

NAKIRA BAR & RESTAURANT
SUPPORTING DOCUMENTS
FOR
REVIEW HEARING ON
FRIDAY 23rd OCTOBER 2020

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CCTV FOOTAGE FROM NAKIRA BAR & RESTAURANT

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NAKIRA

- Comments in black are observations by Carl Moore

CCTV	1	VIEW OF OUTSIDE FRONT DOOR
TIME	Friday 25 th September 2020	
22.00.00	Footage 1 Starts	
22.01.12	Flower seller comes out of front door	
22.01.36	Male (1) in light clothing arrives at the front door	
22.01.56	Same male (1) as above stands on pavement	
22.02.17	A further male (2) arrives and joins the above male (1). They both appear to go into premises	
22.02.54	Male approaches front door is met by another male and they both walk off.	
22.03.24	Males (1) & (2) walk out	
22.04.10	Males (1) & (2) walk to the end of the building and disappear.	
22.05.02	Male appears to walk into premises	
22.06.11	2 males walk from the premises	
22.06.15	The above 2 males meet with a male & female all 4 walk back towards the premises	
22.06.40	All 4 persons walk back away from the premises. The 2 males split from the couple. The couple hang around.	
22.11.11	Above couple walk off towards The Mailbox	
22.15.00	Footage 1 Finishes	
22.15.01	Footage 2 Starts	
22.17.43	Three females walk from front door.	
22.18.06	Car pulls up outside premises one of the females is on the phone she approaches the passenger side of the vehicle and engages in conversation. The other two females walk off towards mailbox	
22.21.40	Female at vehicle walks back into premises. Vehicle drives off.	
22.22.59	Same above female back out of premises on the phone and walks towards the rear carpark	
22.23.31	Appears to be the same vehicle as above pulls up at entrance to carpark the above female walks towards the vehicle.	
22.23.52	The vehicle pulls onto pavement, female appears to go into carpark.	
22.25.00	Footage Finishes	
23.29.15	Footage 3 Starts	
23.29.51	Two female Police Officers walk towards the front of the premises from the direction of the rear carpark	
23.30.29	Both officers walk past the front door towards the Mailbox. One officer wearing a mask.	
23.33.21	Footage Finishes	
Saturday 26 th September 2020		
00.05.20	Footage 4 Starts	
00.05.25	CCTV jumps 10 seconds	
00.06.32	Footage Finishes	
00.09.08	Footage 5 starts	
00.13.19	Male in dark clothing walks to the door of the premises	
00.13.26	Same male above walks away from the entrance out of city direction	
00.16.00	Footage Finishes	
00.18.43	Footage 6 Starts	
00.19.11	White motor vehicle pulls up outside premises.	
00.30.00	Footage Finishes	

TIME	COMMENTS
00.30.01	Footage 7 Starts
00.35.26	Police van pulls up disappears into carpark
00.36.06	Footage Finishes
00.38.43	Footage 8 Starts
00.47.07	Police van approaches front of premises and moves towards the front door.
00.47.30	Police vehicle stops outside front door.
00.47.41	Police van drives off towards the mailbox
00.52.45	Police van approaches again and parks near to the entrance of the rear carpark. Officers are seen to alight the vehicle.
00.53.23	Vehicles are seen leaving the rear carpark
00.54.05	A white van reverses out of the Carpark
00.54.12	Police officers are seen approaching the white van which is parked near to the entrance of the carpark
00.55.09	Police van is seen to pull of the road and across the entrance to the carpark
00.55.58	Police vehicle then appears at the entrance to the carpark
00.56.20	Police vehicle is seen to enter the rear carpark
00.60.00	Footage Finishes

CCTV	4	VIEW OF INSIDE FRONT ENTRANCE
TIME	Friday 25 th September 2020	
22.00.00	Footage 9 Starts	
22.00.02	Female in reception with a glass.	
22.00.22	Female goes back into main club	
22.01.07	Female appears and escorts flower seller to the front door, he is seen to leave.	
22.01.10	Female joined by a male with white hat	
22.01.15	Front door is bolted, and both go back into main room.	
22.01.52	Door to main room is opened by the same female. She looks up and appears to be looking at the CCTV monitor.	
22.06.02	Male wearing cap leaves the premises, the door is not locked behind him. Someone appears to be standing on the step immediately outside the front door.	
22.06.12	Same female as above goes into the reception and is looking up at the CCTV monitor. She then opens the front door and is looking outside.	
22.06.27	Female back inside and locks the door behind her. She then stands in the reception appears to be waiting for someone. She keeps looking up at CCTV Monitor.	
22.08.15	Female goes back into main club room.	
22.15.00	Footage Finishes	
22.15.01	Footage 10 Starts	
22.16.23	Male with white hat is into the reception and disappears into what is believed an office	
22.16.33	Male back into main club room	
22.17.30	Female to door on the phone with 2 other females. They open the front door, and the 2 females leave.	
22.17.42	Door is left open	
22.17.45	Female on phone goes out through front door	
22.18.11	Female on phone spends a few seconds on the step then comes back into the main club. The front door is not bolted	
22.24.27	Footage Finishes	
23.29.05	Footage 11 Starts	
	No movement throughout this footage.	
23.38.30	Footage Finishes	
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00.05.14	Footage 12 Starts	
	No movement throughout this footage.	
00.06.30	Footage Finishes	
00.09.04	Footage 13 Starts	
	No movement throughout this footage.	
00.16.01	Footage Finishes	
00.18.41	Footage 14 Starts	
	No movement throughout this footage.	
00.30.00	Footage Finishes	

00.30.01	Footage 15 Starts
	No movement throughout this footage.
00.36.07	Footage Finishes
00.38.43	Footage 16 Starts
	No movement throughout this footage.
00.60.00	Footage Finishes

CCTV	VIEW OF LOBBY AREA
TIME	Friday 25 th September 2020
22.00.01	Footage 17 starts
22.00.20	Female walks through lobby with no mask
22.00.42	Door supervisor seen showing Flower seller through into reception from Lobby
22.00.57	Door supervisor towards reception
22.01.14	Door supervisor back into lobby area, Waitress with tray towards bar area
22.01.25	Male with bottle near to reception talking to female
22.01.37	Male walks away drinking from glass
22.01.56	Waitress with tray of what appears to be glass flutes, walks through lobby area away from bar area.
22.03.09	Two females with coats on through lobby area and towards reception, stop and talk to female who appears to be on reception.
22.03.35	Waitress returns through lobby with empty tray towards Bar area
22.04.09	Two females walk out of main room and through the lobby. Waitress returns from the bar area and through the lobby with an empty tray
22.04.30	Number of customers in lobby area mixing no social distancing and no masks
22.05.38	Waitress removes 2 glasses from table and walks to the bar area.
22.06.45	Couple leave lobby area towards reception
22.07.60	Couple back from reception and towards main room
22.08.22	Female Door supervisor comes from reception and into main room from lobby area. What appears to be a badge on her right arm
22.12.02	Male on phone into reception from lobby
22.12.05	Door supervisor with radio tucked into his back pocket and wearing what appears to be a SIA badge left arm in Lobby area
22.12.52	Waitress towards main room from lobby with empty tray. Still a number of customers in lobby area no masks, drinking, no social distancing in conversation.
22.13.20	Door supervisor in lobby wearing what appears to be SIA badge on left arm
22.14.17	Male earlier on phone at 22.12.02 back from reception and into lobby area
22.14.39	Waitress carrying a tray of drinks walking through lobby area from the bar area.
22.15.00	Footage Finishes
22.15.01	Footage 18 Starts
22.15.33	Waitress carrying empty tray towards main room/bar area.
22.16.20	Door supervisor through lobby into reception.
22.16.58	Door supervisor on phone back into lobby
22.16.59	Waitress into lobby from main room/bar area with champagne bucket and empty glasses
22.17.26	Three females through lobby into reception
22.20.23	Couple through lobby towards reception.
22.20.48	Male to reception from lobby
22.20.54	Couple earlier back into lobby
22.21.20	Male to reception
22.21.40	Two males from reception into lobby
22.23.16	Female Door supervisor into lobby seen removing radio and earpiece talking to waitress at the same time
22.24.26	Footage Finishes

23.29.06	Footage 19 Starts
23.29.59	Male to reception through lobby
23.30.21	Male back from reception into lobby and then into main room
23.30.53	Male back into lobby
23.31.03	Same male in lobby followed by a further male
23.33.30	Footage Finishes
Saturday 26th September 2020	
00.05.13	Footage 20 starts
00.06.31	Footage Finishes
00.09.04	Footage 21 starts
00.09.23	Couple walk through lobby towards main room followed by a male with an inflated balloon to his mouth as he is walking
00.09.32	Male from lobby to reception
00.09.41	Male back to main room via the lobby passing the male with the balloon
00.09.58	Male in lobby from main room followed by female
00.10.28	The above couple back into main room
00.11.30	Male passes through lobby from main room
00.12.11	Above male back into main room
00.12.57	Male with beard through lobby from main room
00.15.54	Two females and a male into lobby area from main room appear to be lost
00.16.00	Footage Finishes
00.18.44	Footage 22 starts
00.19.44	Two males through lobby and into main room
00.21.50	Male from main room into lobby and into reception
00.22.56	Above male back into lobby believed to be door supervisor
00.23.06	Above male met by a further male with beard. They both walk from main room into lobby area
00.23.27	Both above walk back to main room
00.26.48	Two females from main room and pass through lobby
00.28.08	Both above females walk through lobby to main room
00.29.30	Male with beard from main room through lobby.
00.29.59	Above male back through lobby towards main room
00.30.00	Footage Finishes
00.30.01	Footage 23 starts
00.31.12	Male through lobby from main room
00.32.20	Above male back into main room
00.36.04	Above male back into lobby
00.36.05	Footage Finishes
00.38.55	Footage 24 starts
00.39.31	Police officer into lobby from main room
00.43.50	22 people leaving from main room area through the lobby and believed to be the back exit
00.45.13	Police officer appear to be checking for other persons
00.47.23	Two police officers chatting with male with beard
00.58.47	A number of Police officers seen leaving through lobby area
00.60.00	Footage Finishes

CCTV	9	VIEW OF AREA OUTSIDE REAR EXIT IN CARPARK
TIME	Friday 25 th September 2020	
22.00.00	Footage 25 Starts	
22.00.01	Five males and two females waiting at the exit door	
22.01.01	One of the males walks away	
22.01.26	Another of the males walks away	
22.02.10	A further male walks away, leaving two males and two females	
22.05.10	Rear exit door opens and two females and a male walk out.	
22.05.23	No one from outside goes into premises Door is closed from inside	
22.05.30	Now seven males and two females at the rear exit.	
22.07.36	Rear exit door opens, and a couple walk out.	
22.07.48	Rear exit door is then shut from inside	
22.08.44	Two females walk off, leaving a group of males hanging around the exit door area	
22.12.16	Ext door opens, a female exits through the exit door, the door is closed from inside	
22.12.51	All males outside clear	
22.12.58	Exit door opens and a female exits, door is closed behind her from inside	
22.13.46	Exit door opens and a male exit. Door is closed behind him. He is waiting around.	
22.14.10	Exit door opens male and two females exit. Door is closed behind them	
22.15.00	Footage Finishes	
22.15.01	Footage 26 Starts	
*	Between these times people are seen coming out of the rear exit door. There is no one seen going in through the exit.	
22.24.27	Footage Finishes	
23.29.12	Footage 27 Starts	
23.29.29	Two female Police officers are seen walking past the rear exit	
*	Between these times there is no further movement in this area outside the exit door	
23.33.31	Footage Finishes	
Saturday 26 th September 2020		
00.05.12	Footage 28 Starts	
*	Between these times there is no further movement in this area outside the exit door	
00.06.28	Footage Finishes	
00.09.04	Footage 29 Starts	
00.11.00	Male walks to the exit door	
00.11.27	Male on the phone	
00.11.52	Male walks away	
00.14.01	Male returns and stands by exit door	
00.15.45	Male walks away into carpark	
00.16.02	Footage Finishes	

00.18.42	Footage 30 Starts
*	Between these times there is no further movement in this area outside the exit door
00.30.00	Footage Finishes
00.30.01	Footage 31 Starts
*	Between these times there is no further movement in this area outside the exit door
00.36.07	Footage Finishes
00.38.44	Footage 32 Starts
00.44.44	A number of people are seen walking past the rear exit in the car park.
00.46.10	Male with a group of females stand talking. Male seen holding what appears to be a cake box.
	Male and females walk off.
00.53.16	Police officer seen walking in the car park.
00.53.46	Another Police officer walks past the rear exit.
00.54.38	A Number of Police Officers appear walking in the carpark
00.59.58	Footage Finishes

CCTV	16	VIEW OF BHEIND THE BAR
TIME	Friday 25 th September 2020	
22.00.00	Footage 33 Starts	
	Barman is seen throughout this footage conducting a lock down of the bar. Cleaning of all surfaces, putting bottled drinks away, Waitresses were turning up at the bar. No drinks were dispensed from this bar. No money went in or out of the till. There are crowd barriers positioned in front of bar to keep customers away. Only bar staff allowed at bar.	
22.14.59	Footage Finishes	
22.15.01	Footage 34 Starts	
	Barman is seen throughout this footage continuing stock check cleaning etc. Barmaids entering bar with clean glasses filling shelves. There is no evidence of drinks being dispensed with. Observations waitresses not wearing masks including female manager. Barman is wearing a mask but not over his mouth/nose.	
22.24.25	Footage Finishes	
23.29.07	Footage 35 Starts	
	Bar is closed lights off. No movement throughout this footage.	
23.33.31	Footage Finishes	
Saturday 26 th September 2020		
00.05.12	Footage 36 Starts	
	No movement throughout this footage.	
00.06.32	Footage Finishes	
00.09.03	Footage 37 Starts	
00.09.08	Male seen behind bar. then walks out	
00.10.03	Male walks behind bar and takes a bottle from fridge	
00.13.25	Male then exits the bar.	
00.13.06	Male returns behind bar and pours himself a drink	
00.13.38	Male walks out with drink into office.	
00.16.02	Footage Finishes	
00.18.39	Footage 38 Starts	
00.18.44	Male and another male behind bar, Male reaching into fridge, gives other male what appears to be a bottle of water.	
00.19.03	Male exits from behind the bar and is seen in the lobby with another male.	
00.26.57	Two females enter the bar. Are not dressed as staff look like they are dressed for a party.	
00.28.00	Having poured themselves a drink they then leave and are seen in the lobby.	
00.29.54	Footage Finishes	
00.30.00	Footage 39 Starts	
00.31.30	Male enters the bar, is looking into one of the fridges	
00.31.51	Male enters and they appear to be looking for something	
00.32.07	Male with male walk out, male has what appears to small bottle of apple juice with him. No sale is made.	
00.36.07	Footage Finishes	

00.38.43	Footage 43 Starts
00.39.37	Police officers seen in front of the bar area
00.47.20	Police officer walks into bar has a quick look and then exits
	Bar is closed lights off. No further movement.
00.59.57	Footage Finishes

CCTV	19	VIEW OF VIP AREA
TIME	Saturday 26 th September 2020	
00.05.12	Footage 44 Starts	
	No movement in this footage	
00.06.26	Footage Finishes	
00.09.04	Footage 45 Starts	
	No movement in this footage	
00.16.02	Footage Finishes	
00.18.40	Footage 46 Starts	
00.29.41	Footage Finishes	
00.30.02	Footage 47 Starts	
	No movement throughout this footage.	
00.36.07	Footage Finishes	
00.38.43	Footage 48 Starts	
00.39.45	Police officer seen walking around	
00.59.47	Footage Finishes	

CCTV	22	VIEW OF REAR FIRE EXIT DOOR
TIME	Friday 25 th September 2020	
	No Footage for CCTV 49	
22.00.00	Footage 50 Starts	
	No movement in this footage	
22.15.00	Footage Finishes	
22.15.01	Footage 51 Starts	
22.19.20	Male seen removing items and unbolts fire door.	
22.19.33	Male opens Fire exit door and stands in doorway.	
22.19.40	Male appears with two other males, all three-walk in. Male appears to speak to someone outside shakes his head. And then carries on in.	
22.20.00	Male bolts door behind him	
22.24.27	Footage Finishes	
23.29.04	Footage 52 Starts	
	No movement throughout this footage.	
23.33.30	Footage Finishes	
Saturday 26 th September 2020		
00.05.10	Footage 53 Starts	
	Police officer seen walking around	
00.06.31	Footage Finishes	
00.09.03	Footage 54 Starts	
	No movement throughout this footage.	
00.16.01	Footage Finishes	
00.18.39	Footage 55 Starts	
	No movement throughout this footage.	
00.29.58	Footage Finishes	
00.30.00	Footage 56 Starts	
00.34.50	Male to door carrying a bottle he attempts to open the exit door.	
00.35.07	Male unbolts the door and opens it; he walks outside into carpark. Door is left open	
00.36.08	Footage Finishes	
00.38.50	Footage 57 Starts	
00.38.50	Exit door is open.	
00.38.65	Male exits through this door, leaving the door wide open	
00.42.37	Male to the door and closes it	
00.44.06	Male to the door and escorts several people out through door	
00.44.52	Police officer is seen behind them escorting them out. Exit door is left open	

00.48.00	Police officer is seen at the open door, He goes outside for a few seconds then returns. Not wearing a mask
00.50.27	Another Officer near to the open door not wearing mask
	A number of officers leave the premises via this exit. 4 not wearing masks including the above two officers and 3 officers wearing masks. PS 21760 Not wearing. Walks out with male in plain clothes appears to be with the Police. No mask
00.54.25	One of the officers returns and is met by another officer from the premises neither wearing masks. They reach for a cardboard box and rip a piece off it. Then go back into premises
00.55.20	Both officers seen near to exit door one of them leaves the other remains appears to be waiting for someone.
00.56.10	Another uniform officer walks through exit door into premises followed by what appears to be a plain clothes officer carrying a radio, neither wearing masks.
00.56.36	One of the above uniformed officers walks out of exit door
00.57.48	Female person at the exit door outside speaking to an officer. A Licensing officer Known to me from Police at Sandwell. No mask worn
00.58.30	Police officer together with female enters the premises through exit door
00.59.40	Police officer returns with another officer, plain clothes officer and female. No masks, no social distancing
00.59.59	Footage Finishes

CCTV	1	VIEW OF OUTSIDE FRONT PAVEMENT TOWARDS MAILBOX
TIME	Friday 25 th September 2020	
22.00.00	Footage Channel 1 Starts	
22.02.42	Male out of premises and walks away from mailbox	
22.03.06	Male to front entrance	
22.03.25	Male back out and hangs around the entrance	
22.03.45	Another male appears and both disappear into entrance	
22.04.20	Male walks up to entrance and stands on pavement waiting	
22.04.35	Earlier male appears and meets with male waiting.	
22.04.44	Other male now appears all three walking away from the mailbox direction.	
22.06.30	Male walks up to entrance and disappears	
22.07.39	Two males walk out of premises and away from the mailbox	
22.19.00	Three females out of premises one of them on the phone. Other two walk off towards the mailbox	
22.19.35	Vehicle pulls up outside and female on phone walks up to the passenger side and engages in conversation	
22.23.05	She appears to be handed something through window, and the goes back into premises Vehicle drives off.	
22.24.30	Same female above comes out of premises and walks away from the mailbox	
22.28.28	Two males walk up to entrance	
22.32.00	Above same males appear from the entrance and walk off away from the mailbox.	
22.50.00	The above two males re-appear and walk to the entrance on disappears whilst the other stands on pavement. A further male also walks to the entrance and disappears	
22.59.55	Footage Finishes	
23.00.00	Footage starts	
23.21.25	Three males leave the premises	
23.25.49	Police van drives slowly past premises and turns left towards mailbox.	
23.26.46	Female Police officer walking towards premises, then joined by another female officer they are paying attention to the front entrance. They carry on walking away from the mailbox. One of the officers is not wearing a mask.	
23.31.42	Both officers seen walking past premises towards their vehicle.	
23.59.53	Footage Finishes	
Saturday 26 th September 2020		
00.00.00	Footage starts	
00.14.57	Male seen leaving the premises	
00.48.48	Police van arrives and parks outside entrance	
00.49.10	Police Van drives off turns left towards the mailbox	
00.59.58	Footage Finishes	

CCTV	2	VIEW OF STEPS TO THE ENTRANCE TO THE PREMISES
TIME	Friday 25 th September 2020	
22.00.00	Footage Starts	
22.02.00	Flower seller comes out of premises	
22.03.08	Male stands on steps at front door and bangs on the front door, He continually bangs on door	
22.03.23	Male walks away	
22.03.45	Same male comes back with another male and they bang on the door	
22.04.30	They are joined by a further male.	
22.04.47	All three males walk off	
22.06.32	Male to front entrance, bangs on the door	
22.06.51	Male on the phone	
22.07.32	Male answers the door, comes out and walks off with male.	
22.07.43	Female door supervisor out of front door looking up and down road. Then goes back inside	
22.19.06	Three females out of the premises, followed by female manager who is taking to two of the girls.	
22.19.38	Female management back into premises closes door behind her	
22.23.13	Female on phone returns to entrance carrying what look like two small white boxes, she is on the phone.	
22.24.28	No one comes to the door to open. She walks off towards the rear carpark	
22.28.30	Two males to the entrance pull the latch on the door which is open then go inside.	
22.31.54	Both above males are out of the premises appeared to be escorted off the premises Arm of door supervisor seen opening door and closing it.	
22.36.05	Female manager lets a couple out of front entrance	
22.50.04	Three males onto steps at entrance	
22.51.50	Three male leave and walk off	
22.59.57	Footage Finishes	
23.00.00	Footage Starts	
23.02.53	Male to door checking its locked and putting latch across	
23.09.26	Three males to entrance one of them attempts the door, all three then walk off.	
23.21.20	Three males out of the premises, one of the males puts two locks on the outside of the door and walks away.	
23.59.52	Footage Finishes	
Saturday 26 th September 2020		
00.00.00	Footage starts	
	No movement throughout this footage.	
00.59.59	Footage Finishes	

NAKIRA BAR & LOUNGE
COVID-19 Return to Work Pub/Restaurant Risk Assessment

ASSESSOR	JOB TITLE	ASSESSMENT DATE	REVIEW DATES	
	Designated Premises Supervisor			
ASSESSMENT LOCATION				
PERSONS AT RISK	Customers, Staff (Kitchen, Front of House and Office), Delivery Personnel			

The risk assessment and controls/measures below have been put in place to evaluate the risk to staff, customers and delivery personnel in respect of the Coronavirus and to eliminate/reduce the potential for infected persons to enter the location, the contamination of surfaces, and to maintain social distancing practices. These controls/measures are designed to enable the provision of food and beverage consumption at the location to customers, takeaway and delivery services to customers, and the tasks undertaken by staff and delivery personnel.

This risk assessment is in addition to the Company's commitment to compliance with Food and Hygiene Health and Safety regulations.

This risk assessment has been completed in accordance with the government's guidance on managing the risk of COVID-19. Copies of the signed COVID-Secure Notice are on display at selected parts of the Location.

From 24 September, businesses selling food or drink, must be closed between 10pm and 5am.

In both indoor and outdoor licensed premises, food and drink must be ordered from, and served at, a table.

Licensed and unlicensed businesses must also take all reasonable steps to ensure that the customer remains seated whilst consuming the food or drink on the premises.

From 29 September, Customers will not be allowed to leave their allocated seats/table unless going to the toilet.

There will be no mingling between tables,

Only 1 household up to 6 persons including the bubble allowed to sit together.

All customers and staff to wear face masks, there are exceptions. (See risk Assessment)

Official QR poster located at the entrance to the venue.

The DPS will ensure that no music is played on the premises which exceeds 85db(A) when measured at the source of the music.

FACTORS CAUSING SPREAD OF VIRUS	EXISTING CONTROLS	FURTHER MEASURES
Contact with infected persons: Staff	All staff must provide each day before entering the premises/location their confirmation of the COVID-19 Health Check Declaration.	The Assessor or shift manager will check each staff member has completed the Declaration before they enter the location and keep records of arrivals. All staff will be temperature checked before entering location.
Contact with infected persons: Customers		All customers will be asked to have a temperature check before entering premises.
Overcrowding and Congestion	Both indoor and outdoor areas have been reconfigured to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable). Number of customers will be limited to 120 persons . See below for further details in respect of each customer service area. Customers must book in advance.	Indoor groups of customers will be limited to 1 household (including support bubble). Outdoor groups of customers will be limited to 1 household (including support bubble) Bookings will be staggered so that customers arrivals are spread evenly, and queues are kept to a minimum. 2m, or 1m with risk mitigation where 2m is not viable. Social distancing should be maintained for each group whilst queuing. On booking, customers will be asked to confirm that the "party" complies with the Government restrictions per household numbers as described above. At the time of booking all customers must be informed that they must inform us of any lateness so we can manage the flow of customers and that they may lose the booking if they fail to inform us within 15 minutes of over-running their allotted time.
Track & Trace	A booking system is in place where the full name address and contact number of the lead person booking the table will be recorded. These details will be maintained for 21 days to assist NHS Test and Trace (subject to data protection requirements) should business receive requests for data to help contain clusters or outbreaks of COVID-19.	When someone enters the premises and they have downloaded the government Track & trace app on their phone then they will be asked to scan the official QR poster located at the entrance to the venue. The venue information will be logged on the customers' phone.

		<p>This information will stay on the customers phone for 21 days and if during that time a coronavirus outbreak is identified at a location, the premises ID in question will be sent to all devices.</p> <p>The device will check if users have been at that location and if the app finds a match, customers may get an alert with advice on what to do based on the level of risk.</p> <p>Following the launch of the new COVID-19 app, customers will be able to check-in on entry with their phone instead of filling out a check-in book or tool specific to the premises. This will allow NHS Test and Trace to contact customers with public health advice should there be a COVID-19 outbreak.</p> <p>If a customer does not have the above app downloaded, then the booking in system of Track & Trace will be used.</p> <p>Records of bookings will be maintained for 21 days to assist NHS Test and Trace (subject to data protection requirements) should business receive requests for data to help contain clusters or outbreaks of COVID-19.</p>
Proximity of Customers to Staff and other Customers	Social distancing measures of 2m (or 1m with risk mitigation where 2m is not viable) should be maintained in all parts of the location wherever possible.	<p>Information, signs, and markings have been distributed where practical at the entrance and throughout the location to promote social distancing and hygiene.</p> <p>A one-way flow has been set up with floor markings and signs to manage customer traffic through the location. Queue management measures have been established for those parts of the location that are likely to get congested. For further details see below.</p>
Proximity of Staff to other Staff	Social distancing measures of 2m (or 1m with risk mitigation where 2m is not viable) should be maintained in all parts of the location wherever possible.	<p>Staff rotas agreed to ensure staffing levels are sufficient to manage customer service requirements and enabling safe distancing for staff.</p> <p>Further details of measures for working in the outdoor, indoor and bar seating areas, backroom office, and storeroom are provided below.</p>

		All staff will be required to wear face covering whilst on the premises unless you have an exemption.
Contaminated and potential contaminated surfaces	The location has been deep cleaned, by applying approved sanitisation and disinfectant products.	The location will continue to be cleaned daily. Specific parts of the location will need further cleaning during working hours – please see details below.
Contamination and potential contamination of surfaces	Hand sanitiser has been placed at various suitable places in the location, as well as at the entrance.	At intervals during the working shift the availability of hand sanitiser will be checked and replenished. A staff member will be allocated this responsibility for each working shift.

ACTION REQUIRED	ACTIONED BY	DATE
All measures to be constantly reviewed. A full review, including consultation with staff, will be completed at the end of each week to ensure that staffing levels and social distance controls have been sufficient to manage customer numbers, customer service and customer flow through the premises, particularly in respect of congestion points.		
Updates: When someone enters the premises and they have downloaded the government Track & trace app on their phone then they will be asked to scan the official QR poster located at the entrance to the venue. The venue information will be logged on the customers' phone.	The Assessor	29.09.2020
Updates: All staff will be required to wear face covering whilst on the premises unless you have an exemption.	The Assessor	29.09.2020

CUSTOMER SERVICE AREAS	CONTROLS	FURTHER MEASURES
Queuing at the location	Designated outside spaces are in place for customers waiting for admission to the location. Customers waiting for service of drink at the location will be	A single staff member will set-up the external waiting boundary and check the floor-pavement social distance markings before the bar opens.

	<p>served by a waitress who will attend to their allocated table/booth.</p> <p>Customers must comply with social distancing markings, and guidelines.</p> <p>Queue management must provide for disabled customers.</p> <p>Management will remind customers to wear a face covering by displaying posters also by informing them at point of entry & whilst in the premises.</p>	<p>Gloves should be used by staff when handling the boundary props.</p> <p>Staff will check each queue to ensure customers are admitted to their booked seats as close as viable to their booking times.</p> <p>All customers entering the premises will be required to wear a face covering unless you have an exemption. Any person flouting the rules will be asked to leave.</p>
Bar Servery/Counter	<p>Staff working at the servery will wear protective equipment. Waitresses will wear face masks/protective face screens.</p> <p>The bar will be closed to customers and will only be used by waiter/waitress staff to provide drinks orders to the bar staff and then collect and distribute these orders.</p>	<p>Orders and payments are encouraged to be made online. If this is not possible payment will be by debit/credit card.</p> <p>Gloves and masks are available to staff handling orders and processing payments.</p> <p>The counter will be cleaned at regular intervals throughout the working day.</p>
Entrance/Exit	<p>A staff member will be responsible for managing the flow of customers into the location per the maximum provided for in Overcrowding and Congestion above and checking that the "party" complies with the Government's restrictions per household numbers.</p> <p>These numbers will be checked and matched to the bookings schedule.</p>	<p>Customers should be encouraged to use the hand sanitisers made available at the entrance/exit.</p> <p>Exiting customers will be given right of way over customers entering the location to ensure congestion does not occur indoors.</p> <p>Customers will be directed to their seats and requested not to stand at the bar area, and that all orders for drinks and food will be taken at their table.</p>
Indoor seating and tables	<p>Seating and table plans have been reconfigured to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).</p> <p>The maximum number of customers in this area at any one time is 120 persons</p>	<p>The reconfiguration of seats and tables further adjust for service approaches to minimise staff contact with customers.</p> <p>Single members of staff will be assigned to each table to restrict the numbers of staff that come have contact with customers.</p> <p>Tables, chairs, and trays will be thoroughly cleaned with</p>

		<p>sanitised products before each sitting. Tables will be completely cleared, including condiment containers which will be cleaned after/before each sitting.</p> <p>Laminated menus will be cleaned before customer use.</p> <p>All payments to be made by debit/credit card at the table.</p>
Non-smoking/smoking Areas	<p>Customers using Nakira Lounge will have greater freedom to choose smoking or non-smoking outdoor areas following an amendment to legislation in Parliament.</p> <p>These changes will allow everyone to enjoy outdoor eating and drinking whether they smoke or not, with appropriate provisions made for non-smokers and smokers.</p> <p>The outside area will be in two halves.</p> <p>One side will be for non-smokers the other half for smokers. Both sites will be clearly identified.</p> <p>The maximum number of customers in this area at any one time is 20 persons</p>	<p>Clear 'no smoking' signage displayed in designated areas. No ash trays or similar receptacles to be provided or permitted to be left on furniture where a smoke-free seating is identified. There will be a minimum distance of 2 metres between non-smoking & smoking areas, wherever possible.</p> <p>Staff will monitor this space to ensure no encroachment of the guidelines, and the tables will be immediately cleaned after use.</p> <p>In the event of adverse weather additional cover is available for all outdoor customers, with ventilation, to maintain social distancing guidelines, and prevent congestion indoors.</p>
Moving within the location	To enable movement of customers within the location and service provision, congestion points have been identified and "passing spaces" created to maintain social distancing.	Information, signs, and markings have been distributed where practical at these congestion points to promote social distancing.
Toilets	<p>No more than two persons can use each of the toilet facilities at any one time.</p> <p>Anyone waiting should stay 2m from the toilet facilities doors. Social distancing markings have been applied to the queuing areas.</p> <p>Toilet facilities surfaces including door and flush handles to be cleaned regularly using disposable cloths.</p>	<p>Signs and posters are displayed in the toilets promoting both good handwashing techniques and increasing the frequency of handwashing.</p> <p>Hand dryers or disposable hand towels to be available, as well as hand sanitisers.</p> <p>A cleaning schedule should be maintained to ensure the regularity of cleaning and emptying of waste facilities.</p>

ACTION REQUIRED	ACTIONED BY	DATE
Congestion points, particularly the entrances and queue areas be to constantly be reviewed.	The Assessor	
Updates: Customers will not move from their allocated table or mingle with other customers at other tables.	The Assessor.	29.9.2020
Updates: All customers entering the premises will be required to wear a face covering unless you have an exemption or eating /drinking. Any person flouting the rules will be asked to leave.	The Assessor	29.09.2020
Updates: Customers will be directed to their seats and requested not to stand at the bar area, and that all orders for drinks and food will be taken at their table.	The Assessor	29.09.2020

CUSTOMER SERVICE AREAS	CONTROLS	FURTHER MEASURES
Entertainment	At present, venues should not permit live performances, including drama, comedy and music to take place in front of a live audience. This includes entertainment such as acoustic music, DJ's, lap dancing etc.	
Noise	The venue is required to take steps to avoid people needing to unduly raise their voices to each other which includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult, loud background	Background music is played. The noise level will be monitored by the duty manager. The DPS will during the emergency period, ensure that no music is played on the premises which exceeds 85db(A) when

	music, communal dancing, group singing or chanting.	<p>measured at the source of the music. The management have downloaded a decibel reading app which they will use to take readings every 15 minutes and record in a register their findings which will be kept on the premises.</p> <p>This requirement does not apply to any performance of live music.</p>
Sports	No live Sport including Football matches and Boxing is currently shown at Nakira Lounge & Bar.	
Gaming Machines	There are currently no gaming machines in the premises	

ACTION REQUIRED	ACTIONED BY	DATE
Updates: The DPS will during the emergency period, ensure that no music is played on the premises which exceeds 85db(A) when measured at the source of the music.	The Assessor	29.09.2020

OTHER WORKPLACE PREMISES	EXISTING CONTROLS	FURTHER MEASURES
Backroom Office	A maximum of only two people can use the office at any one time to maintain social distancing. Preference is only one person.	<p>Staff should not congregate around any desks.</p> <p>There will be no sharing of desks/workstations, equipment, or phones.</p> <p>Communal equipment such as copiers will be cleaned immediately after use by the user.</p> <p>Hand sanitisers are available by the door.</p>

ACTION REQUIRED	ACTIONED BY	DATE

OTHER WORKPLACE TASKS	CONTROLS	FURTHER MEASURES
Deliveries to the location	<p>Deliveries will not be signed for (unless required for legal continuity) and will only be delivered to the Entrance.</p> <p>2m social distancing should be maintained as far as practical.</p>	<p>If a delivery must be signed for the signor should use their own pen and wear gloves when handling the signature sheet.</p> <p>Gloves are available for handling deliveries if requested by staff.</p> <p>If more than one member of staff is required to move the delivery to the storeroom, gloves & masks must be used by both staff members. This pair of staff should also continue to work together for any tasks that require more than one person in the storeroom.</p>

		Any lifting or carrying equipment such as a trolley must be cleaned at the start and end of every day, as well as after use.
Regular cleaning duties	Parts of the premises will be cleaned regularly throughout the day, counter, kitchen, toilets.	A daily rota will be put in place so that this responsibility is shared by all staff.
Accidents, security, and other incidents	Incident and emergency procedures have been reviewed to ensure where practical social distancing principles can be maintained.	
No other tasks which involve necessary sharing and/or proximity have been identified.	Staff are requested to bring to the Assessor's attention any such tasks they consider should be included in this risk assessment.	

ACTION REQUIRED	ACTIONED BY	DATE
All deliveries where possible to be scheduled between 9.00 and 10.am to minimise contact with staff and customers	Assessor	

ASSESSOR'S SIGNATURE		DATE	
APPROVED BY		APPROVER'S JOB TITLE	
APPROVER'S SIGNATURE:		DATE:	

STATEMENT OF DEXTER LASSWELL

MADE ON MONDAY 19th OCTOBER 2020

My name is Dexter LASSWELL. I was born on [REDACTED] in [REDACTED]

I came to the U.K in [REDACTED]

I am currently a co-director of RP RESTAURANT LIMITED (Company No: 11173263) who hold the premises License for NAKIRA Bar & Restaurant. 121 Suffolk Street Queensway, Birmingham, B1 1LX.

On the 29th January 2019, I became a director and bought [REDACTED] shares in the company.

On 13th February 2020 I bought my then partner out and therefore had [REDACTED] shareholdings in the company.

On 30th September 2020 Antonio Mankulu became a director.

On the 1st October 2020 Antonia acquired [REDACTED] shares in the company.

On 21st May 2019 I formed a company called NAKIRA GROUP LTD (Company No: 12008943) This is the operating company for NAKIRA Bar & Restaurant.

On 28th April 2020, Antonio Mankulu became a director with a [REDACTED] share stake in the company.

On 29th April 2020, my position as Director was terminated.

I have been in the Music Promotion and Club Scene since 2009.

In January 2019, I applied to become the Designated Premises Supervisor for Nakira, I wanted to make sure that the premises were being operated properly.

Late in January I was informed by the Co-director that my application had been refused by PC Rohomon. No official reason was given to me, but I was told that he felt I was not a trustworthy person.

I did not know any available personal License holders at the time, my ex-partner did, so we employed [REDACTED], who was the current Designated Premises Supervisor at the time of the incident in September 2020.

In October 2015 I obtained a Personal License. I have no criminal convictions. How can it be that I was not trustworthy? I have been a Designated premises supervisor in the past. The West Midlands Police did not object then.

On Friday 25th September 2020, the DPS was given strict instructions to open Nakira at 6pm and to start closing down at 9.45pm for a complete shutdown at 10pm. I was not going to be at the premises. We were not expecting to have many people in as it

was a 10pm shut down. I did not see the point being at the premises, I believed the premises were in the capable hands of the DPS.

The first time I was made aware that the premises had been visited by the police was in the early hours of Saturday 27th September 2020 when Antonio called me. He told me that one of the staff had a birthday party at Nakira and it went past 10pm, the Police had then raided it around 12.45am.

I was totally unaware of any event at the premises that night and I certainly would have not allowed any event to run past 10pm.

There are strict COVID regulations been imposed at the premises. The Risk assessment is in place showing that.

The venue has not been ignoring the guidance that the government has been putting out. Some of the guidance is very confusing it needs explaining by the authorities, not taking the heavy-handed approach.

We have provided a copy of our COVID Risk Assessment I have had no feedback from any officer to say that there was a problem. I just feel that the premises were an easy target. We feel that we have been unfairly treated.

Dexter Lasswell

Name:

Dexter Lasswell

Signed:

Date of Incident 25th September 2020

Statement Date 28th September 2020

Mr Hope Samuel Hlala

To whom it may concern,

After finishing my shift on Friday I had to help the other staff to clean up the club, there were some friends of my colleague that remained in the club due to being her birthday, she assured me Kieran was aware of it.

While I was cleaning, I realised the numbers of people inside the building were increasing and the back door was open.

I went to shut the door and alerted the other staff members, we all tried to find out who these people were and asked them to leave but they were ignoring us and being unwilling to leave.

We have talked between us and decided the situation was getting very dangerous so we decided to leave the club before everything escalated.

Sincerely

Signed [REDACTED]
Dated – 28th September 2020

Date of Incident 25th September 2020

Statement Date 26th September 2020

Mr Kieran Costello – DPS

To whom it may concern,

Friday 25th September 2020, I have instructed the DJ to call last orders at half past 9pm, security staff have been instructed to shut the doors at 9.15 and the staff were instructed to start cleaning as soon as the customers were out of the premises.

I have collected the cash from the tills at 21:45 after which a staff member asked for permission for her friends to stay over while she was doing the regular deep clean in preparation for next shift with the other members of staff, being her birthday and never having any issues with her behaviour in the past I have assessed that should be ok.

I left the premises shortly after and security was there as per usual they were supposed to stay and lock up after staff would finish cleaning to also make sure no one was left on site.


The following day I was made aware by the staff that things had clearly come out of control and random people got access to the club via the exit door, despite attempts from staff to get them out they were unsuccessful, felt threatened and have left them inside.

Unfortunately, the door staff was no longer on site and they could not deal with the situation themselves, ultimately resulting on them leaving everyone there and going home.

Due to it being out of hours, my phones were set to do not disturb and didn't receive the phone call from the distressed staff members, resulting in another member of my team being called to lock up the premises.

Further investigations are being carried out to assess as to why this happened, who has initiated invitations to the outside public and prevent any situations occurring going forward. Disciplinary action will be taken once the investigation has been completed.

Sincerely


Signed – Kieran Costello

Dated – 26.09.2020

Contact Telephone 

Date of Incident 25th September 2020

Statement Date 28th September 2020

Miss Ramatoulie Bah.

To whom it may concern,

The club has been shut on Friday at 10pm and myself and the other staff had to stay over to do our usual deep clean in preparation for the next shift, being my birthday some of my friends were in the club during opening times and I have asked permission from the DPS Kieran to allow my friends to stay over and wait for me until I finish the deep clean.

While, me and the staff were cleaning we've noticed the number of people inside the venue were increasing only to realise the exit door was opened, people were also using gas balloons and in spite my attempts to get everyone out no one was leaving.

Most of the people inside become aggressive when they were asked to leave and so I started feeling threatened, I could not get in touch with the DPS, the door staff was also gone, I and the staff started to panic as I couldn't get in touch with anyone so I decided to leave around 12am .

Kind Regards,

Date : 28/09/2020
sign: [REDACTED]
contact: [REDACTED]

Date of Incident 25th September 2020

Statement Date 28th September 2020

Mr Rabi Kisanga

To whom it may concern,

We were closed by 10 pm on Friday and we need to clean up the place.

The only people left in the building were myself, other staff members and a couple of friends of my colleague which had a few people during opening times, she has asked Kieran if they were allowed to wait for her.

While cleaning, the staff members came up to me and told me the back door was opened and other people gained access to the club.

We have tried to talk to them to convince them to leave but they were ignoring us, when we insisted they started raising their voice, tried to push us and walked away from us.

Seeing they couldn't be reasoned with we have tried to get in touch with senior management and security staff but we could not get hold of anyone therefore we decided to think of our safety and leave the club while carrying on to get someone to the club to resolve the issue.

At that point, I have felt it was the right decision as I did not want myself or my colleagues getting attacked or risk something even more serious happening as we did not know who those people were.

Sincerely

Signed

Dated 28th September 2020

Contact Telephone –

Date of Incident 25th September 2020

Statement Date 27th September 2020

Mr Sean Nkala

To whom it may concern,

Friday the club was shut at 10pm and we have started to do the cleaning, some people stayed over as there was my colleague's birthday.

As we were cleaning, we've noticed that some more people we didn't know were walking around through the club with gas balloons, I was trying to find out if anyone knew these people but everyone was unsure and couldn't say.

We have all decided to attempt to get them out of the building, but we were overwhelmed and felt in immediate danger.

I have called everyone I could think of but couldn't get through to anyone, so we have decided to leave the club before things will get even more dangerous.

I carried on calling and trying to make some of the senior staff aware as I was on my way home and finally got in touch to a member of staff of the owner which could get to the club and ensure they can secure the club again.

Sincerely

Signed –

Dated – 27/09/20

Contact Telephone –