

CRE8 Security Ltd

IMPORTANT ADDENDUM TO RISK ASSESSMENT AT LEVANA BAR **– TO BE FOLLOWED ALONGSIDE LEVANA BAR VENUE** **INSTRUCTIONS**

For All Door Supervisors

UPDATED WORKING PROCEDURES @ 9TH JUNE 2023

Crowd Control Barriers must be in place before Bar opens. The barriers will distinguish an ENTRANCE AND EXIT system for all customers.

On Fridays and Saturdays 4 Door Supervisors must be based at the FRONT OF LEVANA BAR in the following positions:-

Door Supervisor 1 – BASED AT EXIT

Door Supervisor 2, 3 and 4 BASED AT ENTRANCE in following positions:-

PLEASE NOTE ALL PATRONS ENTERING LEVANA INCLUDING DJ'S AND DJ'S HELPERS MUST HAVE FULL SEARCH

- **Door Supervisor 2** – Asking each customer for and carefully checking Physical ID – If the DS is unsure about the ID shown that it belongs to the customer we will require a 2nd 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.
- **Door Supervisor 3** – Full Body Search with Hand Held Scan for all customers and Bag Search
- **Door Supervisor 4** – Will double check authenticity of ID through Scanning Machine
- 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

There is now a new Security Team at Levana Bar that will be versed in the requirements of the venue in the areas which have been highlighted to ensure that the stipulations are being adhered to. A basic induction will be done by a Cre8 Security Supervisor and a more indepth induction will be done on site by the Levana Management Team to all members of the Security Team regarding protocols and procedures. In the event of cover guards being used they will also be inducted accordingly on the night. Each Door Supervisor must sign to confirm they have received this training and all Venue Instructions have been read and are understood.

Confirmed By:-

VENUE Management Date

CRE8 Management Date

Approved by T Kassim

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