

Licensing Act 2003

Proforma Risk Assessment v8 13 JAN 2020

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CITY COUNCIL

Please complete the details below:

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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	✓
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. 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.	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.

Suggested measures	Code	✓
The minimum number of door supervisors for the premises is _____ The days and hours door supervisors operate on the premises are:	8PF003	N/A
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.	8PF004	
Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	8PF005	
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 behaviour, admissions refusals and ejections from the 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. 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.	8PF006	

Drugs and Offensive Weapons

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:

- recording any search
- seizing drugs/weapons found
- a purpose made secure receptacle for items seized
- informing the police of any search and seizure
- prominently display notices to inform customers of the policy

Suggested measures	Code	✓
A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.	8PF007	N/A.
Notices will be prominently displayed at the entrances of the premises which state: <ul style="list-style-type: none"> • a search will be conducted as a condition of entry to premises; • Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register. • 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. • entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances 	8PF008	✓
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.	8PF009	✓
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.	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	✓
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.	8PF011	N/A

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.	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.	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 promotion of the licensing objectives	8PF016	
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.	8PF017	✓

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	NO
An agreed number of covers will be maintained at all times the premises are operating. The number of covers will be _____.	8PF019	✓
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	8PF020	✓
Waiter/waitress service will be in operation throughout the premises in relation to orders for food and/or alcohol	8PF021	✓
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	NO

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.	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.	8PF027	✓

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.	8PF029	✓
Cellar entrance stairwells, accessed directly from public areas, shall be secured to prevent unauthorised public access.	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"> • Furnishings and fabrics • Suspended decorations/lights/amplification systems • Guarding to stairs/balconies/landings/ramps • Condition of floor surfaces • Provision of safety glazing

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.	8PF034	N/A
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	✓
The premises have a current Fire Risk Assessment	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	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	8PF038	✓

An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	8PF039	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.	8PF040	N/A
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?

Suggested measures	Code	✓
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.	8PF043	N/A
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.	8PF044	N/A
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.	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:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Amplified music • Unamplified music • Singing and speech • Waste disposal, including bottle bins | <ul style="list-style-type: none"> • Plant and machinery • Extraction systems • Food preparation • Cleaning |
|---|---|

Identify where sources of noise may occur outside your premises:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Beer garden • Play area • Car park | <ul style="list-style-type: none"> • Temporary structure • Plant and equipment |
|--|--|

Identify which measures are in place/proposed:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Soundproofing • Air conditioning to allow windows to be kept closed • Sound limiters • Use of lobby doors | <ul style="list-style-type: none"> • Cooling down period with reduced music volume • Fixed and appropriate times for collection of waste • Restricted use of outdoor areas • No external loud speakers |
|--|--|

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.	8PF052	✓
Loud speakers shall not be located in external areas of the premises or in entrance lobbies which open directly onto external areas.	8PF053	✓
Bottles will not be placed in any external receptacle after 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.	8PF055	N/A
The premises licence holder and/or designated premises supervisor will ensure patrons use beer	8PF056	

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 21:00hrs / 22:00hrs/ 23:00hrs (delete as required)		
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	8PF058	N/A
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.	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.	8PF061	✓
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.	8PF062	N/A
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.	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.

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

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.

Suggested measures	Code	✓
People under 18 years of age will not be admitted to the premises.	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	✓
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.	8PF091	N/A
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	N/A
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.	8PF093	N/A
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.	8PF094	N/A

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	NA
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	
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	
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	
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.	8PF099	
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.	8PF100	
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	
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	✓

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	✓