cash bar or drinks reception/vouchers.</i></p>	8PF003	✓
<p>The premises licence holder and/or designated premises supervisor will ensure that a Daily Record Register is maintained on the premises by the door staff. 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). The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.</p> <p><i>There is a Security Staff rota and all security staff sign into work on a daily basis, therefore there is a record of who is on what shift.</i></p>	8PF004	
<p>Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.</p>	8PF005	✓
<p>The premises licence holder and/or designated premises supervisor will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social</p>	8PF006	✓

<p>behaviour, admissions refusals and ejections from the premises.</p> <p>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.</p> <p><i>This will be monitored by Security and be logged on the incident reporting system and the occurrence log. The incident reporting system generate a unique number for each incident and there is also an occurrence log number for each incident and that information forms part of the overall incident report. All other data is available as part of the overall report.</i></p> <p><i>There will also be an incident Report Register within the Carnegie School of Sport building.</i></p> <p>The Incident Report Register will be retained for a period of twelve months and produced for inspection immediately on the request of an authorised officer.  <i>No all incidents and occurrences are logged on the University electronic system</i></p>		<p>✓</p> <p>✓</p>
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## Drugs and Offensive Weapons

<p>Depending on the style of your business and where it is located you might consider writing a policy and have procedures to prevent the use of illegal drugs or weapons (e.g. a search policy). West Yorkshire Police can provide some assistance with this. Your policy could include details such as:</p> <ul style="list-style-type: none"> <li>• recording any search</li> <li>• seizing drugs/weapons found</li> <li>• a purpose made secure receptacle for items seized</li> <li>• informing the police of any search and seizure</li> <li>• prominently display notices to inform customers of the policy</li> </ul>
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Suggested measures	Code	✓
<p>A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.</p> <p><i>We do not specifically search users of our premises for drugs or weapons however we do random bag searches for events under 500 and full bag searches for events over 500. We also do full bag searches on student events where their own alcohol cannot be brought into the event. In the event of undertaking a search or becoming aware of drug taking or a weapon being on the premises we would respond and deal with any individuals ascertaining support from the police where required.</i></p>	8PF007	✓
<p>Notices will be prominently displayed at the entrances of the premises which state:</p> <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>	8PF008	N/A



<p>substances</p> <p><i>Not applicable for the type of events we hold at the University, however, if there was a concern with regards to an event we would put up appropriate signage.</i></p>		
<p>The premises licence holder and/or designated premises supervisor will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons. <i>It would be Security lead who would contact West Yorkshire Police.</i></p>	8PF009	✓
<p>A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police.</p>	8PF010	✓

## Communication

If you plan to operate your business in the city centre you may want to subscribe to a form of communication link (radio/text/pager system) which will provide a link to other businesses in the area. This is useful so that you can share information, especially of antisocial behaviour, people you have ejected or suspected thefts and drug dealing. The system shall be recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.

Suggested measures	Code	✓
<p>There will be a communication link in operation at the premises via radio to the police and other venues in the city centre. The communication link will be operated to the guidance provided and all instructions on use agreed. All reasonable police instructions provided via the link will be complied with.</p> <p><i>We have a Police Liaison Officer who works for the University and is based in Queen Square House at our City Campus.</i></p> <p><i>Security staff are on radio and will liaise between our Headingley Campus and City Campus.</i></p> <p><i>The Security Control room is based in the James Graham Building which is situation at the side of the new Carnegie School of Sports building.</i></p>	8PF011	

## Responsible Sale of Alcohol

If you plan to sell alcohol you must adopt a Proof of Age scheme. This can be Challenge 18, Challenge 21 or Challenge 25. You should train staff on the steps required to prevent under age sales of alcohol?

Depending on the style of your business and where it is located you may want to consider having a policy around the collection of bottles and glasses. If you leave glasses and bottle lying around, not only does this impact on the attractiveness of your premises but they may be used as weapons. This policy may include details about how often glasses and bottles are cleared and who has responsibility for this. It may also include details on the steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices and if and when you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles.

If your premises are in the area of a Public Spaces Protection Order, you may need to prominently display notices advising customers of the Order and its effects.

Suggested measures	Code	✓
The age verification policy adopted by the premises, in respect of the sale or supply of alcohol will be Challenge 21 (or 25), which means that those seeking to purchase alcohol at the premises who appear to be under the age of 21 (or 25) will be required to provide acceptable evidence (as approved by West Yorkshire Police) that they are 18 years of age (or older) before any alcohol is sold or supplied to them. Challenge 21 will be adopted, all staff will be instructed of the steps required to prevent under age sales of alcohol?	8PF012	✓
Patrons are not permitted to remove drinks, open bottles or glasses from the premises.	8PF013	✓
All drinks that are to be consumed in external areas of the premises will be served in plastic (or similar) containers.	8PF014	✓
Notices indicating the existence and effect of a Public Spaces Protection Order will be prominently displayed at the exits to the premises. <i>We do not display these notices due to the kind of events which will occur, this is an educational and academic sporting venue.</i>	8PF015	

Depending on the style of your business and where it is located you might like to consider joining a recognised licensee association such as PubWatch. This type of organisation may run a banning scheme, where people who have exhibited antisocial behaviour are banned from all the licensed premises in an area. Your cooperation in these types of schemes can stop your premises from becoming a target of antisocial behaviour.

Depending on where your premises is located, its capacity and closing time, you may find a dispersal policy useful. This is a policy on how you disperse your clientele from your premises to reduce the risk of anti-social behaviour. You can receive advice on this from West Yorkshire Police and you should ensure your bar and door staff are trained on the policy.

Suggested measures	Code	✓
The premises licence holder and/or designated premises supervisor will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the	8PF016	N/A

<p>promotion of the licensing objectives.  <i>Challenge 21 will be adopted but as this is an educational sporting facility we will not belong to a recognised trading body or pub watch scheme.</i></p> <p><i>The new academic sporting building is located within the Headingley Campus.</i></p>		
<p>The premises licence holder and/or designated premises supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises.  <i>This is an educational sporting facility with specific numbers attending.</i></p>	8PF017	N/A

Is your premises predominantly a restaurant? 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.	8PF018	N/A
An agreed number of covers will be maintained at all times the premises are operating. The number of covers will be _____.	8PF019	N/A
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 <i>It is proposed that there will be a café during core hours, but the kitchen will be used for events to prepare food</i>	8PF020	
Waiter/waitress service will be in operation throughout the premises in relation to orders for food and/or alcohol	8PF021	N/A
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.	8PF022	N/A

If you are planning on selling alcohol for consumption off the premises and your premises is located in a deprived area you should be aware that some of these areas have issues with antisocial behaviour and people who purchase alcohol from off licences and drink it in the street. You should contact the local Community Team and look at the council's Statement of Licensing Policy which will give you more information. If your premises is located in one of these areas you should consider these measures which may help to address some of the concerns.

Suggested measures	Code	✓
All areas of the premises to be used for the display of alcohol are marked on the plan. The display of alcohol will not change without the consent of the licensing authority by way of a minor variation application to the licence.	8PF023	✓
The display of alcohol will be in a designated area of the premises which is capable of being supervised from the counter area. <i>It is proposed to have a portable cash bar to support events in the designated licenced areas.</i>	8PF024	



The display of spirits shall be in an area accessible only by staff	8PF025	✓
The display of high-strength beers, ciders and lagers of 7.5% alcohol by volume (abv) or higher will be in an area accessible only by staff.	8PF026	✓
There will be no sale of cider and lager of 7.5% alcohol by volume (abv) in 1, 2 or 3 litre plastic bottles. <i>It is proposed to have a portable cash bar to support events in the designated licenced areas</i>	8PF027	<b>N/A</b>

## Public Safety

### Management Arrangements

Suggested measures	Code	✓
Routes into the premises across private land and roadways under the control of the licence holder shall be kept clear at all times to allow access for emergency services.	8PF028	✓
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. <i>All Health &amp; Safety incidents are reported to security and logged appropriately</i>	8PF029	✓
Cellar entrance stairwells, accessed directly from public areas, shall be secured to prevent unauthorised public access. <i>There will not be a cellar, it is proposed to have a portable bar</i>	8PF030	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.	8PF031	✓
Empty bottles and glasses will be collected regularly on balcony areas and raised levels.	8PF032	✓
Inspection records/certificates will be kept and made available at the request of an authorised officer.	8PF033	✓

### General Housekeeping

<p>Do you have written procedures for the inspection of:</p> <ul style="list-style-type: none"> <li>• Furnishings and fabrics – <i>under general local inspections which local managers undertake. New builds all to specified regs.</i></li> <li>• Suspended decorations/lights/amplification systems – <i>Do not have suspended decorations – any signage or fabric curtain will be to British Standard regs</i></li> <li>• Guarding to stairs/balconies/landings/ramps - ✓</li> <li>• Condition of floor surfaces - ✓</li> <li>• Provision of safety glazing - ✓</li> </ul>
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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. <i>Done by local inspections, building condition survey and any new builds are designed to new British Regs/standards</i>	8PF034	✓
Glazing within the premises shall be assessed and where required meet recommendations contained in British Standard BS6262-4:2005 Glazing for buildings, part 4 Code of Practice for safety related to human impact.	8PF035	✓

## 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	✓
<p>The premises have a current Fire Risk Assessment <i>Our Health &amp; Safety Office have carried out an interim visual fire risk assessment and will be planning a pre-occupancy risk assessment.</i></p> <p><i>The completed fire risk assessment for the new building, Carnegie School of Sport, will be done when the commissioning of the building has been handed over (expected date end March 2020) by the University Fire Safety Adviser and appropriate person in Carnegie School of Sport.</i></p>	8PF036	

## Refreshments

Do you prepare hot food / drinks in proximity to the public? If so 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.	8PF037	✓

## First Aid

Depending on the style of your business and the capacity, you might want to have staff trained in First Aid. Do you provide facilities for treatment of minor injuries (e.g. a First Aid box)? Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs/alcohol)?

Suggested measures	Code	✓
<p>A suitably trained First Aider or appointed person will be provided at all times when the premises are open.</p> <p><i>All security team are first aid trained and within each service area there are a number of first aiders. Any larger events are covered by our first aid internal team who provide first aid training or external provision (ST Johns Ambulance etc)</i></p>	8PF038	✓
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	8PF039	✓
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.	8PF040	✓
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	8PF041	✓
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.	8PF042	✓

## Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks?

*Any events where such special effects are being requested a full risk assessment and procedure would be put in place to ensure the safety of all users in the event*

Suggested measures	Code	✓
<p>A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.</p> <p><i>We do not currently have such special effects, but if this did occur all staff would be trained appropriately.</i></p>	8PF043	N/A
<p>The Leeds City Council health and safety regulation team shall be notified 10 days prior to the installation of new display laser equipment or modification of an existing installation.</p> <p><i>We do not currently have such special effects, but if this did occur we would notify the LCC Health &amp; Safety regulation team.</i></p>	8PF044	N/A
<p>No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.</p> <p><i>As per above,</i></p>	8PF045	N/A

## Public Nuisance

### Noise and Vibration

If your premises is located in areas where there may be noise-sensitive properties, such as residential areas, residential homes, hospitals etc, you may attract representations from members of the public and/or Environmental Health if you do not take noise and vibration into consideration. To help you, firstly 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 ✓ *possible a generator if required*
- Extraction systems ✓
- Food preparation
- Cleaning (*possibly external cleaning of the building*)

Identify where sources of noise may occur outside your premises:

- Beer garden N/A
- Play area N/A
- Car park *this is located at the entrance of the site - possible*
- Temporary structure N/A
- Plant and equipment ✓ *possible a generator if required*

Identify which measures are in place/proposed:

- Soundproofing ✓
- Air conditioning to allow windows to be kept closed – windows do not open
- 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 *there will be a requirement for tannoy system for sporting events on an ad hoc basis*

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	8PF050	✓
Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.	8PF051	✓
Except for access and egress, external doors shall remain closed during the performance of regulated entertainment and windows shall remain closed during the entire performance. <i>Windows do not open, the rear door on the ground floor leading onto the running track may be open sometimes, but this would be monitored by Security and the Event organiser .</i>	8PF052	
Loud speakers shall not be located in external areas of the premises or in entrance lobbies	8PF053	



which open directly onto external areas. <i>There will only be external loudspeakers/tannoy system during a sporting event.</i>		
Bottles will not be placed in any external receptacle between 23.00 hours and 07.00 hours so as to minimise noise disturbance to neighbouring properties	8PF054	✓
Noise from plant or machinery operating at the licensed premises, shall be inaudible at the nearest noise sensitive premises. <i>This will be limited and provision put in place to higher low noise machinery to ensure minimum noise to disturb nearby properties.</i>	8PF055	✓
The premises licence holder and/or designated premises supervisor 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 22:00hrs <i>Staff, students and affiliated stakeholders will only use the exteriors for licensable activities until 22:00 and this will be managed by security.</i>	8PF056	✓
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.	8PF057	N/A
The external areas of the premises will be periodically checked after 23:00hrs and persons using the external areas will be reminded to have regard to the needs of local residents and to refrain from shouting or other forms of anti-social behaviour <i>University Security Team are all SIA trained, there is security support 24/7 from the Security Control Room in the James Graham Building at Headingley Campus.</i>	8PF058	✓
The premises licence holder and/or designated premises supervisor will adopt a “cooling down” period where music volume is reduced towards the closing time of the premises.	8PF059	✓

## Litter

If you are planning on selling takeaway food, drinks or other products which may generate litter you might like to consider providing litter bins, notices, and warnings/advice on packaging for customers to dispose of responsibly. You might like to instruct staff to periodically clear litter from the street around the premises.

Suggested measures	Code	✓
The premises licence holder and/or designated premises supervisor will ensure that litter, including cigarette ends, arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter. <i>As part of the events plan, Campus Services are requested to support events so that the campus is cleared away regularly.</i>	8PF060	

## Transport/Pedestrian Movement

If your premises is located near residential properties, you will need to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises.

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. <i>Invited guests to most events and any disturbance will be managed by Security.</i>	8PF061	N/A
SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure that 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. <i>All University Security are SIA trained door supervisor staff.</i>	8PF062	✓
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.	8PF063	✓
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. <i>Numbers are not displayed but do support taxis on campus, and pick up/drop off points for our events.</i>	8PF064	✓

## Protection of Children from Harm

### Entertainment of an Adult Nature

If you plan to provide entertainment of a sexual or adult nature (including strong or offensive language), then you may need to put in measures to protect children and other people. This entertainment could be strip tease dancing, or comedy with nudity, swearing or adult references that would not be suitable for children.  
*The building is a sporting academic building – there will be no entertainment of an Adult Nature*

Suggested measures	Code	✓
A risk assessment will be undertaken to determine the appropriate minimum age restriction of attendees (including staff) depending on the nature of the performance, and age restrictions will be in accordance with any relevant national guidance, i.e. the BBFC film classifications.	8PF065	✓
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.	8PF066	N/A
The premises licence holder and/or designated premises supervisor will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.	8PF067	N/A
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)	8PF068	N/A
The premises licence holder and/or designated premises supervisor will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.	8PF069	N/A

Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	8PF070	N/A
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.	8PF071	N/A

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

If you plan to provide adult entertainment in the form of strip tease or nude dancing your application will receive extra scrutiny and is likely to attract representations unless measures are put in place to protect the dancers and other customers.

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.	8PF072	N/A
Price lists will be clearly displayed at each table and at each entrance to the premises.	8PF073	N/A
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.	8PF074	N/A
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	8PF075	N/A
Entertainers will only perform on the stage area, or in areas identified on the plan attached to the licence.	8PF076	N/A
Relevant entertainment will only be performed by the entertainer. There must be no audience participation. There must be no physical contact between entertainers.	8PF077	N/A
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.	8PF078	N/A
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.	8PF079	N/A
Sex toys must not be used and penetration of the genital area by any means must not take place.	8PF080	N/A
Customers will not be permitted to throw money at the entertainers.	8PF081	N/A
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.	8PF082	N/A
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	8PF083	N/A

supervisors working on the premises at all times the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.		
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## Sales of Alcohol

Do the premises sell or supply alcohol? If so you should consider if you want to allow children to be admitted onto your premises. You should have a proof of age scheme in place, as this is mandatory, but the type of scheme you adopt is up to you. See the section under Crime and disorder.
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Suggested measures	Code	✓
People under 18 years of age will not be admitted to the premises. <i>We do allow under 18s to attend events, however they would be refused alcohol under the Challenge 21 process.</i>	8PF084	✓
Alcohol will not be displayed next to the public entrance/exit of the premises.	8PF085	✓
The name of the premises will not contain reference to alcohol.	8PF086	✓
There will be no window display posters or similar advertising contained reference to alcohol displayed on the premises shop frontage or the highway abutting the premises.	8PF087	✓
All alcohol sale refusals will be recorded in a register which will be retained on the premises for inspection by responsible authorities on request.	8PF088	✓



## Gambling

Is there a strong element of gambling on the premises? This may be bingo, or the number of gaming machines.

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	8PF089	N/A
There will be sufficient physical screening of the relevant entertainment from view of those under 18 years.	8PF090	N/A

## Performances by Children/Young Persons

Some premises may plan to offer entertainment performances which include performances by children and young persons under 18 years of age? There is separate legislation that controls the special measures that should be put in place in these circumstances and if this applies to your business you should contact the council's Education department for further advice.

Suggested measures	Code	✓
<p>The premises licence holder and/or designated premises supervisor will provide an adequate number of suitable adult supervisors who can provide care for the children/young persons as they move from stage to dressing room etc, and to ensure that all children/young persons can be accounted for in case of an evacuation or an emergency. Supervisors will remain present until such time that all young persons have left the area.</p> <p><i>If children were to come to the Sporting venue for any sports participation the University would ensure that there was suitable adult supervisors in place to provide care for the children/young persons and ensure then everyone was accountable in case of an evacuation or emergency.</i></p>	8PF091	✓
All supervisors and crew will receive instruction on the fire and safe evacuation procedures applicable to the venue prior to the arrival of the children/young persons.	8PF092	✓
<p>The premises licence holder and/or designated premises supervisor will ensure that all special effects e.g. flashing lights, dry ice, smoke etc. are appropriate for use in the presence of children/young persons.</p> <p><i>We do not use dry ice, smoke etc but if we did they would be appropriate in the presence of children/young persons.</i></p>	8PF093	N/A
<p>The premises will have a risk assessment to identify, and the licence holder holder/designated premises supervisor will provide, an adequate number of suitable adult supervisors to provide care for children/young people as they move from stage to dressing rooms etc. to ensure that all children/young people can be accounted for in case of evacuation or an emergency. Supervisors will remain present until such time that all young people have left the area.</p> <p><i>As per above</i></p>	8PF094	



## Entertainment and/or Facilities Specifically Provided for Children

Do you plan to provide entertainment or facilities specifically for children? For example you may want to offer a soft play area or a ball pond for younger children or a young person's disco. You should consider if the children will be unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises) and what measures you should take to protect the children's and your staff's safety.

Suggested measures	Code	✓
The premises licence holder and/or designated premises supervisor will ensure that an adult supervisor is stationed in the areas 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.	8PF095	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.	8PF096	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. Close supervision will be held when children use balconies and other raised areas.	8PF097	N/A
Upon egress from the premises the premises licence holder and/or designated premises supervisor 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.	8PF098	N/A
The premises licence holder and/or designated premises supervisor will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers. <i>Carried out by Human Resources for staff working within the University, if external agency providing the event then that is carried out by the company.</i>	8PF099	N/A
The premises licence holder and/or designated premises supervisor ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm. <i>In the University it is the Manager responsibility that staff are trained appropriately</i>	8PF100	N/A
The premises licence holder and/or designated premises supervisor will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.	8PF101	N/A
The premises licence holder and/or designated premises supervisor 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.	8PF102	N/A

## Child Protection Measures

Under the Act, it is unlawful for a licensee to allow any unaccompanied child under the age of 16 to be present on authorised premises which are exclusively or primarily used for the supply and consumption of alcohol on the premises. This applies to premises operating under a premises licence, club premises certificate or a temporary event notice. In effect, this applies to more pubs and bars where restaurant and food facilities are not provided as a permanent feature or attention.

Suggested measures	Code	✓
Systems will be in place to monitor, detect and report any suspicion of child/young person exploitation or safeguarding concerns.	8PF103	
The premises will have a procedure for dealing with distressed and lost children/young people and ensure all staff receive training in this procedure.	8PF104	

*The majority of events will be sports related events, sport series events, drink receptions, exhibitions and ad hoc events with external speakers with the provision of a cash bar. There could be an occasion, such as a sports related event, when children will attend when alcohol is available.*

*Children are not permitted on University property unless accompanied by an adult, and the University will adhere to their Safeguarding Policy and Procedure and the University Safeguarding Code of Conduct.*  
[https://www.leedsbeckett.ac.uk/staffsite/-/media/files/staff-site/services-for-students/resources-for-staff/safeguarding/tx\\_safeguarding-policy.pdf](https://www.leedsbeckett.ac.uk/staffsite/-/media/files/staff-site/services-for-students/resources-for-staff/safeguarding/tx_safeguarding-policy.pdf)

██████████ (Security Manager) and ██████████ (Director of Carnegie Great Outdoors), are designated Safeguarding Officers, who has attended the appropriated University training.

Staff will adhere to the 'Challenge 21' scheme where anyone who appears to look under the age of 21 will be asked to provide proof.