

## **ID, Search and Entry Procedure**

The new entry procedures (v1 31.07.2023)

SET UP of entry, exit and smoking area to be set up before opening. Ensure that there is a separation between entry, exit and smoking areas.

SIA attendance and numbers (kept under assessment and risk assessed)

Fri from opening (8/9pm) min one SIA; by 9pm +1; by 10pm +2 and by 11pm +1 – min 5 SIA by 23:00.

Sat from opening 4pm min one SIA; by 7/8 + 1 SIA; by 10pm +2 SIA and by 11 Pm +2 SIA – min 6 SIA by 23:00

SIA deployment as set out in the CRE8 Security Ltd Venue & Risk Assessment (dated 09.06.2023)

**Stage 1:** SIA will move along the line reminding persons that only physical ID is permitted and checking ID. No ID means no entry. With NO exceptions.

The key policy for all security, staff (including street promoters) is that there all persons are to have valid ID. Without valid ID there is no entry with no exceptions.

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 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.

SIA are also to review the dress code: No Air Bubble Trainers. No caps or hats. No hoods. No Tracksuits. No football shirts.

**Stage 2:** Searching as set out in the CRE8 Security Ltd Venue & Risk Assessment (dated 09.06.2023).

Each customer will have a Full Body Search with Handheld Scan and Bag Search

**Stage 3:** ID scanner manned by an SIA security person.

All ID will be checked on a Scanning machine.

### **ID Search and Entry Support**

[1] Street Promoter Training

[2] DPS Supervision of the queuing system. The DPS will undertake spot checks and supervision of the queue and the ID operation especially during peak entry hours of 23:30 – 01:30.

[3] Dedicated ID Scanner Supervisor. The premises will employ and deploy a dedicated member of staff to act as the supervisor of the ID scanning unit and ID, Search and Entry system.

All staff will have their SIA Badges/Lanyard visible as well as Hi-Viz Coats/  
Waist Jackets

Implemented - 09.06.2023.

Date of review