

**CRE8 SECURITY LTD****VENUE SURVEY & RISK ASSESSMENT REPORT – PLEASE SEE ADDENDUM FOR IMPORTANT PROCEDURE THAT HAVE BEEN IMPLEMENTED**

<b>DATE OF SURVEY:</b> 09/06/2023	<b>SURVEYORS NAME:</b> [REDACTED]	
<b>NAME OF VENUE MANAGER:</b> [REDACTED]	<b>VENUE NAME:</b> Levana Bar	
<b>LOCATION OF VENUE:</b> The Arcadian, Hurst Street, Birmingham, B5 4ST		
List any dress code not allowed in venue (Football shirts, Fashion Labels, "Hoodies" etc). <ul style="list-style-type: none"> <li>• Air Bubble Trainers</li> <li>• Caps or Hats</li> <li>• Hoods</li> <li>• Tracksuits</li> <li>• Football Shirts</li> </ul>		
Is there a Search policy?: If YES specify frequency and type of Search Yes there is a search policy as follows:-		
<b>PLEASE NOTE ALL PATRONS ENTERING LEVANA INCLUDING DJ'S AND DJ'S HELPERS MUST HAVE FULL SEARCH</b> <ul style="list-style-type: none"> <li>• Each customer will be asked for Physical ID – If the DS is unsure about the ID shown and that it belongs to the customer we will require a 2<sup>nd</sup> Form of ID on the spot which correlates with initial ID with name, signature or address if needed ie a Bank Card to check signatures.</li> <li>• Each customer will have a Full Body Search with Hand Held Scan and Bag Search</li> <li>• All ID will be checked on a Scanning Machine</li> <li>• Can it also be noted that any functions/promotions during the week will also adhere to the same security conditions as the Friday and Saturday. Depending on the Risk Assessment carried out the amount of Door Supervisors may differ during the week as opposed to the weekend</li> </ul>		
Remember Females must be searched as frequently as males and by female Door Staff		
Is the Uniform as provided by our company acceptable? <ul style="list-style-type: none"> <li>• Yes</li> </ul> All staff will have their SIA Badges/Lanyard visible as well as Hi-Viz Coats/ Waist Jackets		
If NO Specify what uniform is required by the Venue Manager		
Is your venue protected by CCTV cameras? <ul style="list-style-type: none"> <li>• Yes</li> </ul>		
Are there radio links between yourselves and other venues and police? <ul style="list-style-type: none"> <li>• Yes</li> </ul>		
Are Radios to be provided by Customer or Cre8? <ul style="list-style-type: none"> <li>• In house</li> </ul>		
Number of Radios:	Type: Motorola - 10	Number of Ear Pieces: 10

Total Venue Capacity:	310	RM1	RM2	RM3	RM4	RM5
Who is responsible for controlling the number of people using the venue and how will this be done: <p style="text-align: center;">Door Supervisor or Venue Management.</p>						
Number of clickers Required:	<ul style="list-style-type: none"> <li>2</li> </ul>	Clickers: Provided by the Client or Cre8?		<ul style="list-style-type: none"> <li>Client</li> </ul>		

Are there any fire drills that the Door Staff need to be involved in. If so specify procedure:

- Escort Customers to nearest exit

What sound does the Fire Alarm make: Bleep (Loud) Siren

Do you have a "Non Emergency Evacuation" Code Word: No

Where is the First Aid equipment kept?

- Behind bar – Office – Glass Wash

Check it is adequately stocked

Location of Fire Extinguishers

- Located at various places throughout the venue as requested by Health and Safety and the Fire Service
- 2 Office

Location of Cigarette machine(s)

- N/A

Location of any Cash machines

- N/A on Site

If None in the Venue identify the nearest machine outside the venue : In Arcadian outside RUMRUM

Number of emergency exits and their locations.

- 4 –
- 1 - Far left hand side of the bar
- Three Main Doors

Are there any safety checks to be carried out by the Door Staff: eg fire doors etc (specify):

- All Fire Exit Door to be checked
- Toilets are to be checked

Are there any specific procedures covering Fire Drills, Emergencies, Incidents etc

- Incidents to be reported to manager
- Incident book to be completed
- In the event of a fire evacuate via nearest exit

Any additional duties required eg. Escorting staff, Transferring monies etc.

- Escorting of box office till to office
- Assisting with moving barriers

Has the customer identified any dress code for the **Door Staff** that is unacceptable Eg. Hats, Jewellery, Sun Glasses etc.

- Caps

Where is the disabled access points and disabled toilets

- The disabled access point is at the main entrance
- Disabled toilets are to the left of the bar down the corridor

Is there a preferred ejection route which avoids the main areas of the venue

- Via nearest exit

What is your policy on the following:

Hen or Stag Parties:	Free Access	Pre-Arranged only	Not Allowed	Door Staff Discretion
18 /21 Birthdays:	Free Access	Pre-Arranged only	Not Allowed	Door Staff Discretion

What is the required response to Taxi requests?

The nearest taxi rank is in Hurst Street

Where will the Security File and Door Supervisors possessions be kept (Securely)

- Office

NOTES

RISK ASSESSMENT REPORT	
DATE OF SURVEY: 09/06/2023	SURVEYOR NAME: [REDACTED]
VENUE CAPACITY: 310	VENUE OPEN: M T W T F S S
<p>Describe the venue: eg number of floors etc and the age group using the venue.</p> <ul style="list-style-type: none"> <li>1 Floor.</li> <li>18-30</li> </ul>	
<p>Is there any Live Football or Live Music at the venue etc which could cause flash points of trouble</p> <ul style="list-style-type: none"> <li>Live Sports</li> </ul> <p>Consider extra Door staff at these times</p>	
<p>Is there a history of: <span style="margin-left: 20px;">Low</span> Drug Abuse, <span style="margin-left: 20px;">Low</span> Violent Customers, <span style="margin-left: 20px;">Low</span> Drug Dealers, <span style="margin-left: 20px;">Low</span> Excess Drinking</p> <p>If so indicate each one and assess the risk as low, medium or high</p>	
<p>Could fire exits get blocked? <span style="margin-left: 20px;">YES</span> NO (specify any necessary actions)</p> <p style="margin-left: 20px;">Door Supervisors to make regular checks</p>	
<p>Do queues form outside the venue that could potentially cause problems if not managed?</p> <p style="text-align: center;"><span style="margin-left: 100px;">YES</span> NO</p>	
<p>Is it necessary to search customers before they enter the venue?</p> <p style="text-align: center;"><span style="margin-left: 100px;">Full Body Searches</span> <span style="margin-left: 20px;">YES</span> NO (specify necessary precautions)</p> <p>(See Addendum For Full Details of Search Policies)</p>	
<p>Are there any specific areas within the venue that could cause potential bottlenecks? Eg stairs (specify and record any preventive actions)</p> <p style="text-align: center;"><span style="margin-left: 100px;">YES</span> NO</p> <p style="margin-left: 100px;">Toilets</p>	
<p>Are there any "Hot Spots" in the venue where potential trouble could occur?</p> <p style="text-align: center;"><span style="margin-left: 100px;">YES</span> NO</p> <p style="margin-left: 100px;">Superbooth, Dance Floor, Smoking Area.</p>	
<p>Is the first aid box adequately stocked eg, rubber gloves, blood spillage kits etc.</p> <p style="text-align: center;"><span style="margin-left: 100px;">YES</span> NO (If not implement or request corrective actions)</p>	

## Hazard Check List:

HAZARD TYPE	YES	NO	N/A
NOISE	X		
REMOTE / ISOLATED WORK	X		
FIRE	X		
VIOLENCE / MANUAL HANDLING	X		
BOMB THREATS	X		
HYPODERMIC NEEDLES	X		
HIGH TEMPERATURES	X		
LASERS	X		
CROWD CONTROL	X		
GLASS BOTTLES/GLASSES	X		
SEARCH POLICY / REFUSAL OF ADMISSION	X		
DRUG USE OR DISTRIBUTION	X		
ASBESTOS	X		
STRESS			X
POWER FAILURE			X
OTHER - PLS DETAIL			
OTHER - PLS DETAIL			
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<b>Identify Hazards</b>	<b>Forecast hazard risk</b>	<b>Proactive Measures</b>	<b>Further Action</b>	<b>Residual Risk</b>
What are the Potential/Real Hazards?	Who might the hazard apply to and how?	Precautions / Controls already in place to reduce risks of hazard occurring.	What action is necessary if the hazard occurs?	Low / Medium / High  *Low - Minor impact / damage quickly repaired *Medium - Moderate impact / partial loss of operations *High - Disaster / very serious consequences
NOISE	Door Supervisors - Long-term exposure to unsafe noise levels in the workplace could cause permanent or temporary hearing damage.	Consulted with the venue operator to determine if the expected noise level will exceed the exposure standard where the Door Supervisors will be working.  Door Supervisors rotation between quiet and noisy areas.  All Door Supervisors provided with ear plugs.	No further action at this stage	Low
FIRE	Door Supervisors and Customers. May suffer fatal injuries from smoke inhalation, burns.	Consulted with the venue operator to check full fire risk assessment is in situ and Door Supervisors are aware of location and fully understand procedures to follow.  Regularly check with venue operator this is fully updated.  Ensure Door Supervisors are trained on venue Fire risk assessment procedure as part of induction.	No further action at this stage.	Low

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<b>VIOLENCE / MANUAL HANDLING</b>	Door Supervisors and Customers - could be subject to violence and aggression if assaulted or whilst defusing a fight.	All Door Supervisors trained to spot potential trouble makers, defuse tense situations etc.  Ensure adequate number of trained Door Supervisors placed.  All SIA badged Door Supervisors are trained to a minimum of physical intervention.  Information sharing with police and other security Door Supervisors at licensed premises in the area.  Radio's / Earpiece allow Door Supervisors and venue manager to converse.  Security Door Supervisors aware of all exits.	No further action at the stage.	Medium
<b>BOMB THREATS</b>	Door Supervisors and Customers. Could lead to stampede of customers attempting to exit venue and casualties as a cause of this or potential explosion.	Consult with the venue operator and follow bomb threat procedures.  Ensure all Door Supervisors who could conceivably receive a bomb threat are trained in handling procedures or have ready access to venue instructions.	No further action at this stage.	Low

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<b>HYPODERMIC NEEDLES</b>	Door Supervisors may suffer puncture injuries from discarded needles, which may result in serious ill-health problems.	Strict no drugs policy, enforced by the venue and Door Supervisors.  Door Supervisors to notify venue operator to discard any needles using 'sharps kit'.  Door Supervisors trained never to put their hands inside customer's bags / handbags.	Train Door Supervisors in action to be taken in case of needle stick injury.	Low
<b>HIGH TEMPERATURES</b>	Door Supervisors and Customers may suffer from dehydration or fainting if it is too hot.	Venue has sufficient ventilation throughout venue.  Air Conditioning on in hot weather or in surroundings of increased temperature.	No further action at this stage.	Low
<b>LASERS</b>	Door Supervisors may suffer eye damage.	Venue must gain permission from licensing authority via assessment of suitability and ensure customers and venue staff including Door Supervisors are safe.	No further action at this stage.	Low
<b>CROWD CONTROL</b>	Door Supervisors / Customers are at risk of injury from obstructing or interfering with other members of the public outside the venue incase of poor crowd control.  Customers / Door Supervisors may get panic attacks or faint and it would be difficult for First Aiders or Emergency Services to get through.	Control Barriers should be in place to keep the crowd in an orderly queue.  Adequate number of trained SIA badged security Door Supervisors.  Each area within the venue is controlled by clickers to prevent overcrowding.  Once capacity for that area is reached no more customers are allowed in that area of the venue.	*Additional Control barriers located in store room. * Adequate Door Supervisors will be put in place to keep crowd in place.	Medium



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GLASS BOTTLES/GLASSES	Customers and Door Supervisors.  Glass bottles/glasses if dropped they could shatter and cause harm. Glass bottles could be used as a weapon during conflict.	Cleaners respond immediately to any breakages or spillages.  Drinks from glass bottles are poured into Plastic containers and kept out of reach from customers.	* Risk is minimal given measures in place to avoid glass being within reach of customers.	Low
SEARCH POLICY / REFUSAL OF ADMISSION	Door Supervisors and Customers.  Searching to be done to prevent anyone getting into the venue with drugs or weapons	Search policy remains a condition of entry including promoters/artists. Adequate number of door Door Supervisors to facilitate same gender searches.  Door Metal detector and hand held wand to be used accordingly.  Notices to be placed at entry to venue, any promotional material to highlight admission will be refused if found in possession of drugs/weapons.  Drugs/Weapons seized must not be left lying around but must be logged and placed in a safe environment until handed over to the police	If any weapons or drugs found on customers etc, they will be confiscated and the customer refused entry.	High

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DRUG USE OR DISTRIBUTION	Door Supervisors and Customers at risk.  Any quiet areas within the building may attract Drug Dealers / Users.	Thorough checks on entry to venue. Door Supervisors to conduct regular venue patrols during shift.  All remote areas to be well lit.  Any areas of the venue unused to be closed off and manned by Door Supervisors.	Door Supervisors will detain any drug users / dealers and call the police.	Medium
<b>SURVEYORS SIGNATURE:</b>  ..... <b>VENUE REPRESENTATIVE (SIGN)</b>  .....		<b>PRINT NAME:</b>  ..... <b>PRINT NAME</b>  .....		