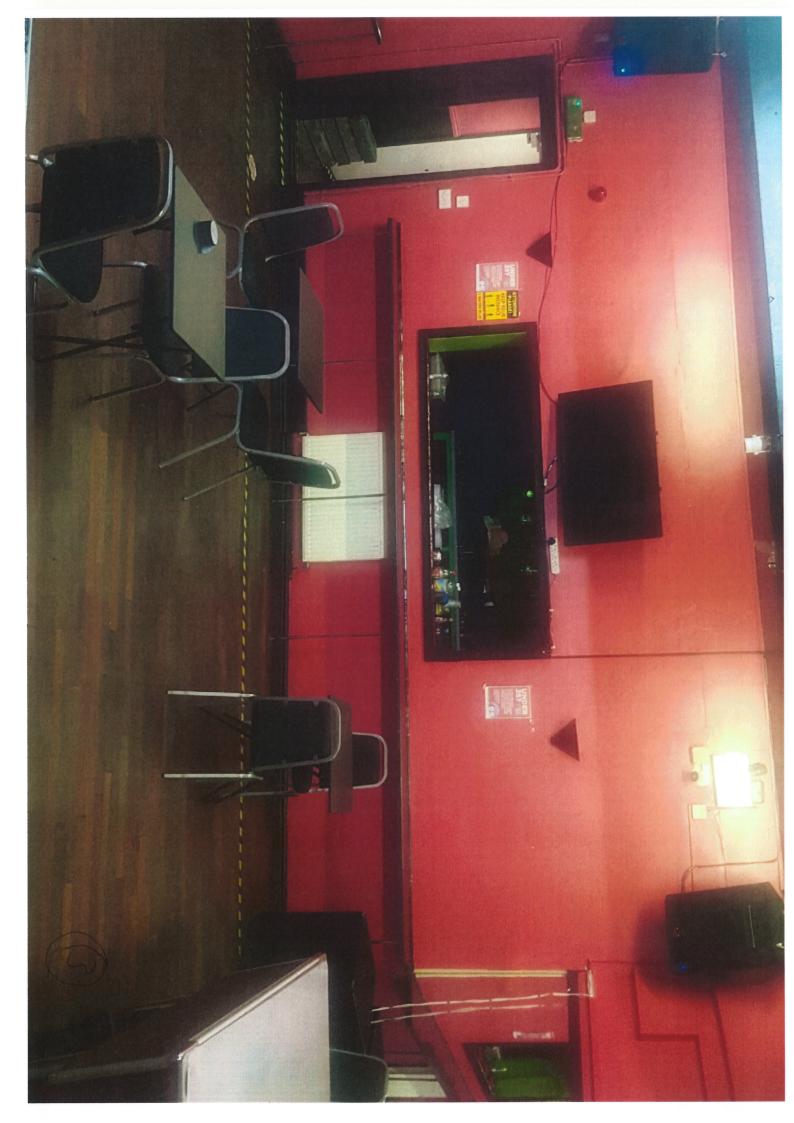
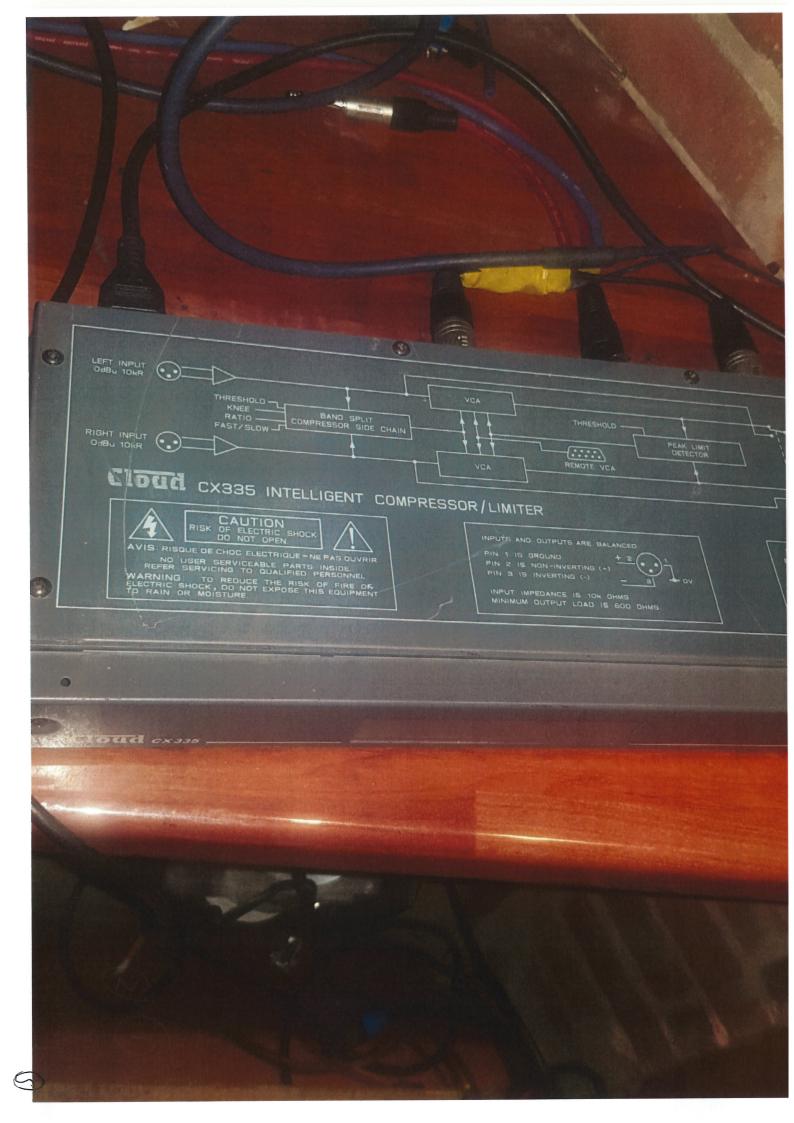


Social distancing zone Only people allowed in at a time







PB's COVID - 19 RISK ASSESSMENT

Hazards - Coronavirus (COVID-19)

Who may be affected?;

Employees, contractors, visitors and customers could all be at risk of coming into contact with the virus and falling ill. Special consideration needs to be taken with vulnerable groups with the classification extended to those with the most serious underlying health conditions as defined by PHE

Control Measures

	M	Т	W	T	F	S	S
Enhanced hand wash routines implemented with reminders via signage around the venue and around the toilet cubicles							
Controls to manage queues are implemented both internally and externally in order to adhere to the social distancing guidelines							
Management and Security Staff are available to monitor queuing, occupancy and advise on social distancing						-	
Delineated drinks dispense point at the bar							
Temperatures taken on entry along with names, email addresses and mobile numbers being taken - and bookings are only be taken onlinee							
Regular WC checks and clean down							
Doors (non fire exit), to be pinned open to help with crowd control and flow of people							
Surface sanitiser used is effective against contractable viruses and removal of bacteria from surfaces							
Hand sanitiser stations are set up and available for all employees, customers and visitors to use, both inside and outide the front entrance to the venue. These include, but not limited to; outside each venue, behind all bars, both the entrance and exit to the venues, back of house and staffing areas.							
Dedicated queuing system to be implemented for the toilets							
Hygiene, social distancing and directional signage easily visible for both staff and customers to follow Any frequent 'contact points' are regularly sanitised in both the front and back of house areas to reduce the risk of trasmitting any							
viruses and bacteria							<u></u>

Customer seating positioned at least 2 metres apart so as to reduce contact between separate households and social bubbles.				
Guests shall be restricted to their booked table				
No dance areas are to be made available to aid social distancing				
Designated external smoking areas to be implemented	<u> </u>			
Maximum occupancy to be agreed for the venue and social areas around the site				
No point of sale materials to be used in both bar and customer areas				
Any bar equipment including, but not limited to; straws, napkins, menus to be removed from tables and bar frontages				
Tables to be thoroughly cleaned between bookings				
Table service implemented across the whole site to encourage customers not to queue at the bar. Relevant signage put in place				
displaying this.				
One strike rule per table ie. one warning for any material breach of rules and then for any subsequent breach the entire table shall		l		
be asked to leave the venue	<u> </u>	 		
	1	į		
Only one member of staff behind the bar; other member of staff serving				
All staff to be given the option and are encouraged to wear relevant PPE. This includes, but not limited to face masks/screens and				
gloves. The business shall supply this where necessary				
Where possible, staff shall be split into groups and shall be on the same shifts, changing weekly				
All internal bins to be regularly changed to stop any overlow of rubbish				
DJ booth decommissioned				
Delineated drinks dispense point at bar				
No standing allowed.				
Music levels at background level.				

PROPOSED CONDITIONS

CCTV

- 1. A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.
 - i. The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.
 - ii. CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
 - iii. Cameras will encompass all ingress and egress to the premises, the immediate area outside the frontage of the Premises and all areas where the sale/supply of alcohol occurs.
 - iv. The system will record and retain CCTV footage for a minimum of 28 days.
 - v. The system will record at all times when the Premises are open.
 - vi. The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer.
 - vii. The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.
 - viii. There will be at all times, when the premises is open, a member of staff on duty with access to the CCTV system who is trained in the use of the equipment.
 - ix. Upon receipt of a request for a copy of CCTV footage from Police, or Officers or any other Responsible Authority, the member of staff will produce the footage within 24 hours, or less if urgently required for investigations of serious crime.
 - x. CCTV footage must be made available to be viewed by West Midlands Police or an Officer of a Responsible Authority upon request or during an inspection.

INCIDENT BOOK

- 2. An incident book must be kept at the Premises and maintained up to date (no later than 24 hours after the incident) at all times and will record the following:
 - i. Time date and details of all incidents/complaints of crime and disorder or anti-social behaviour
 - ii. All crimes reported to the venue
 - iii. Any faults in the CCTV system, searching equipment or scanning equipment
 - iv. Any visit by a responsible authority or emergency service

The incident book must be kept at the premises and made available to West Midlands Police or an Officer of a Responsible Authority on request, or during an inspection.

REFUSALS REGISTER

- 3. A refusals register must be kept at the Premises and maintained up to date at all times recording the date time, type of product refused, reasons for every refusal to sell alcohol to a customer and the name and signature of member of staff refusing the sale.
- 4. The refusals record must be made available to West Midlands Police or an Officer of a Responsible Authority on request, or during an inspection.
- 5. The Premises Licence Holder or the Designated Premises Supervisor must monitor the Refusals Register every month and must sign and date the Refusals Register when this has been completed, or if the Refusals Register is electronic the check and date and time of the check must be clearly recorded.

TRAINING

- 6. Training in relation to the Licensing Objectives, Challenge 25, under age sales, sales to adults on behalf of minor (proxy sales), sales to intoxicated persons, refusals registers, incident records and all other conditions on the Premises Licence must be provided and undertaken by all members of staff (whether paid or unpaid) before he / she makes a sale or supply of alcohol and at least every six months thereafter.
- 7. Documented training records must be completed in respect of every member of staff and must include the name of the member of staff trained, date, time and content of the training. The record must be signed by the member of staff who has received the training, the Designated Premises Supervisor, the Premises Licence Holder or external training providers.

8. Documented training records must be kept at the premises and made available to West Midlands Police or an Officer of a Responsible Authority on request, or during an inspection.

CHALLENGE 25

- 9. Staff must require ID in the form of a current ten-year passport, photo card driving licence or PASS Hologram identity card from any customer who appears to be under the age of 25 and verify the customer is over the age of 18 before any sale of alcohol is made.
- 10. Notices must be exhibited at all points of sale and at all entrances and exits informing customers and staff that the Premises is operating a Challenge 25 Policy.
- 11. Signs shall be placed at all exits asking customers to respect the needs of local residents and requesting that they leave the premises quietly. Adequate bins shall be available for customers to dispose of litter.

PUBLIC SAFETY

- 12. The Licence Holder shall ensure that all lighting (including emergency lighting) is checked on a weekly basis. Entrances, exits and passageways shall be kept clear.
- 13. At least one member of staff on duty will be trained in the use of first aid.
- 14. All electrics, gas and fire equipment will be checked and maintained in working order and tested annually.
- 15. A fire drill will be carried out weekly.

THE PREVENTION OF PUBLIC NUISANCE

- 16. Ventilation of the premises will be maintained to prevent nuisance of odour and noise.
- 17. The Licence Holder will ensure that all windows will be kept closed after 23.00 hours.

THE PROTECTION OF CHILDREN FROM HARM

18. No children shall be permitted on the premises