



CCTV SYSTEM



**FULL REVIEW HEARING  
MONDAY 1ST OCTOBER 2018**

Following the incident on Saturday 2nd September - Sunday 3rd September involving a fatality of a 19-year-old male: Lab11 has implemented the following updates to the venue, policies and procedures.

Summary:

**CCTV Improvements**

- CCTV camera count increased from 23 to 41 fixed camera positions
- CCTV positions modified with suggested viewing angles
- PTZ (Pan-Tilt-Zoom) camera fitted to venue exterior (Trent St)
- Control / Viewing area in venue office
- Cameras are a mix of 4MP & 5MP, starlight & infrared technology

**Venue Improvements**

- Medical room – Concrete walls boarded, floor fixed and painted
- Enhanced lighting in corridors and reception area
- New external lighting fixtures – Fire exits (Trent St, venue rear), Outdoor walkway

**Security**

- New security provider – Eagle Security
- Security risk assessment (appendix B)
- New search policy and procedure
- Drug detection dogs for at least 3 months – use advised by risk assessment there after

**Anti-Drug Measures**

- Angled surfaces in toilets & corridors
- Oiling of surfaces
- Shortened toilet doors on cubicles
- Anti-drug signage
- #RAVESAFE Campaign
- Welfare Team

**Management & Staff Structure**

- New DPS
- Staff training, refresher training and documentation
- Creation of "Operations Manager" role
- Risk assessment training for director / premises license holder (Oct 2018)

**Updated Policies, Procedures & Forms**

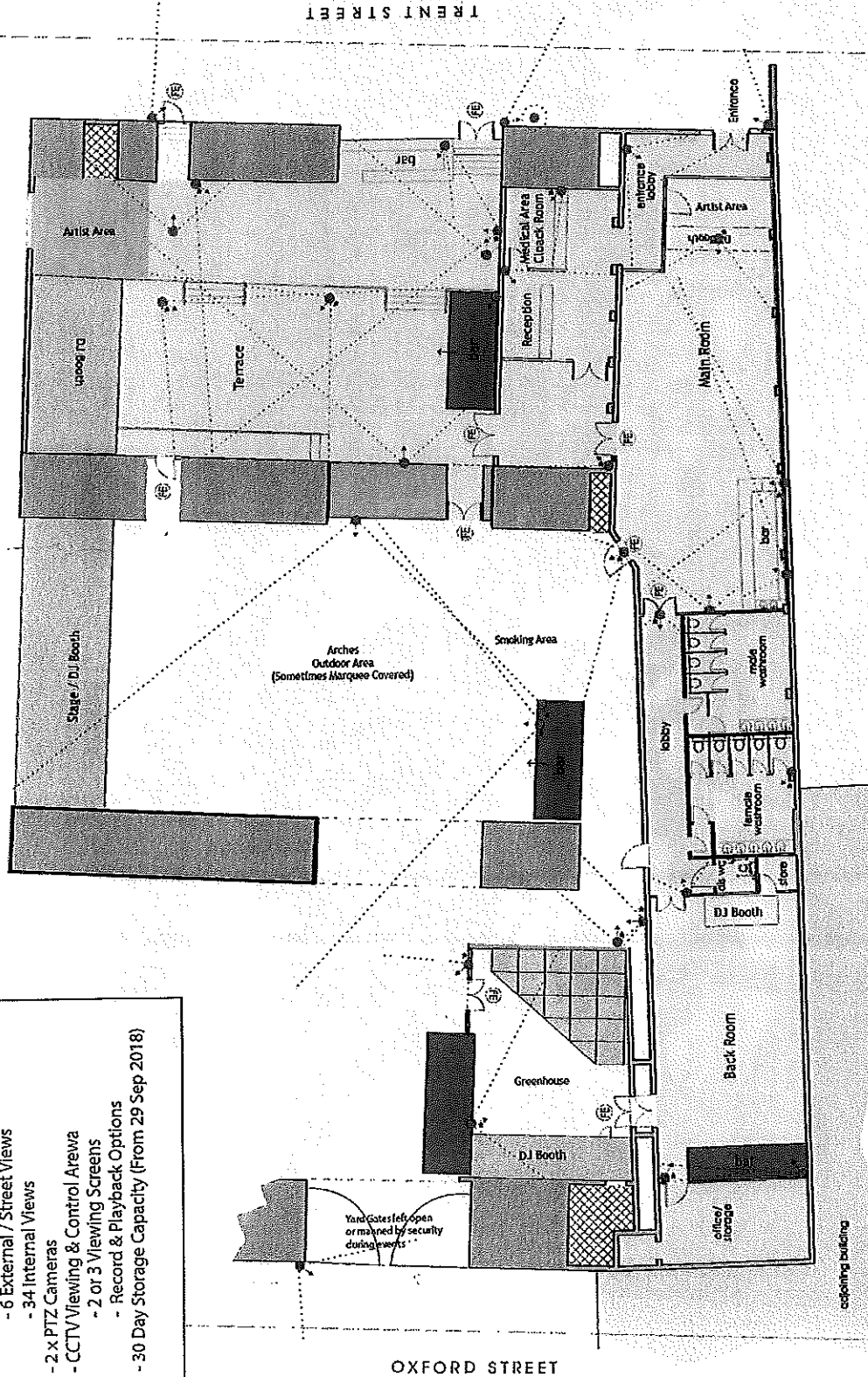
- Management plans
- Risk Assessments (General & Event Specific)
- Health & Safety, Environmental Management, Quality,
- Operational Plan + Evacuation Plan
- Checklists
- Contractor Questionnaire



## CCTV PLAN

- FIXED CCTV CAMERA
- STARLIGHT
- PTZ CAMERA

- HERAS FENCE
- PEDESTRIAN BARRIER
- ACCESS POINT

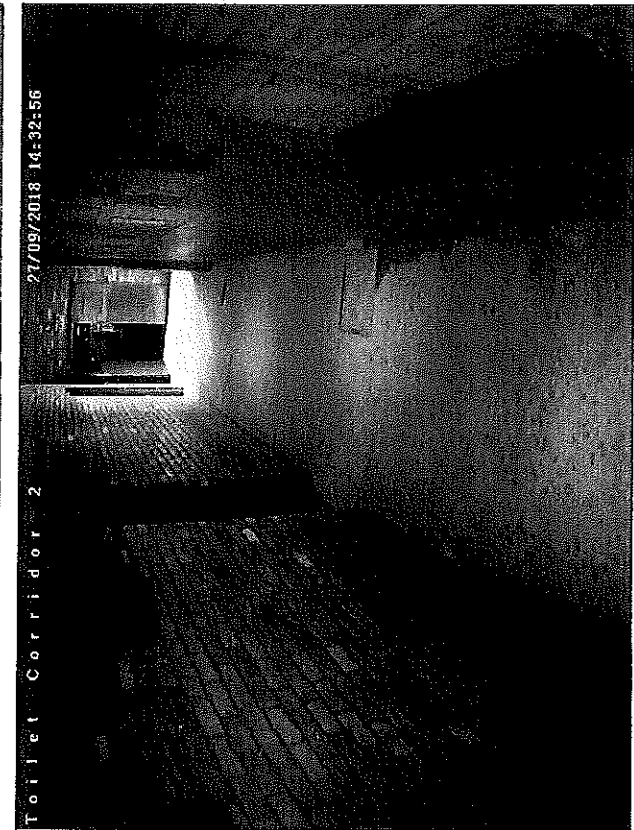
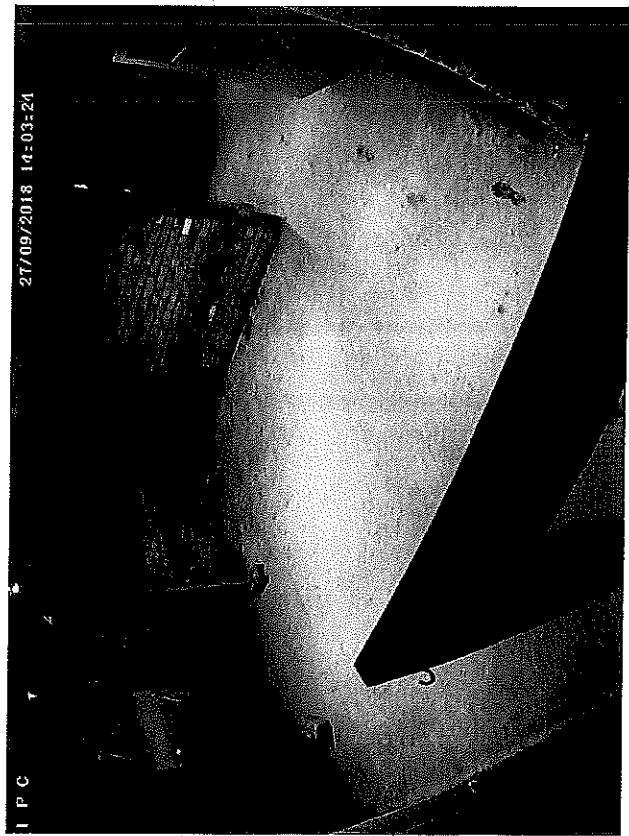
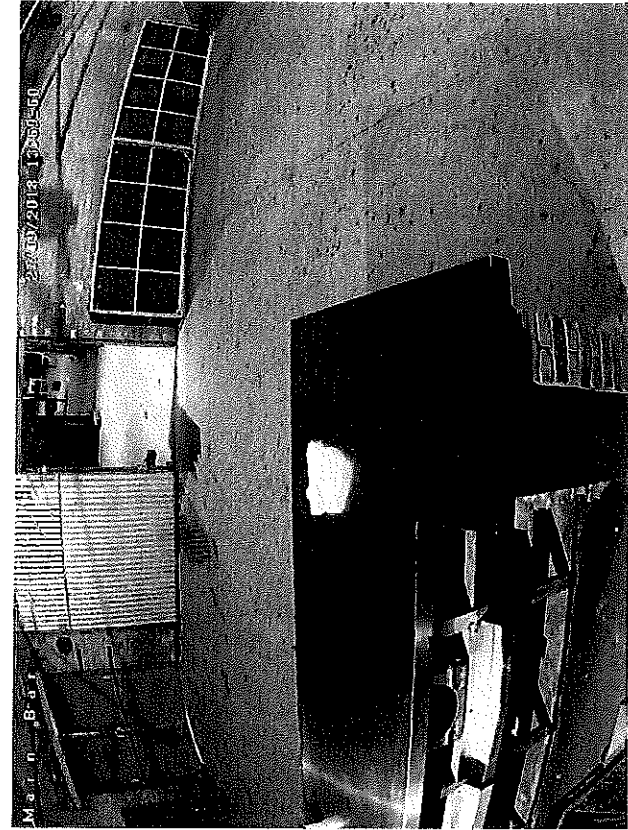
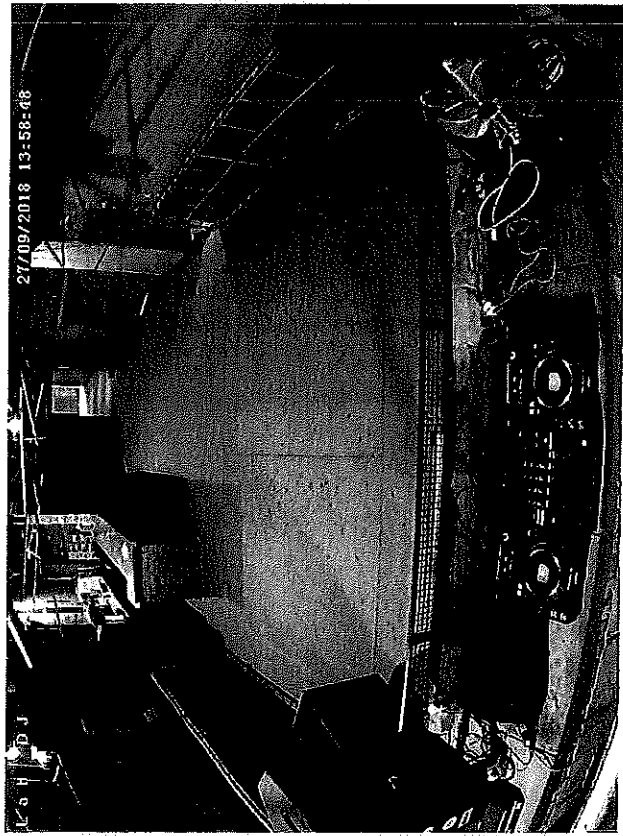


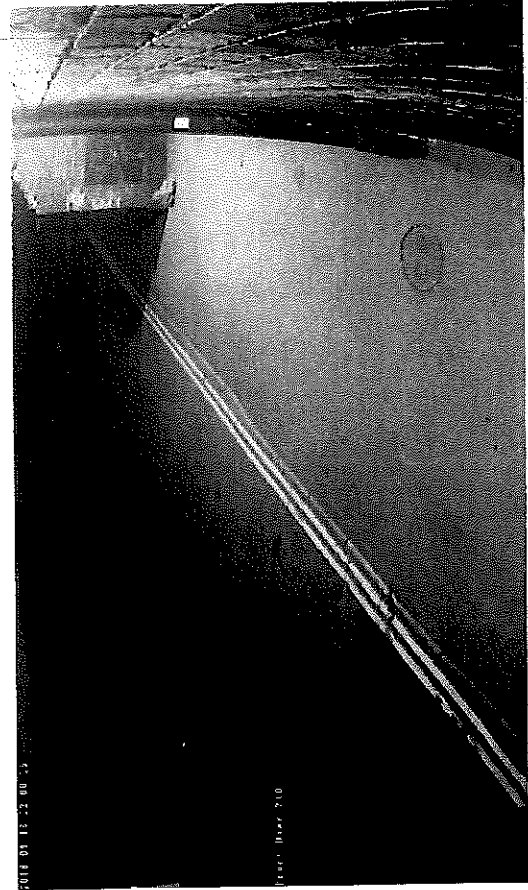
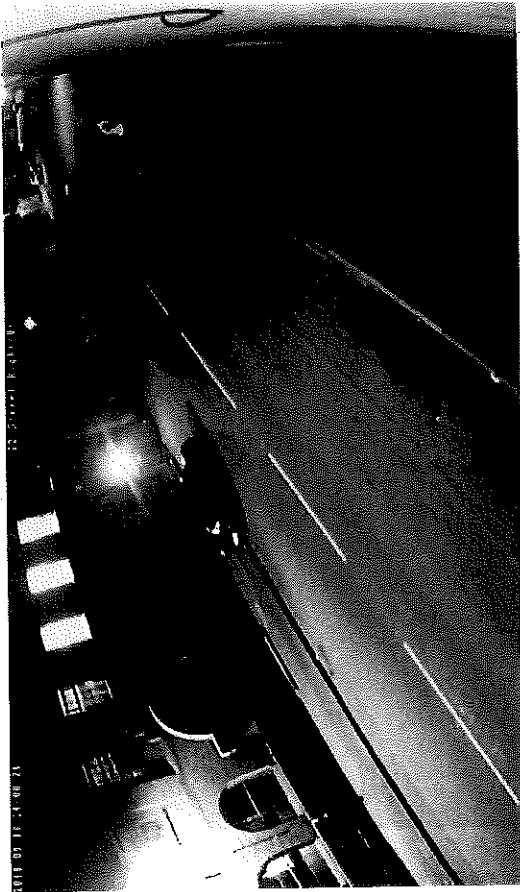
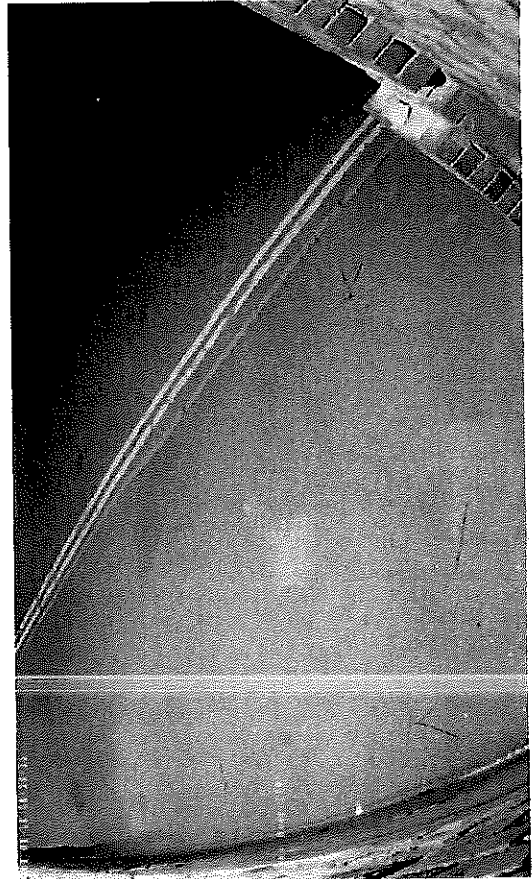
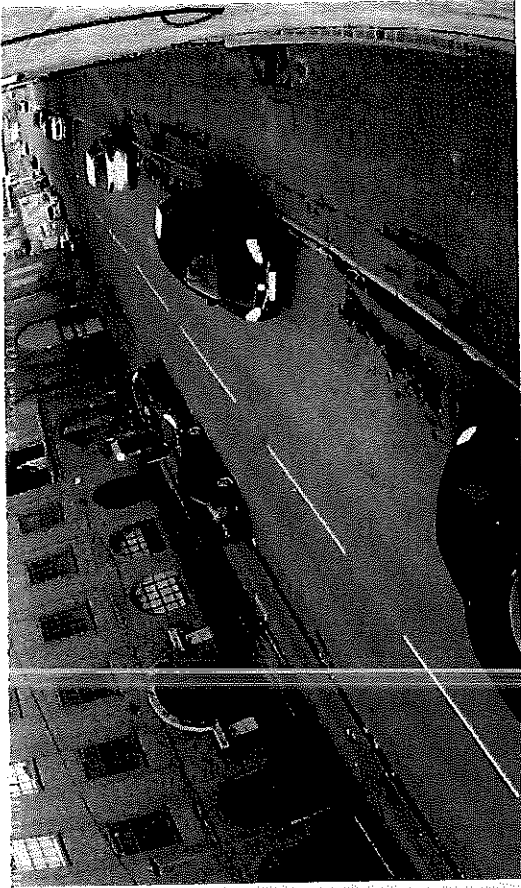
## CCTV SYSTEM SUMMARY

- 40 x Fixed Position Cameras
  - 6 External / Street Views
  - 34 Internal Views
- 2 x PTZ Cameras
- CCTV Viewing & Control Arewa
  - 2 or 3 Viewing Screens
  - Record & Playback Options
- 30 Day Storage Capacity (From 29 Sep 2018)





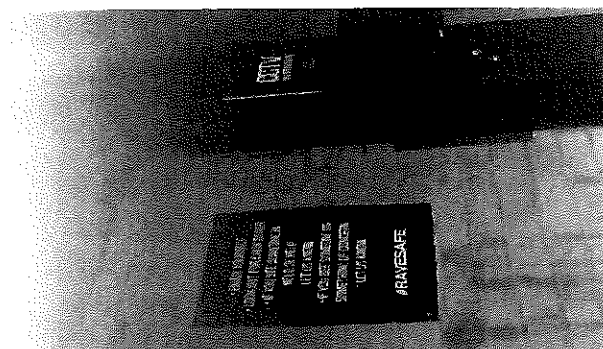
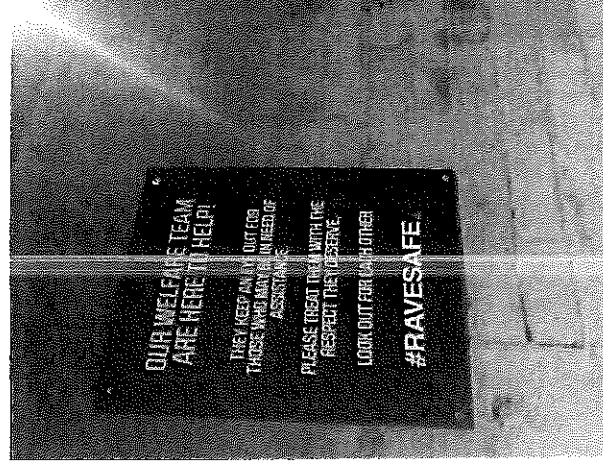
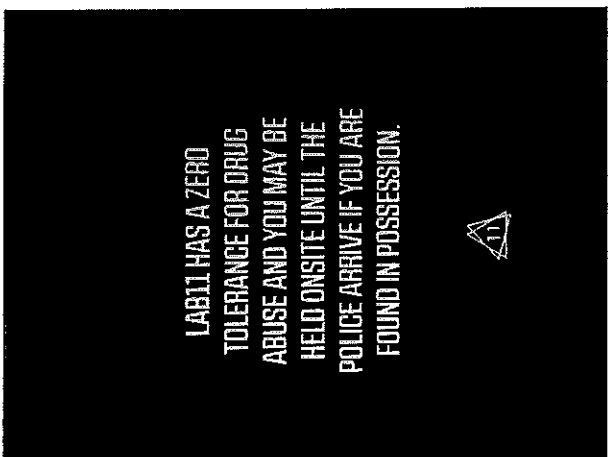
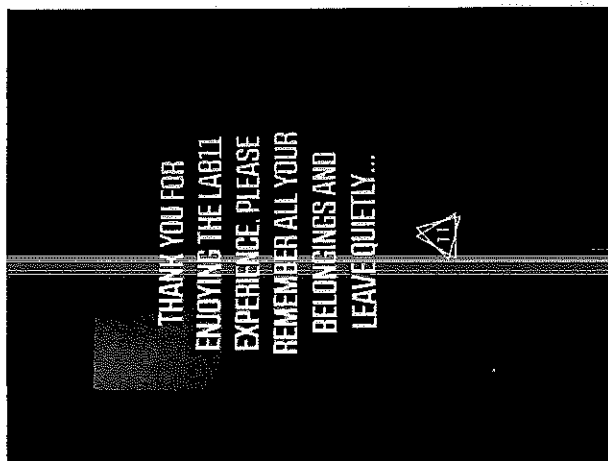
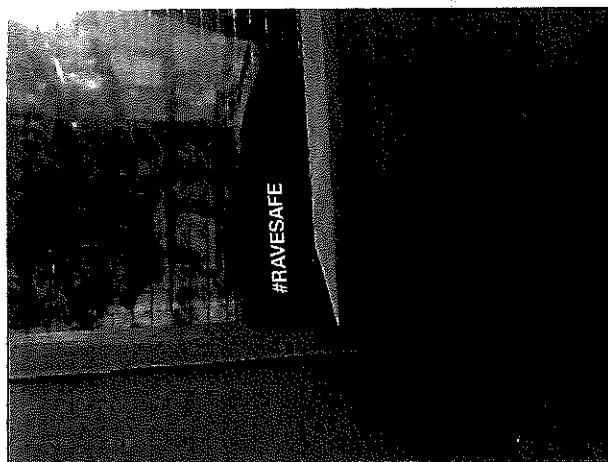




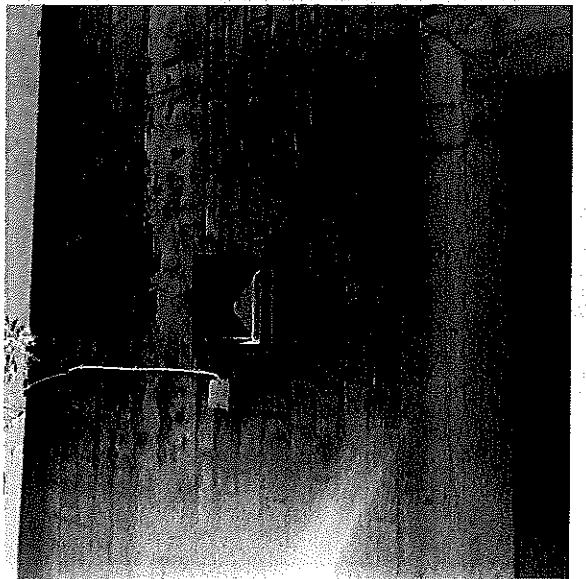
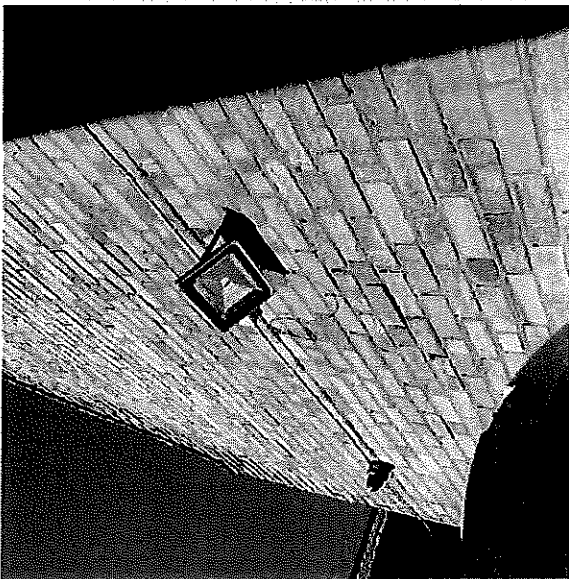
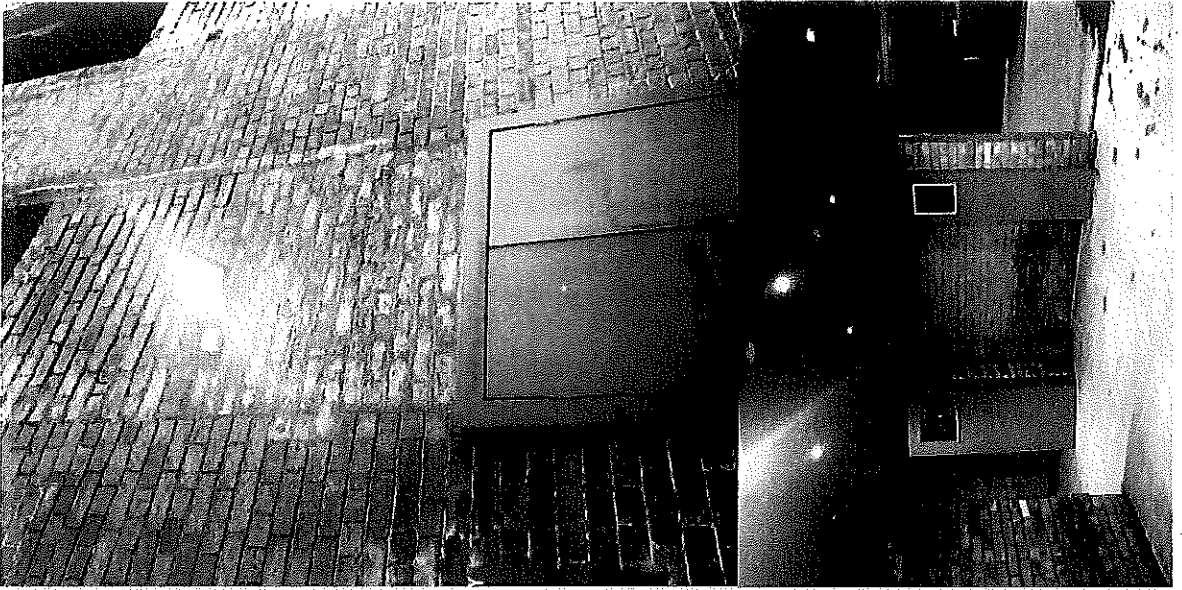


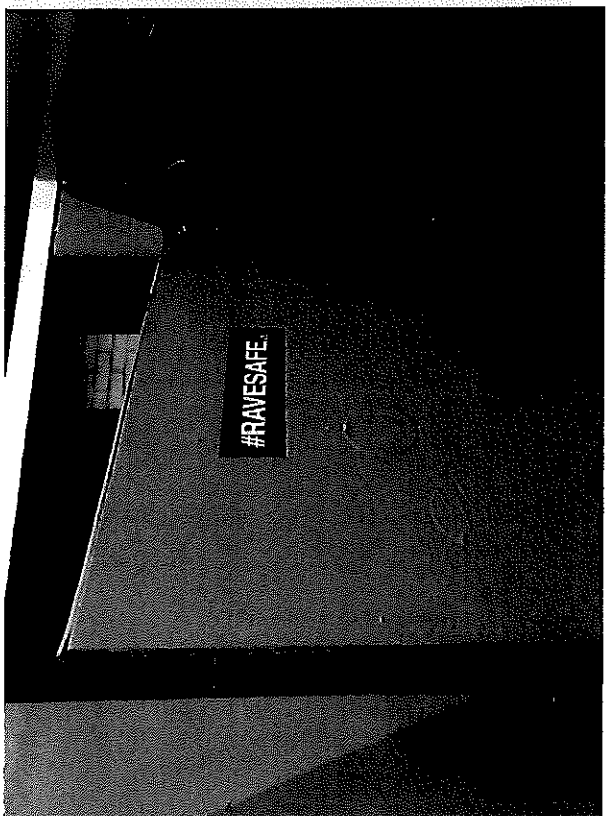
#### VENUE ALTERATIONS SEPTEMBER 2018

- Enhanced lighting in toilet corridors or reception
- Additional LED floodlight fixtures above Trent St fire exit, rear gate, rear fire exit and outdoor walkways.
- Angled surfaces to toilet backs (surfaces to be regularly oiled.)
- Angled surfaces to Lab11 corridor.
- Toilet doors shortened - in progress, complete by Tuesday.
- Toilet lids removed.
- Medic room - boarding of 3 internal walls, skirting, joinery finishing, floor fixes and painting.











# RISK ASSESSMENT

Assessment Ref No:  
EAGLE LAB 11

Head Office:	Wolverhampton Academy	Date Prepared	16/09/2018
Address:	4 Frederick St. Wolverhampton WV2 4DU	Review Date	16/08/2019
Tel:		Created by:	TM
Fax:			
Email:			
Assessment prepared by:	Tomasz Mieruszewski		
Position in company:	Director/Crowd Management Consultant		

Assessment of:	Eagle Security Management Ltd Security And Stewarding Operations LAB 11 Trent St Birmingham B5 5NL
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### Lab11 Entrance Policies

#### Entrance Procedure

1. Customer Profiling / Queue Entry \*
  2. ID Checks \*
  3. Ticket / Guestlist Checks
  4. Crowd Selection \* (Secondary profiling, Decision for entry to be made by operations manager / authorised doorman)
  5. Amnesty Bins \*  
Customers given to option to dispose of any forbidden items into amnesty bins.
  6. Search Area \*
    - Customers asked to place belongings onto search tables. All bag's must be searched.
    - Pat down search + metal detection wand.
  7. Drug Detection Dog \*  
Customers must pass drug detection dog. If dog alerts handler, customer will be subject to enhanced search (see \*ES\*), Dog handler assisted by SIA guard.
  8. Entry into venue
- \* checks made by SIA authorised personal.  
• Female customer searches must be made by a female SIA guard.

Standard policy is no re-entry. If an exception is made, they must follow the search procedure from point 5 onwards. DJ's and promoters must also be searched.



### **\*ES\* - Enhanced Search**

Customers suspect to carrying forbidden items will subject to an enhanced search. The enhanced search will take place in reception or in medical room (if available) - Both areas have CCTV in operation. If neither area is available at least one bodycam should be in operation during ES.

At start of ES - Customers will be asked for their name and to present ID. If ID is presented it will be photographed / recorded in incident report.

If customer is suspected of drug dealing, in possession of weapons, showing violent conduct. Operations manager must be notified - Police will then be called and they will be detained until officers arrive.

- Female customer searches must be made by a female SIA guard.

### **Venue Selective Policies**

The venue reserves the right to create its own entrance policies. The venue or promoter may employ a door picker / steward to uphold crowd selection based on these policies. A promoter or door picker **can not** override a decision to deny entry made by the head doorman.

**Only** the venue operations manager and / or the venue owner can override a decision made by the security provider.

### **Denied Entry / Ejections**

If any customer is denied entry for any of the following excuses an incident report must be filed.

- Intoxication / Drunk & Disorderly
- False / misuse of ID
- Violent Behaviour

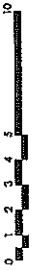
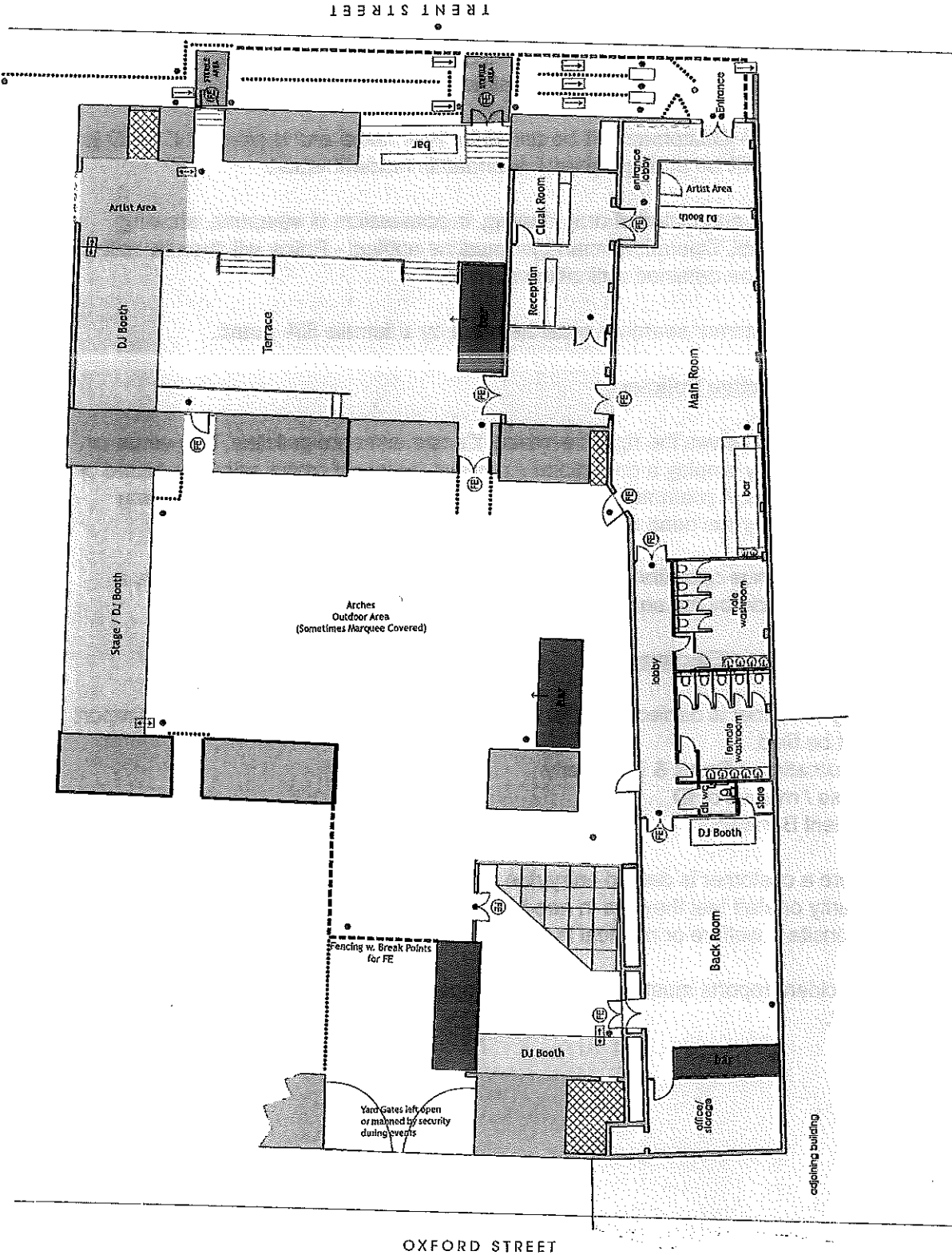
Where a customer is denied entry due to intoxication (drugs or alcohol), if security or staff feel they are in need of assistance, they should be presented to the onsite – welfare or medical team(s).

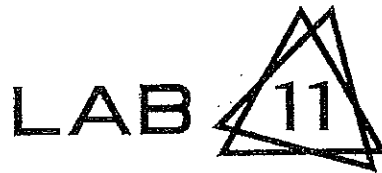
All incident reports must be presented to operations manager at conclusion of event.



- HEAD DOORMAN
- SIA GIARD
- STEWARD
- DOG HANDLER

- HERAS FENCE
- PEDESTRIAN BARRIER
- ACCESS POINT





### Action Plans

#### **Event A:**

- A customer requires medical attention following suspected drug use.
- Medics feel their condition is stable and does not require further or external medical attention and / or medical assistance is no longer required.



***If 2 or more cases of the above occur with same / similar side affects and conditions:***

- The customer is asked what they may have consumed (i.e drugs alcohol) and if they are aware of any pre existing medical condition(s).
- The operations manager will call a meeting with the head doorman and welfare team.
- The conditions / side affects will be discussed.
- The head doorman will brief security based upon the details provided by medics and the customer to watch out for suspected / relative drug consumption / dealing.
- The welfare team will be on alert for further cases / symptoms and be prepared for appropriate action recommended by medical team.

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#### **Event B**

- A customer requires medical attention following suspected drug use  
Medics are concerned for the welfare of the customer and an ambulance or external medical help is required.



**In an isolated / single case(s) take the following action:**

- The customer is asked what they may have consumed (i.e drugs alcohol) and if they are aware of any pre existing medical condition(s).
- The welfare team and / or operations manager will brief any friends / companion(s) of the customer as to their condition and ask if they have any more information on the incident
- The operations manager will call a meeting with the head doorman and welfare team.
- The conditions / side affects / suspected cause will be discussed.
- The head doorman will brief security based upon the details provided by medics and the customer to watch out for suspected / relative drug consumption / dealing.
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**If 2 or more cases of the above occur with same side affects and conditions, take the following action:**

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- The welfare team and / or operations manager will brief any friends / companion(s) of the customer as to their condition and ask if they have any more information on the incident.
- The operations manager will call a meeting with the head doorman and welfare team.
- The conditions / side affects / suspected cause will be discussed.
- A brief statement will be agreed by the operations manager and head doorman raising alert to customers - This will be conveyed to promoters and / or DJs - they will be asked to lower the music, raise house lights and make the statement over the venue PA - this should be done in a way as to not cause panic among customers.

As an example - the statement may include the following content:

"We suspect there is a dangerous batch of drugs (MDMA / Pills etc) on the premises....Description of substances...Please do not consume them....If you have possession of said substances - please present them to your nearest security guard....If you believe you have taken them please visit the reception desk to see a member of our welfare or medical team."

- Where LED / projection screens are in use, the message will be displayed on them if it is possible.
- The head doorman will brief security based upon the details provided by medics and the customer to watch out for suspected / relative drug consumption / dealing. A member of security will be re-deployed to medics room / reception.
- The welfare team will be on alert for further cases / symptoms and be prepared for appropriate action recommended by medical team.

### **Event C**

- When a customer has displayed life threatening symptoms, cardiac arrest, or in the event of loss of life.



#### ***Take the following action:***

- The customer is asked what they may have consumed (i.e drugs alcohol) and if they are aware of any pre existing medical condition(s).
- The welfare team and / or operations manager will brief any friends / companion(s) of the customer as to their condition and ask if they have any more information on the incident.
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- The welfare team will be on alert for further cases / symptoms and be prepared for appropriate action recommended by medical team.

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#### **Event D**

- In the event where 2 cases of loss of life occur.



#### ***Take the following action:***

- The operations manager will call a meeting with the head doorman.
  - An early finish for the event / venue will be enforced - WMP notified of early finish.
  - An agreed statement will be created, released over the PA and customers will be asked to leave the premises in a safe and orderly manner.
- This above **must** be done carefully as to not create panic among customers and staff.*

**For all above events and actions, incident reports must be provided by the venue, security and medical teams.**



## PRE EVENT CHECKLIST

Name of Event:
Opening times:
Expected Capacity:

Sign in sheets present	
Incident report sheets present	
Fire exits unlocked & checked	
Perimeter lighting switched on	
Smoking area lighting switched on	
Queuing system / Fencing complete	
Hazard tape in tact on all relative steps	
Radios & body cams presented to Security	
Radios presents to each operational bar	
Radios presented to medics	
Lab11 Staff briefing complete	
Security Staff briefing complete	
Sound / Light Engineer briefing complete	
Promoter briefing & agreement signed	
Toilet check complete	

Signed
Date
Time
Print Name



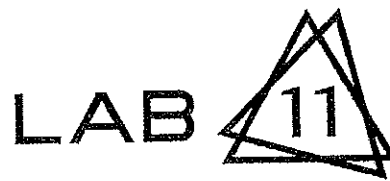
## POST EVENT CHECKLIST

Name of Event:
Opening times:
Expected Capacity:

Sign in sheets returned / complete / filed			
Radios returned			
Temporary cameras / bodycams returned			
Incident reports returned / complete / filed			
Incident Debrief (if neccssary)			
External fencing packed down			
Fire exits locked			
Perimeter lighting switched off			
Smoking area light switched off			
Alarm(s) Set			
Venue managers summery report			

Signed
Date
Time
Print Name





### Welfare Team

Your role within the welfare team is to look out for people in the venue, who may be in need of assistance.

Look out for people with the following signs:

- Staggering / loss of balance / trips & falls / inability to stand
- Inability to keep head balanced / upright
- People asleep / eyes rolling / eyes closed for extended periods
- Visible signs of drug use i.e. powder around nose or witness taking tablets
- Excessive perspiration
- Dribbling
- People sitting on floors or unusual places
- Person(s) who may be vulnerable

#### **A. Observe person of interest for a few minutes, ask yourself - do think they need assistance?**

- Approach the person - introduce yourself as part of the welfare team.
- Ask if they are feeling ok? Have taken any drugs? Consumed too much alcohol? Any known medical condition?
- Ask if they are part of a group / with friends / accompanied by anyone?
- Observe their reactions & responses

#### **B. Rate their welfare based on the following risk factor:**

- 1 - Low risk**, the customer is coherent, in a fit enough state to look after themselves.
- 2 - Medium risk**: the customer is not sober but mostly coherent, would be advisable if they were in the company of another person(s).
- 3 - Potential risk**: the customer is not fully in control of their actions and is clearly intoxicated / under the use of drugs and / or alcohol. Conversation is possible, but maybe not easy.
- 4 - Risk**: The customer has lost control of basic functions and mostly unstable. Speech and conversation is difficult or not possible.
- 5 - Danger**: The customer appears medically unwell, has fallen down, appears in pain or unconscious.

**C. Act upon your observations and risk ratings:**

**Risk 1** - No action required

**Risk 2** - approach their friends / companion(s) discuss your concerns, ask them to keep an eye on their condition

**Risk 3** - Take them to a chill out / seating area / Offer them some water / Raise your concerns to their friends or companion(s) and ask them to keep an eye on their condition

**Risk 4** - Alert security - ask for assistance to lead / take them to the medical room - Raise your concerns to their friends or companion(s)

**Risk 5** - Alert Security & medics immediately - Radio for assistance - Proceed to medical room

**D. Report**

When risk 4 or 5 has been observed, please complete a venue incident report and present to operations manager.

**Other:**

If you witness any acts of intimidating, predatory or violent behaviour, drug dealing, vandalism or theft - alert security immediately. Do not approach them person(s) in question directly. This is not your responsibility.

**Look out for each other**  
**Consumption of alcohol is forbidden during shifts**  
**Move actively around the venue**  
**Be friendly & approachable**

I hereby declare I have received the welfare team briefing and read all of the above.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**#RAVESAFE** 

# #RAVESAFE

Developing on the WMP suggestion re, welfare walkers within the venue: I am working on an awareness campaign #RAVESAFE. Our focus will be to highlight the dangers of drugs / unknown substances, safety and the welfare on offer within Lab11 and encourage peer-peer care.

My initial communication on social media received a huge amount of interest and i have received over 200 applications for involvement. We are in the process of interviewing / filtering applications with a view to create an agency of welfare / support officers. Once tried and tested within Lab11 and our other events, we may offer this service out to other organisations.



See attached:  
Welfare Induction / Instructions PDF  
T Shirt / Uniform  
Welfare Signage  
#Ravesafe stickers

I am in talks with a number of high profile DJ's and artists to create social media content - videos / interviews and imagery promoting the #RAVESAFE tag and safety awareness. The promoters, DJs and Staff at Lab11 will be contributing and assisting with the campaign.

Where intelligence is received on dangerous drugs such as specifically branded MDMA tablets, we will communicate risks through our social media channels and on posters within the venue. This will be on a danger / backline basis only (we will not be promoting the use of drugs)



**William Power**

17 September at 11:43 ·  

I'm creating a welfare team for Lab11 and other venues across the UK and looking for people who would be interested in joining us / looking for some part time work at weekends & events.

It will involve roaming between open areas / rooms and keeping a look out for people who may be in need of assistance - this may be as simple as sitting down, getting them some water, talking to them, or if needs be liaising with other venue staff.


This is not a security / medical role, it's a... [See more](#)

  420

52 Comments 185 Shares

 Like

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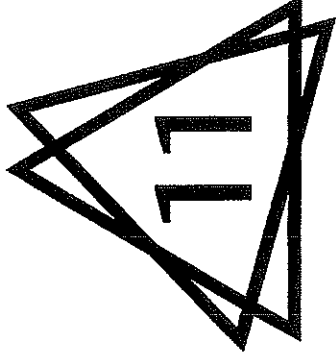
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# General Risk Assessment 2016

# LAB



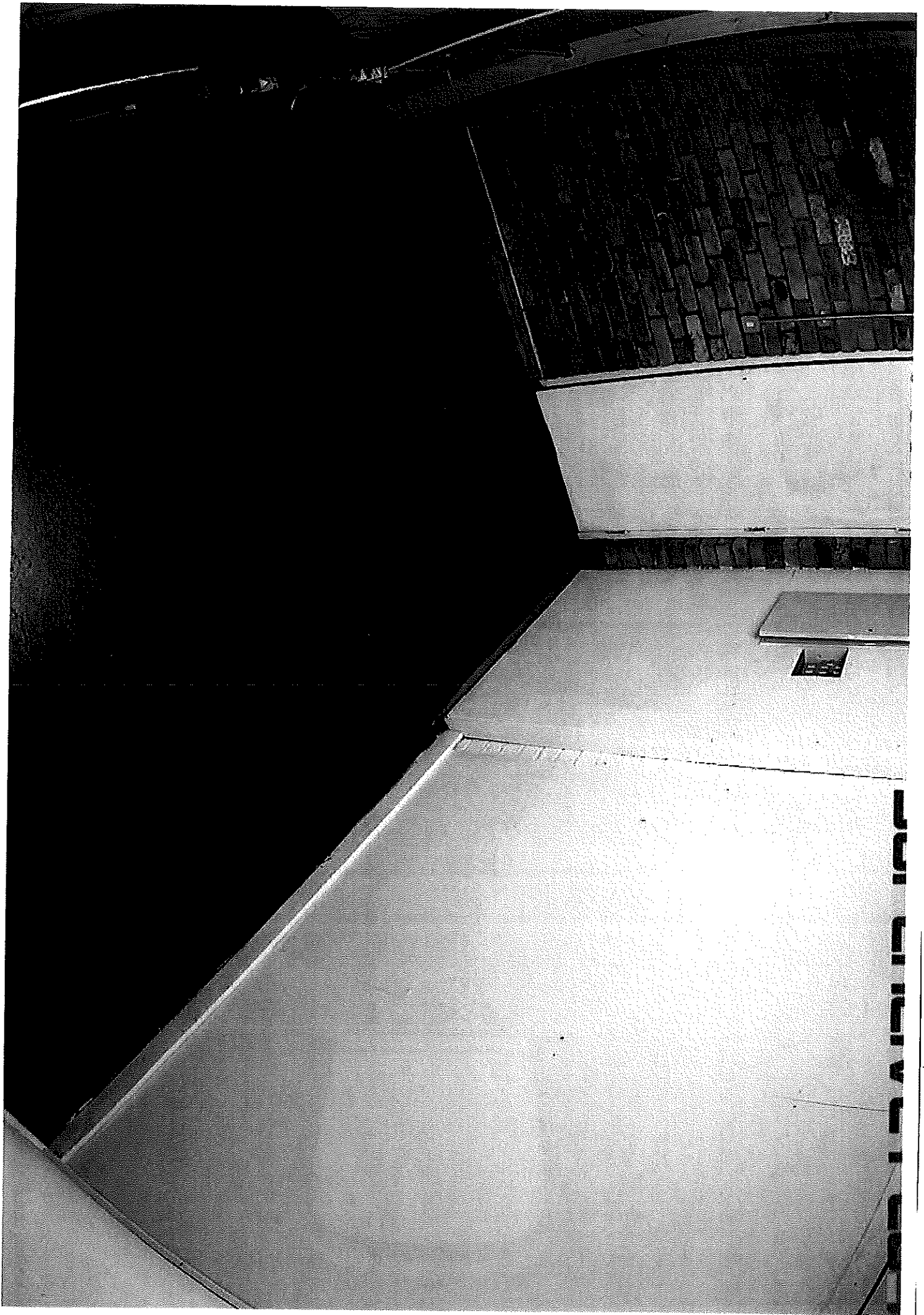
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Date	14.09.2018
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*H A Overton & Associates*

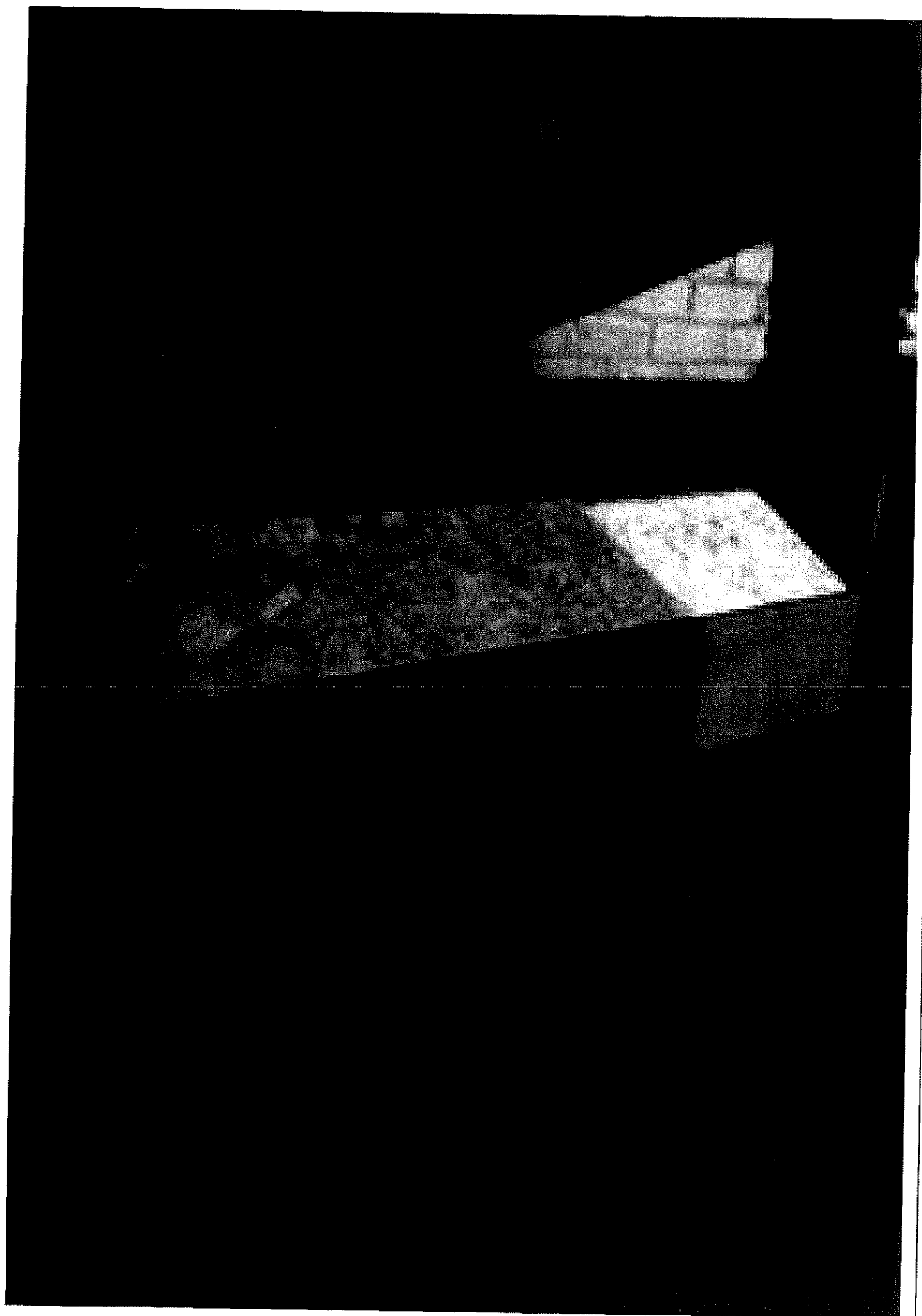
*Dedicated to providing a new dynamic  
realistic and sensible approach to Management  
and H&S support for organisations.*

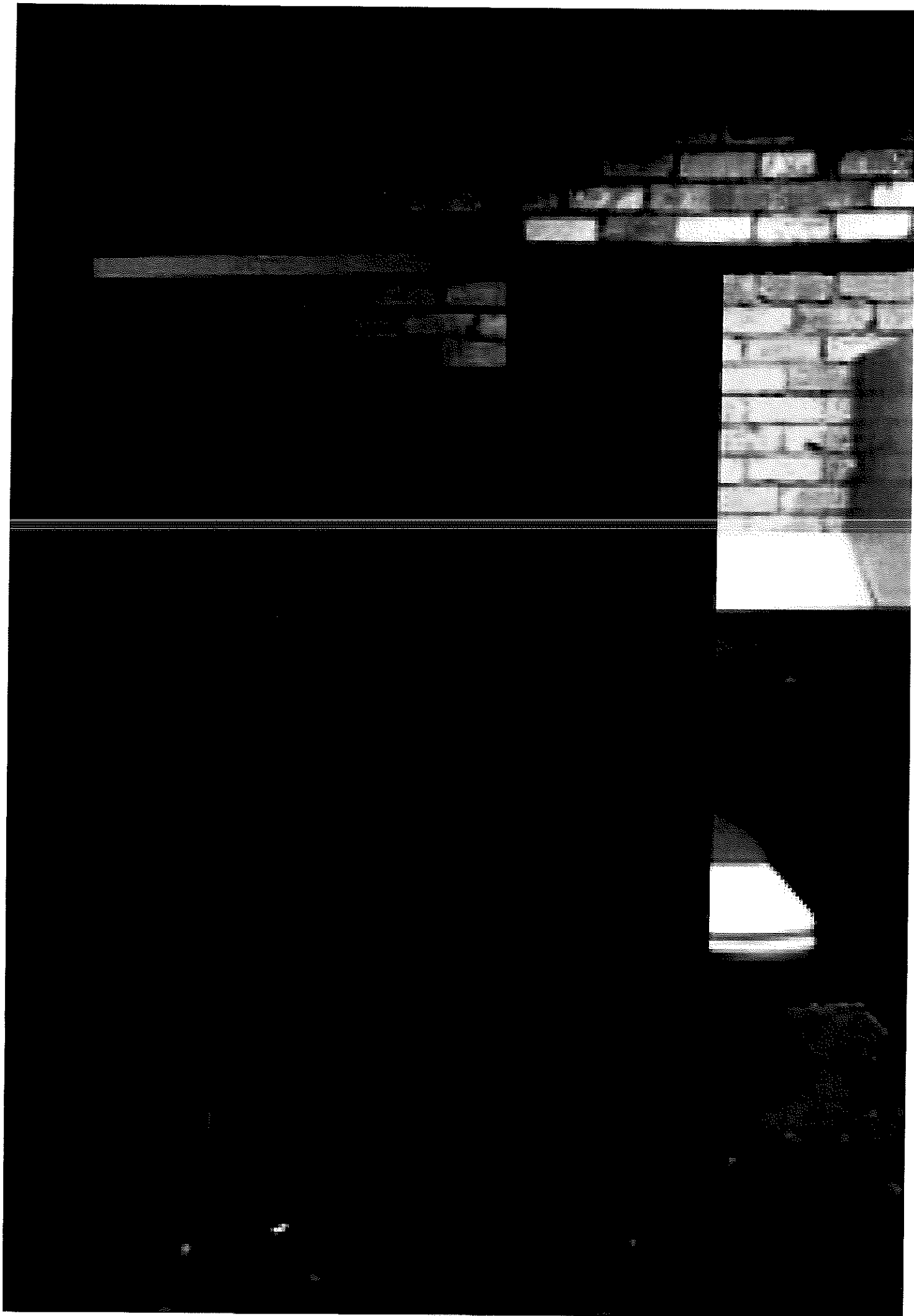




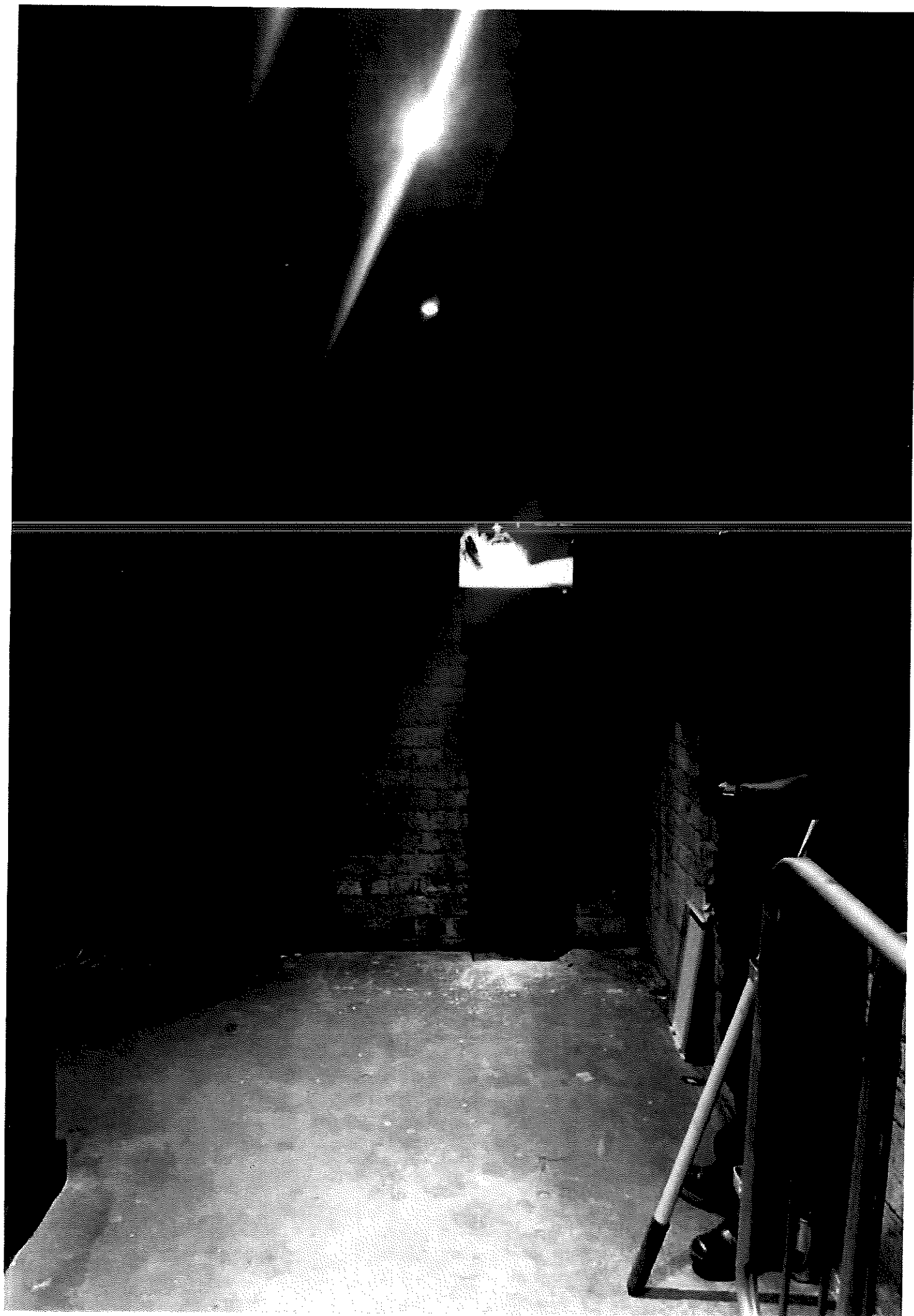


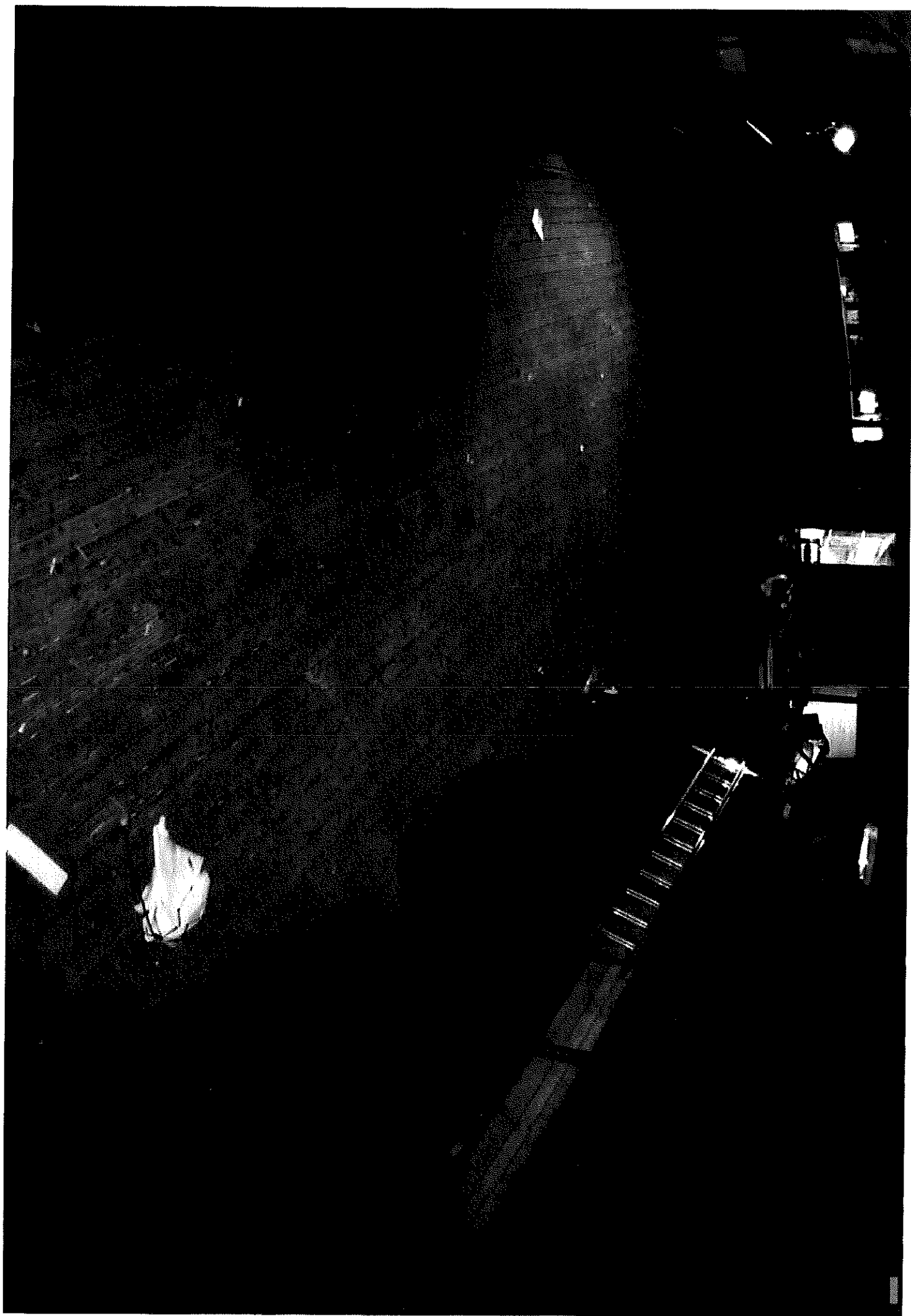


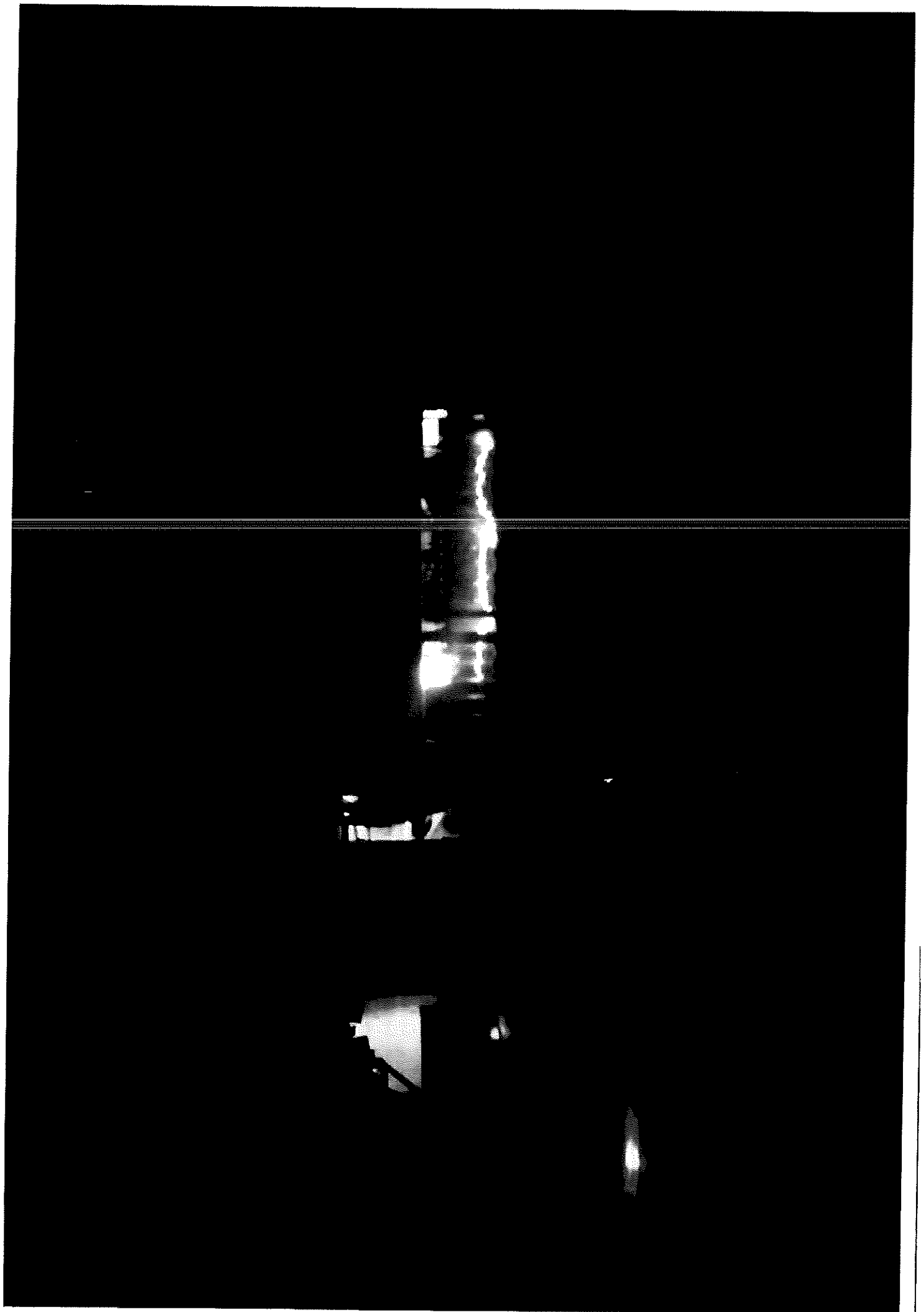


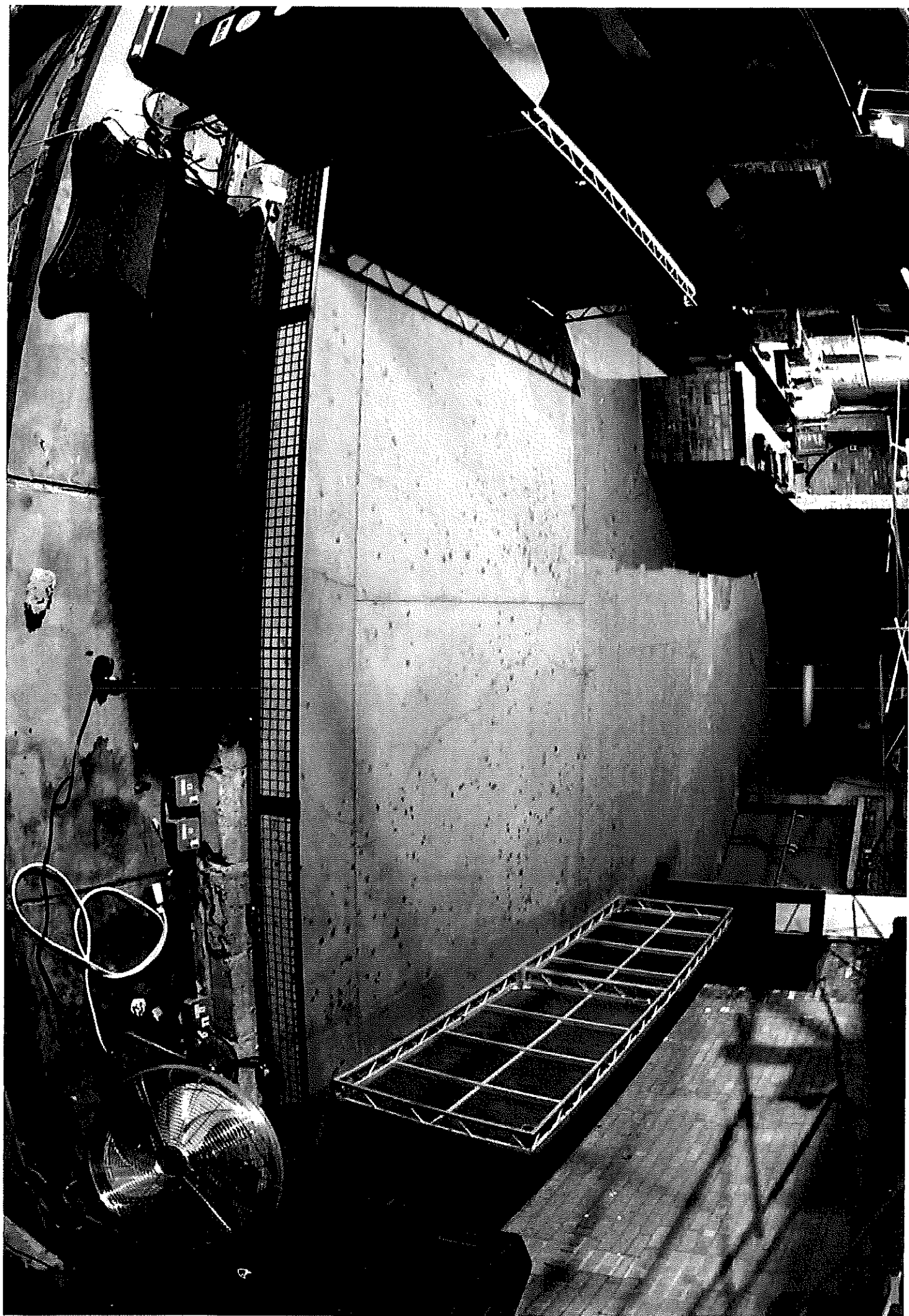


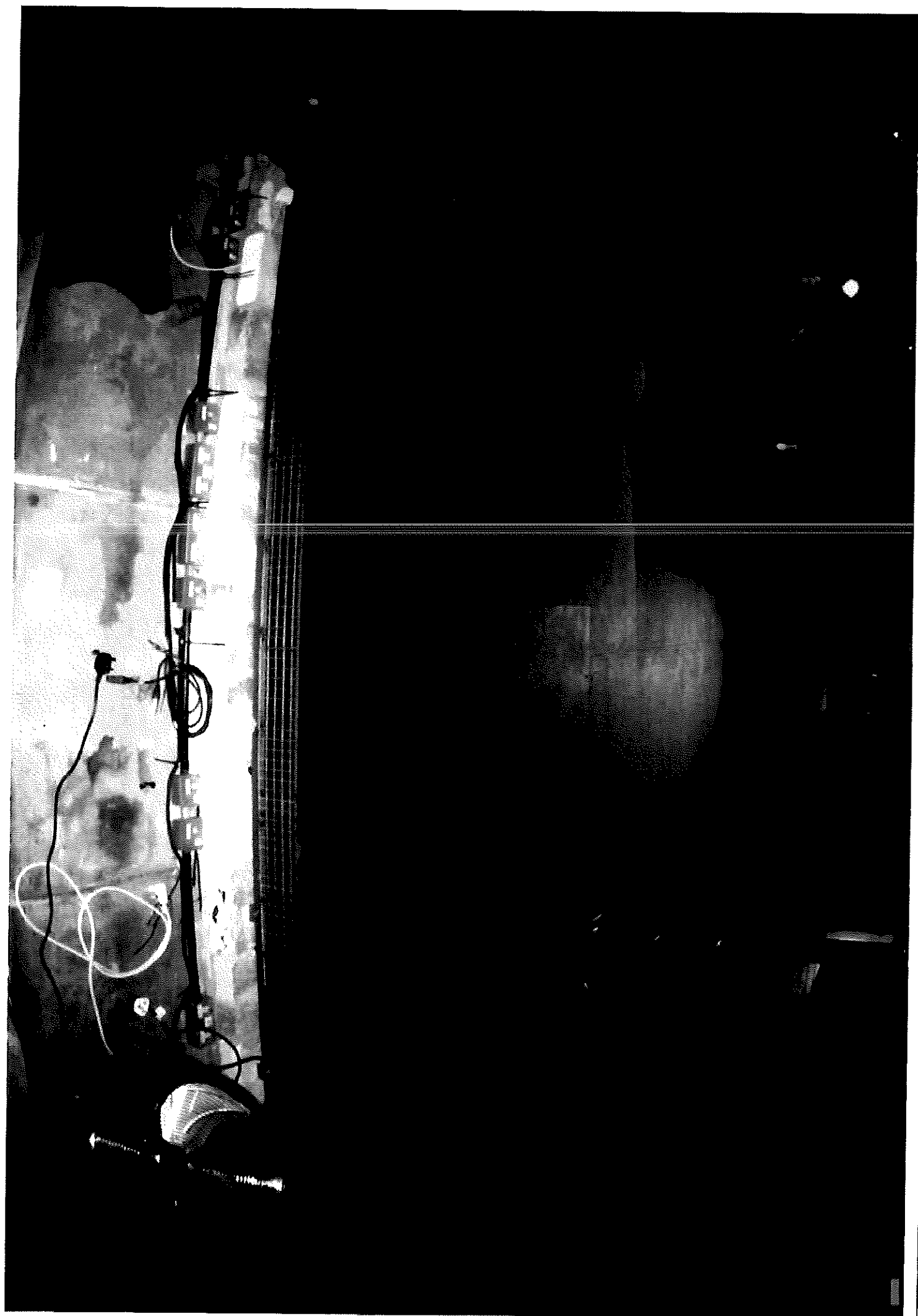
















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Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**#RAVESAFE** 

**OUR WELFARE TEAM  
ARE HERE TO HELP!**

**THEY KEEP AN EYE OUT FOR  
THOSE WHO MAY BE IN NEED OF  
ASSISTANCE.**

**PLEASE TREAT THEM WITH THE  
RESPECT THEY DESERVE.**

**LOOK OUT FOR EACH OTHER**

**#RAVESAFE** 

WELFARE  
TEAM




- ENJOY YOURSELF
- LOOK OUT FOR EACH OTHER
- IF YOU SEE SOMEONE IN  
NEED OF HELP  
\* LET US KNOW \*
- IF YOU SEE SOMEONE OR  
SOMETHING OF CONCERN  
\* LET US KNOW \*

**#RAVESAFE** 



**William Power**

17 September at 11:43 ·  ▼

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420

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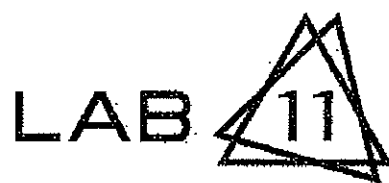
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### PRE EVENT CHECKLIST

Name of Event:
Opening times:
Expected Capacity:

Sign in sheets present	
Incident report sheets present	
Fire exits unlocked & checked	
Perimeter lighting switched on	
Smoking area lighting switched on	
Queuing system / Fencing complete	
Hazard tape in tact on all relative steps	
Radios & body cams presented to Security	
Radios presents to each operational bar	
Radios presented to medics	
Lab11 Staff briefing complete	
Security Staff briefing complete	
Sound / Light Engineer briefing complete	
Promoter briefing & agreement signed	
Toilet check complete	

Signed
Date
Time
Print Name



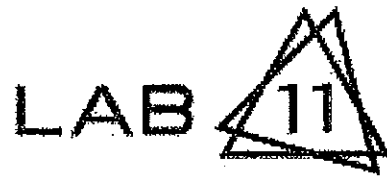
## POST EVENT CHECKLIST

Name of Event:
Opening times:
Expected Capacity:

Sign in sheets returned / complete / filed			
Radios returned			
Temporary cameras / bodycams returned			
Incident reports returned / complete / filed			
Incident Debrief (if necessary)			
External fencing packed down			
Fire exits locked			
Perimeter lighting switched off			
Smoking area light switched off			
Alarm(s) Set			
Venue managers summary report			

Signed
Date
Time
Print Name





### TOILET CHECKLIST

The following checks must be complete every hour of operation

BABY OIL APPLIED TO SINK SURFACES  
CUBICLE LOCK CHECKS  
TOILET ROLLS IN PLACE

CHECKED BY:	DATE	TIME	SIGNED

## **LAB11 ENTERTAINMENT VENUE**

### **EMERGENCY EVACUATION NOTICE**

#### **NOTICE FOR D.J.s**

- On receiving information that the area must be evacuated, immediately announce the following message over the P.A. system:-

**“Due to circumstances beyond our control, please immediately leave the area via the nearest exit, following the instructions of the security staff.**

**Take your belongings with you, if safe to do so. Do not re-enter the area until instructed by a member of the security staff.”**

- Repeat this message without putting yourself at any danger -  
**DO NOT TAKE PERSONAL RISK.**

### Operational Plan

- During hours of operation there will be a number of SIA registered door supervisors positioned at the entrance of the event to monitor people entering the venue. Lapel cameras will be in operation and full CCTV.
- All drinks will be decanted into plastics at all times whilst the event is in operation.
- There will be an appropriate number of DPS or Personal License holders working within the venue and on each bar during the operation of the event.
- CCTV will be available for 31 days covering all areas in use of LAB11. Lapel cameras will also be used on the front entrance.
- Appropriate number of team members will be on shift to ensure that all areas are kept safe and legal including spillages and any potential bottle necking within the event.
- Appropriate numbers from clickers will be recorded and filled in the door log book to ensure the venue does not go over the agreed capacity. Other areas such as the terrace and toilets will be monitored and clickered to not allow these areas to go over their capacity.
- Music within the event will be monitored from an on site sound technician. Hourly decibel readings will be taken and recorded for reference and to adjust levels if needed.
- The venue will operate in accordance with the appropriate fire risk assessment.
- All SIA Registered door supervisors will be required to wear Hi-Vis on the entrance and also inside the venue.
- A large queuing system will be in place (highlighted on the map) to ensure guests are admitted into the venue as safely as possible.
- A full noise management policy (enclosed in application) will be in operation on the night to ensure noise pollution is to the minimal possible.
- All door supervisors will communicate via a colour system
  - Green: Area checked and all clear / all ok after a suspected incident.
  - Amber: Small disturbance / possible disturbance (2/3 door staff needed)
  - Red: Incident requiring more support (door staff in close proximity to attend)
  - Black: Major incident / Police assistance also needed (Manager to call 99)

### Emergency Procedure – Medical Assistance

- All door team will be in communication via radios to communicate any type of incident.
- There will be first aid kits fully stocked and available on each and every bar.



- UK Medical will be attending the night and will be stationed outside the event on the car park opposite the site.
- All cases will be either moved to the designated first aid area within the venue or taken out to UK Medical situated outside the venue. Once in these areas the person in question will be assessed and appropriate action taken as deemed necessary by door staff or management team.
- If emergency services are required, then a call will be made to 999.
- A member of door staff will meet the ambulance crew and escort them to the appropriate area, they will also assist in helping the ambulance remove the injured party.

#### **Emergency Procedure – Disturbance**

- All door staff have the discretion to decide on that level of disturbance is.
- All levels of disturbance will be graded on the previously mentioned scheme. (Red/Amber/Green/Black)
- Full searching will take place throughout the night. Anyone found with drugs or weapons will be detained and handed over to the police.
- If the police are required to attend the event it will be the responsibility of the DPS to call on 999 or 101 depends on the severity of the situation.
- The operator on the phone will be told which entrance to use, the police will be greeted by a member of the door team that will explain the situation fully.

#### **Emergency Procedure – Fire**

- LAB11 will be operating as per the fire risk assessment enclosed in this application.
- Smoking will not be permitted within the venue in accordance with the UK Law, a designated smoking area will be located outside the side of the venue clearly labeled on the map enclosed in this application.

#### **General Manager/Door Supervisor:**

- In the event of the alarm being activated a full evacuation of the premise will be ordered.
- Once the alarms sound the sound will automatically lower to half volume until a member of management can assess the risk. Emergency lighting will automatically kick in.
- To call 999 and summons fire service – advising on which entrance to use.
- Instruct people to leave via the nearest exit using the microphone behind the DJ console. All fire exits will be clearly labeled in accordance with UK standards.
- Door staff to shepherd guests out of the venue to the meeting point



- To await fire service at the main entrance to the premises

#### **Team Members – Bar**

- On hearing the alarm evacuate the area you are working in a safe, calm and orderly manner helping and advising customers to leave via the nearest exit.
- Once the immediate area of work is evacuated leave the premises by nearest fire exit and assemble at assembly point – Car Park
- For unsupervised areas, e.g. toilets, a designated member of staff should clear the area in the event of an evacuation, if its safe to do so.

#### **All Employees**

- Close all doors behind you.
- Last person evacuating the area to close emergency fire exit to prevent re-entry and contain the fire.
- No staff or guests to re-enter premises until the 'all clear' has been given by the Fire Service.



## STAFF FIRE NOTICE

### EVERYONE MUST ALWAYS:

- Prevent fire occurring by being careful with all sources of heat (smoking, heating and electrical appliances etc.)
- Know the means of escape provided from the premises.
- Be familiar with the fire routine and obey fire notices.
- Keep exits and staircases unobstructed.
- Keep fire doors closed.

### SHOULD YOU DISCOVER A FIRE:

1. On discovering fire make everyone in the building aware. Raise the alarm by breaking the nearest fire alarm glass. Check all toilet and remote areas have been cleared.
2. Warn people in the vicinity of the fire.
3. Try to extinguish the fire by using the nearest appropriate extinguisher if trained to do so. BUT DO NOT TAKE PERSONAL RISK, OTHERWISE LEAVE THE BUILDING.

### ACTIONS TO BE TAKEN BY STAFF IN THE CONTROL ROOM:

- On hearing the fire alarm, the person in charge of the Control Room to check the fire alarm panel to immediately identify the zone in the venue that the fire alarm has actuated.
- The Control Room must then contact, via radio, the security staff in that zone to identify if there is a fire situation and order the staff in the area to carry out an inspection to find out what may have caused the alarm to actuate.
- Meanwhile, other Control Room staff must contact all security and inform them that the fire alarm has activated, and they must take up their positions as a full evacuation may be about to take place.
- The sound control team will already know that the fire alarm has actuated as the music volume will have reduced. They must contact the stage and inform them that an evacuation may be required soon.



- If the Control Room is informed that there is no fire situation in the area of the alarm actuation (this must be within a time period of the maximum of 2 minutes) they must then try to reset the fire alarm. If the fire alarm resets they must make the decision as to whether they still require the building to be evacuated.
- If the fire alarm will not reset or the all clear has not been received within 2 minutes the venue must be evacuated.
- The sound control, security staff and staff must be told to evacuate the building.
- The sound control or stage must read out the Evacuation Notice if safe to do so.
- The venue Control Room must call the Fire Service.

#### CALLING THE FIRE SERVICE:

Lift the receiver and dial 999.

When the exchange operator replies give call distinctly:

**'FIRE AT:**

**LAB11**

**Trent Street**

**Birmingham B5 5NL**

Do not replace receiver until the address has been correctly repeated to you.

#### EVACUATION PROCEDURE:

- Security staff and venue staff are to supervise the evacuation from their areas, informing the public to proceed to the nearest Emergency Exit and proceed to the Assembly Point.

**Assembly Point:**

**Trent Street, Birmingham B5**

- Staff must not allow people to re-enter the building.

## LAB 11

- On the arrival of the Fire Service a senior member of the Control Room staff must meet them and the Officer-in-Charge must be informed that all are safe or their last known position.
- The venue must not be re-occupied until the all clear is given by the emergency services.





# DANCE FLOOR CHECK SHEET

NAME OF PREMISES:

DAY AND DATE:

TIME OF INSPECTION	SPILLAGES CLEARED YES/NO	CUPS CLEARED YES/NO	STRAY ITEMS CLEARED YES/NO	COMMENTS	PERSON INSPECTION AREA (PRINT NAME & SIGNATURE)
20.00					
20.30					
21.00					
21.30					
22.00					
22.30					
23.00					
23.30					
24.00					
00.30					
01.00					
01.30					
02.00					
02.30					
03.00					
03.30					
04.00					
04.30					

By signing above I can confirm that I have been trained and that I understand what I have to look out for to ensure that the dance floor is always safe and clear of any tripping/slipping hazards. I will ensure that all spillages are cleared up straight away and I will always pick up bottles and glasses.



## Pre Event Safety Check List

Check off the relevant items ticking off either Yes, No or N/A as applicable. Make comments as required for further action.

Name of the event:	Venue:
Inspected by:	Date:

Traffic movement (Vehicular & Pedestrian)	Yes	No	N/A	Comments
External traffic signage in place?				
Vehicular access and egress to site suitable size, surfacing and appropriately signed?				
Pedestrian access and egress to site suitable size, surfacing and appropriately signed?				
Drop off points clearly signed and suitable?				
Is there clear access for emergency vehicles?				
Is there clear on site directional signage for vehicle movements including no entry signage?				
Site speed limits clearly signed?				
Are there any areas of concern?				
Site Signage				
Informational signage in place e.g. entry, exit, toilets, food, camping, information point etc?				
Restricted / Hazardous areas clearly signed?				
First Aid clearly signed?				
Fire safety signage in place e.g. fire call point, fire evacuation procedures, fire exit, fire assembly point, fire fighting equipment etc?				
Staging & Platforms				
Have all stages, platforms, rigging etc been inspected and signed off by a competent person?				

## Pre Event Safety Check List

Electricity & Generators				
Have all Generators been signed off by a competent person?				
Are generators sited on flat level ground and easily accessible?				
Is access to generators restricted and are suitable barriers in place to prevent unauthorized access?				
Is there adequate fire fighting provision in place?				
Is the immediate area clear of other hazards e.g. fuel sources, general waste, slip & trip hazards etc?				
Are RCD's fitted as applicable				
Does portable electrical equipment have an in date PAT certificate?				
Are all cables routed in such a manner so as to minimize slip & trip hazards etc?				
Is all equipment suitable for the environment in which it is being used e.g. outdoors?				
Have temporary installations been certified to BS7909				
Gas Safety				
Do all gas appliances have the relevant, in date safety certification?				
Are all cylinders correctly connected, sited and stored with restricted access?				
Is the relevant signage in place				
Barriers & Fencing				
Has all the fencing and barriers been signed off by a competent person?				
Are barriers and fences of a suitable type and fit for purpose?				

## Pre Event Safety Check List

Are there sufficient numbers of supports in place for 'long runs'?				
<b>Welfare Facilities</b>				
Are there sufficient toilets for the event? (as per the event safety plan)				
Is there an emptying & cleaning schedule in place?				
Is there a sufficient supply of ancillary items e.g. paper, soap, hand washing facilities etc?				
Are units placed on a flat level surface and stable?				
Is there adequate provision for disabled persons?				
Is there adequate provision of free drinking water?				
<b>Fire Safety</b>				
Are there suitable arrangements in place for raising the alarm?				
Are all emergency exits clear, suitably signed and lit as applicable?				
Is there adequate provision of fire fighting equipment?				
Is there a cleaning schedule in place to prevent the build-up of combustible materials?				
<b>Medical provision</b>				
Is there a suitable and sufficient level of medical cover in place for the event? (as per the event safety plan)				
Are first aid posts clearly signed and accessible?				
Are there any areas of concern?				

## Pre Event Safety Check List

Marquees				
Have all marquees been signed off by a competent person? (ie MUTA Checklist inspection carried out)				
Are exposed stakes and ropes clearly marked and covered appropriately?				
Has any flooring been laid evenly minimizing slip or trip hazards				
Are fire safety measures in place? (As per the event safety plan)				
Are facilities in place to measure wind speeds?				
Are there any areas of concern?				
Inflatable's				
Have all inflatable's been signed off by a competent person?				
Are operators members of the PIPA scheme				
Does equipment bear a PIPA tag which is in date?				
Is the unit appropriately anchored?				
Are exposed stakes and ropes clearly marked and covered appropriately?				
Are there any areas of concern?				
Lighting				
Is there a suitable level of illumination for work and circulation areas?				
Has the installation/erection been signed off by a competent person?				
Has all lighting been tested at night?				
Are there any areas for concern?				
Waste Management				

## Pre Event Safety Check List

Is there an adequate supply of waste bins?				
Is there an emptying & cleaning schedule in place?				
Are skips sited in an area where they don't create an obstruction, are in a secure area and have restricted access?				
Are there any areas of concern?				
Extremes of weather				
Are provisions in place to protect staff from excess heat/cold?				
Are provisions in place for dealing with excess mud or flooding?				
Is there provision in place for monitoring wind speeds?				





### Pre Event Safety Check-List






## Glass Collecting Procedure

### Equipment

- Uniform: always be in uniform and distinct from the customers.
- Basket/Bucket: carry a basket or bucket with you at all times.
- Blue Roll: always carry blue roll/cleaning material with you in your basket or bucket
- Floor checklist: always carry your floor checklist and a pen with you
- Mop and wet floor sign: in a prominent place (glass wash area).

### Procedure

- Walk the floor(s) in a route that covers all areas of the venue including toilets, dance floors and walkways. This should be done as often as possible, at the most half hourly
- Look for spillages and any items littering the floor. If you see glasses, pick them up and put them in your basket/bucket
- If you see spillages mop them up with blue roll/cleaning material immediately. If the spillage requires further cleaning mop it and put a wet floor sign in place as necessary
- On a half hourly basis sign off your floor check sheet and note any spillages/litter removed
- At the end of the night hand your floor check sheet to your line manager/General Manager

## PREMISES SAFETY CHECKLIST

### Premises safety checklist

Y N

#### 1. Perimeter security

- Are our external areas well lit? ..... •
- Does this lighting cover all areas, i.e. no dark spots? ..... •
- Do we have real CCTV cameras monitoring the perimeter? ..... •
- If not, have we purchased dummy cameras as a deterrent to trespassers? ..... •
- Are any walls, fences and gates intact? ..... •
- Are they fit for their purpose, e.g. keeping out trespassers? ..... •
- Where gates are in use, are they on strong padlocks? ..... •
- Do we lock all ladders away? ..... •
- Have we used or considered the use of anti-climb paint? ..... •

#### 2. Building security

- Have we reduced access to roof areas as much as possible, e.g. by storing pallets away from easy access routes? ..... •
- If our roof is constructed from a fragile material, have we displayed "fragile roof" warning signs in prominent places? ..... •
- Are all external doors constructed from a robust material? ..... •
- If not, have we provided additional measures, such as metal roller shutters over lightweight doors? ..... •
- Does any glazing in doors comply with the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992**? ..... •
- Are final exit doors fitted with good quality locking devices, e.g. to BS 3621: 2004? ..... •
- If not, have we taken other security precautions in the form of:
  - padlocks? ..... •
  - key locking bolts at the top and bottom? ..... •
  - metal cross bars? ..... •
- Do we keep all windows properly secured? ..... •
- Are all windows fitted with security locks? ..... •

**Premises safety checklist (cont.)**

**Y N**

**2. Building security (cont.)**

- If not, have all ground floor windows subject to easy access been fitted with locks? • •
- Do we store high value goods on our premises? ..... • •
- If so, are they kept in an area where additional protection has been made, e.g. security grilles or metal shutters? ..... • •
- Are other openings, such as service hatches and skylights kept secure? ..... • •
- Do we have intruder alarms fitted? ..... • •
- If so, do they cover all areas, including out buildings? ..... • •
- Are they maintained as necessary? ..... • •

This checklist has been completed to the best of my knowledge:

Signed: .....

Date: .....

Corrective action taken by: .....

Date: .....

**Note: This checklist is to be retained on file for at least three years.**

## VISITOR SAFETY CHECKLIST

Visitor safety checklist	Y	N
• Do we keep records of any visitors attending our premises? .....	<input type="checkbox"/>	<input type="checkbox"/>
• If so, does this involve signing a visitors' book at the time of arrival? .....	<input type="checkbox"/>	<input type="checkbox"/>
• Is it our current policy to issue visitors with any form of identification? .....	<input type="checkbox"/>	<input type="checkbox"/>
• If so, do we require visitors to sign out at the end of their visit? .....	<input type="checkbox"/>	<input type="checkbox"/>
• Have we carried out a risk assessment of the areas to which visitors are allowed to have access? .....	<input type="checkbox"/>	<input type="checkbox"/>
• If so, do we restrict access to areas where hazardous operations are carried out? ...	<input type="checkbox"/>	<input type="checkbox"/>
• If appropriate, do we have warning notices to indicate any danger to the public? .....	<input type="checkbox"/>	<input type="checkbox"/>
• Where the public do have access, are the traffic routes:		
- clearly identified? .....	<input type="checkbox"/>	<input type="checkbox"/>
- free of obstructions? .....	<input type="checkbox"/>	<input type="checkbox"/>
- well lit? .....	<input type="checkbox"/>	<input type="checkbox"/>
- suitable for disabled visitors? .....	<input type="checkbox"/>	<input type="checkbox"/>
• Are the public walkways segregated from any vehicles? .....	<input type="checkbox"/>	<input type="checkbox"/>
• If visitors, such as service engineers, need to access these areas, do we give them information on the hazards present? .....	<input type="checkbox"/>	<input type="checkbox"/>
• If visitors are on our premises for longer than an hour, do we make them aware of our emergency evacuation procedures? .....	<input type="checkbox"/>	<input type="checkbox"/>
• Do we have procedures for the evacuation of disabled visitors? .....	<input type="checkbox"/>	<input type="checkbox"/>
• Do we carry out regular tests of our fire alarm system? .....	<input type="checkbox"/>	<input type="checkbox"/>
• Do we test our emergency evacuation procedures? .....	<input type="checkbox"/>	<input type="checkbox"/>

This checklist has been completed to the best of my knowledge.

Signed: .....

Date: .....

Corrective action taken by: .....

Date: .....

**Note: This checklist is to be retained on file for at least three years.**

# Accident/Incident Report and Investigation

Personal Details	Surname	Forenames	Pay/Wage Number	DOB	Age	Occupation/Job Title	Dept/Employer
	Home address						
	Date and time of accident		Date and time reported		Time started work		Time finished work
Injury Details and Treatment	Nature of Injury		Other Health/Injury Observations		Has the casualty consumed: 1. alcohol or 2. Medication?		1. <input type="checkbox"/> Yes <input type="checkbox"/> No 2. <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> First aid	<input type="checkbox"/> Sent home	<input type="checkbox"/> Referred to G.P.		<input type="checkbox"/> Referred to Occ. Health		
	<input type="checkbox"/> Sent to hospital	<input type="checkbox"/> Health centre	<input type="checkbox"/> Work with restrictions		<input type="checkbox"/> Other		
	<input type="checkbox"/> Fatal	<input type="checkbox"/> Major injury	<input type="checkbox"/> Disabling injury		<input type="checkbox"/> Occupational illness		
	<input type="checkbox"/> Minor Injury	<input type="checkbox"/> Lost time	<input type="checkbox"/> Damage only		If damage, state what below		
	<input type="checkbox"/> Head <input type="checkbox"/> Arm <input type="checkbox"/> Foot	<input type="checkbox"/> Eye <input type="checkbox"/> Hand <input type="checkbox"/> Internal	<input type="checkbox"/> Trunk <input type="checkbox"/> Finger <input type="checkbox"/> Multiple		<input type="checkbox"/> Back <input type="checkbox"/> Leg <input type="checkbox"/> Hearing		
<input type="checkbox"/> Struck by <input type="checkbox"/> Machine <input type="checkbox"/> Electrocution	<input type="checkbox"/> Struck against <input type="checkbox"/> Vehicle <input type="checkbox"/> Hand tool	<input type="checkbox"/> Trip <input type="checkbox"/> Substance <input type="checkbox"/> Respiratory		<input type="checkbox"/> Fall from height <input type="checkbox"/> Burns/scald <input type="checkbox"/> Other			
Account of the Incident	Explain clearly how the accident occurred						
Witnesses	First aider's signature			Injured person's signature			
	Name and address of witness			Name and address of witness			
Controls	Was there a safe system of work for this job/task?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the person trained in the system of work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the safe system followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Was a permit necessary for this job/task?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the relevant permit issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the person authorised to do the work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Was the person experienced in the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the person wearing the prescribed P.P.E.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the job/task authorised/supervised?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Unsafe Acts and Unsafe Conditions	<input type="checkbox"/> Unsafe use of tools/equipment <input type="checkbox"/> Failure to wear P.P.E. <input type="checkbox"/> Unsafe position/posture <input type="checkbox"/> Safe System of Work not followed <input type="checkbox"/> Operating without authority <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Using unsafe tools/equipment		<input type="checkbox"/> Rendering guards/safety devices inoperable <input type="checkbox"/> Horseplay <input type="checkbox"/> Tampering <input type="checkbox"/> Defective tools/equipment/substances <input type="checkbox"/> Inadequate guards/safety devices <input type="checkbox"/> Poor housekeeping/stacking <input type="checkbox"/> Unsafe design/construction		<input type="checkbox"/> P.P.E. not provided <input type="checkbox"/> Inadequate lighting <input type="checkbox"/> Unsafe access/egress <input type="checkbox"/> Poor environment/temperature extremes <input type="checkbox"/> Poor job/task design <input type="checkbox"/> Distractions		
	<input type="checkbox"/> Poor personnel selection <input type="checkbox"/> Inadequate training/information <input type="checkbox"/> Inadequate tools and equipment <input type="checkbox"/> Inadequate purchasing standards <input type="checkbox"/> Inadequate job/task design <input type="checkbox"/> Inadequate safe system of work <input type="checkbox"/> Improper modifications/substitution <input type="checkbox"/> Mechanical/electrical failure		<input type="checkbox"/> Inadequate engineering standards <input type="checkbox"/> Inadequate maintenance/repairs <input type="checkbox"/> Inadequate safety inspections <input type="checkbox"/> Poor company culture <input type="checkbox"/> Poor housekeeping/congestion <input type="checkbox"/> Excessive noise/vibration <input type="checkbox"/> Poor workstation design/layout <input type="checkbox"/> Inadequate spare parts		<input type="checkbox"/> Wear and tear <input type="checkbox"/> Poor weather conditions <input type="checkbox"/> Substandard materials/substances <input type="checkbox"/> Production pressures/costs <input type="checkbox"/> Inadequate contractor controls <input type="checkbox"/> Inadequate supervision/leadership <input type="checkbox"/> Inadequate emergency measures <input type="checkbox"/> Low safety profile		
Contributory Factors	<input type="checkbox"/> Lack of knowledge/skill <input type="checkbox"/> Poor motivation/attitude <input type="checkbox"/> Avoiding discomfort <input type="checkbox"/> Wilful deviation from		<input type="checkbox"/> Fatigued/incapacitated <input type="checkbox"/> Peer group pressure/approval <input type="checkbox"/> Illness/stress/physical problem <input type="checkbox"/> Attempt to gain or save time		<input type="checkbox"/> Alcohol or medication use <input type="checkbox"/> Failure to appreciate risks <input type="checkbox"/> Failure to plan <input type="checkbox"/> Carelessness/boredom		

Instructions/SSOW			
<b>Recommendations</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Review personnel selection  <input type="checkbox"/> Review job/task training  <input type="checkbox"/> Conduct risk assessment  <input type="checkbox"/> Revise/develop SSOW  <input type="checkbox"/> Implement permit to work  <input type="checkbox"/> Improve job/task design  <input type="checkbox"/> Retrain/reinstruct                 </div> <div style="width: 30%;"> <input type="checkbox"/> Improve communication  <input type="checkbox"/> Post warnings/signs  <input type="checkbox"/> Install guards/safety devices  <input type="checkbox"/> Implement worker/job observation  <input type="checkbox"/> Improve maintenance/repairs  <input type="checkbox"/> Revise safety inspections/monitoring  <input type="checkbox"/> Review materials/substances                 </div> <div style="width: 30%;"> <input type="checkbox"/> Retrain others  <input type="checkbox"/> Improve tools and equipment  <input type="checkbox"/> Improve selection of contractors  <input type="checkbox"/> Improve worker attitudes  <input type="checkbox"/> Review issue of PPE and wear rate  <input type="checkbox"/> Improve housekeeping/work environment                 </div> </div>		
	Detail the recommendations to prevent a recurrence		
<b>Summary of Recommendations</b>			
<b>Manager Comments and Approval</b>			
<b>Implementation of Recommendations</b>	Manager's signature		Date
			By when
			Date completed
<b>Review of Action Taken</b>			By whom
			Frequency date
<b>Managing Directors Signature</b>			MD's signature
			Date
<b>RIDDOR</b>	Is this incident notifiable to the HSE under RIDDOR? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
	Has form F2508 been sent? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	When?	By whom?
<b>Costs</b>	Approximately what has this accident cost?		£
Signature of Investigating manager		Signature of Exec. (safety)	

## Health and Safety Inspection

Location

Date of check

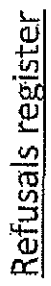
Checked by

Unsafe act or condition	Tick if checked	Remarks
<b>1. Floors:</b> <i>Slippery surfaces</i> <i>Spillages</i> <i>Frayed or uneven carpets</i> <i>Obstructions</i> <i>Tripping hazards</i> <i>Receptacles</i>		
<b>2. Stairs:</b> <i>Covering in good condition</i> <i>Slippery</i> <i>Defective handrails</i> <i>Obstructions</i> <i>Well-lit</i> <i>Handrails</i>		
<b>3. Passages and doors:</b> <i>Obstructions</i> <i>Stiff doors</i> <i>Defective handles</i> <i>Door wedges</i> <i>Sighting panels</i>		
<b>4. Windows:</b> <i>Stiff, worn or broken fastenings</i> <i>Cracked or broken glazing</i> <i>Clean</i>		
<b>5. Lighting:</b> <i>Adequate</i> <i>Well positioned</i> <i>Faulty lamps or switches</i>		
<b>6. Furniture:</b> <i>Unsafe position</i> <i>Open drawers</i> <i>Protruding chairs</i> <i>Sharp or rough edges</i> <i>Loose, worn or broken parts</i>		
<b>7. Ventilation:</b> <i>Is the atmosphere free from:</i> <i>Exhaust/ solvent fumes</i> <i>Unpleasant odours</i> <i>Draughts</i>		

<b>8. Fire precautions:</b> <i>Appliances checked</i> <i>Access to appliances</i> <i>Restricted access to exits</i> <i>Alarms tested</i> <i>Sufficient fire drills</i>		
<b>9. Storage:</b> <i>Untidy</i> <i>Causing obstruction</i> <i>Unstable (top of lockers etc.)</i> <i>Steps available for high storage</i> <i>Fire hazard</i>		
<b>10. Electrical:</b> <i>Are regular checks carried out on:</i> <i>Trailing leads</i> <i>Appliances in good condition</i> <i>Condition of plugs, sockets and leads</i>		
<b>11. First Aid:</b> <i>Box fully stocked</i> <i>First aiders listed</i>		
<b>12. VDU's:</b> <i>Are they free from glare and reflection</i> <i>Adjustable chairs</i> <i>Work position 90 degrees to screen</i> <i>Screen clean</i>		
<b>13. Cleanliness:</b> <i>Clear of accumulated trade waste</i> <i>Floors clean</i> <i>Paint / solvent container lids secure</i>		
<b>14. Tools and equipment:</b> <i>Left lying around</i> <i>Good condition</i> <i>Stored correctly</i> <i>Test and inspection up to date</i> <i>PPE in good condition</i>		
<b>15. Health:</b> <i>Health checks up to date</i>		
<b>16. Accidents:</b> <i>Accident Book completed correctly</i> <i>All investigated</i> <i>Findings acted upon</i> <i>RIDDOR reported</i>		



<b>17. Welfare:</b> <i>Toilets/washing facilities clean</i> <i>Rest area clean and tidy</i>		
<b>18. Outside:</b> <i>Paths and steps in good condition and well lit</i>		
<b>19. Other Hazards:</b> <i>Projections</i> <i>Tripping hazards</i> <i>Gas or fumes</i> <i>Faulty heating or ventilation</i> <i>Storage of flammable liquids</i>		
<b>20. Training:</b> <i>Staff training up to date and suitable</i> <i>Contractors given information and supervision</i>		
<b>21. Procedures:</b> <i>Are they adequate and followed</i> <i>Do they need updating</i>		
<b>22. Unsafe acts:</b> <i>Running in corridors or stairs</i> <i>Unsafe handling, lifting or carrying</i> <i>Unsafe methods of work</i> <i>Unsuitable shoes and clothing</i> <i>Not using protective equipment</i>		
<b>23. Other observations:</b> <i>Use this section to record any unsafe acts or conditions not listed above and any inadequacies in procedures etc.</i>		



Venue:

[illegible]

This Register should be kept on site at all times for police to refer to.

Signed

## Staff Training Record

[illegible]

File This with Fire Checks and other venue checklists.



NAME OF PREMISES:  
DAY AND DATE:

TIME OF INSPECTION	FLOORS YES/NO	URINALS YES/NO	CUBICLES YES/NO	SINKS YES/NO	COMMENTS	PERSON INSPECTION AREA (PRINT NAME & SIGNATURE)
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						
21:00						
21:30						
22:00						
22:30						
23:00						
23:30						
00:00						
00:30						
01:00						

## QUALITY POLICY STATEMENT LAB11 GROUP LTD.

LAB11 Group Ltd. are based in Birmingham and employs 6 people.

Quality is important to our business because we value our customers. We strive to provide our customers with products and services which meet and even exceed their expectations. We are committed to continuous improvement and have established a Quality Management System which provides a framework for measuring and improving our performance.

We have the following systems and procedures in place to support us in our aim of total customer satisfaction and continuous improvement throughout our business; -

1. regular gathering and monitoring of customer feedback
2. a customer complaints procedure
3. selection and performance monitoring of suppliers against set criteria
4. training and development for our employees
5. regular audit of our internal processes
6. measurable quality objectives which reflect our business aims
7. management reviews of audit results, customer feedback and complaints

Our internal procedures are reviewed regularly and are held in a Quality Manual which is made available to all employees.

This policy is posted on the Company Notice Board and can also be found in the staff handbook.

Though the Director has ultimate responsibility for Quality all employees have a responsibility within their own areas of work so helping to ensure that Quality is embedded within the whole of the company.

Signed: **Will Power**  
Managing Director



LAB11 has a zero  
tolerance for drug  
abuse and you may be  
held onsite until the  
police arrive if you are  
found in possession

The Management....



**Thank you for  
enjoying the LAB 11  
experience. Please  
remember all your  
belongings and leave  
Quietly.....**

# **CCTV + AUDIO RECORDING IN OPERATION**

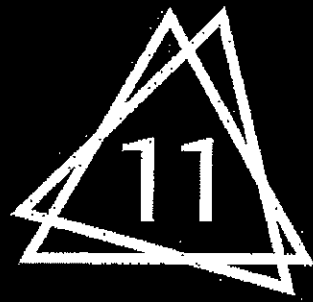




# CCTV

## IN OPERATION





**NO ATTITUDE**

**NO MAN BAGS**

**NO BIG JEWELLERY**

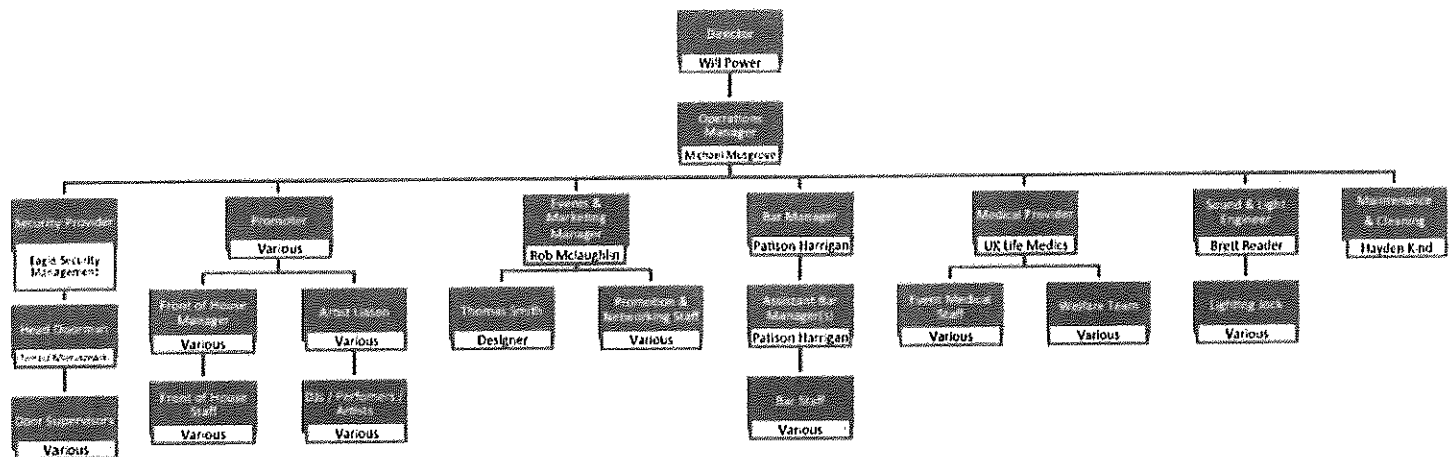
**NO SPORTSWEAR**

**NO I.D NO ENTRY**

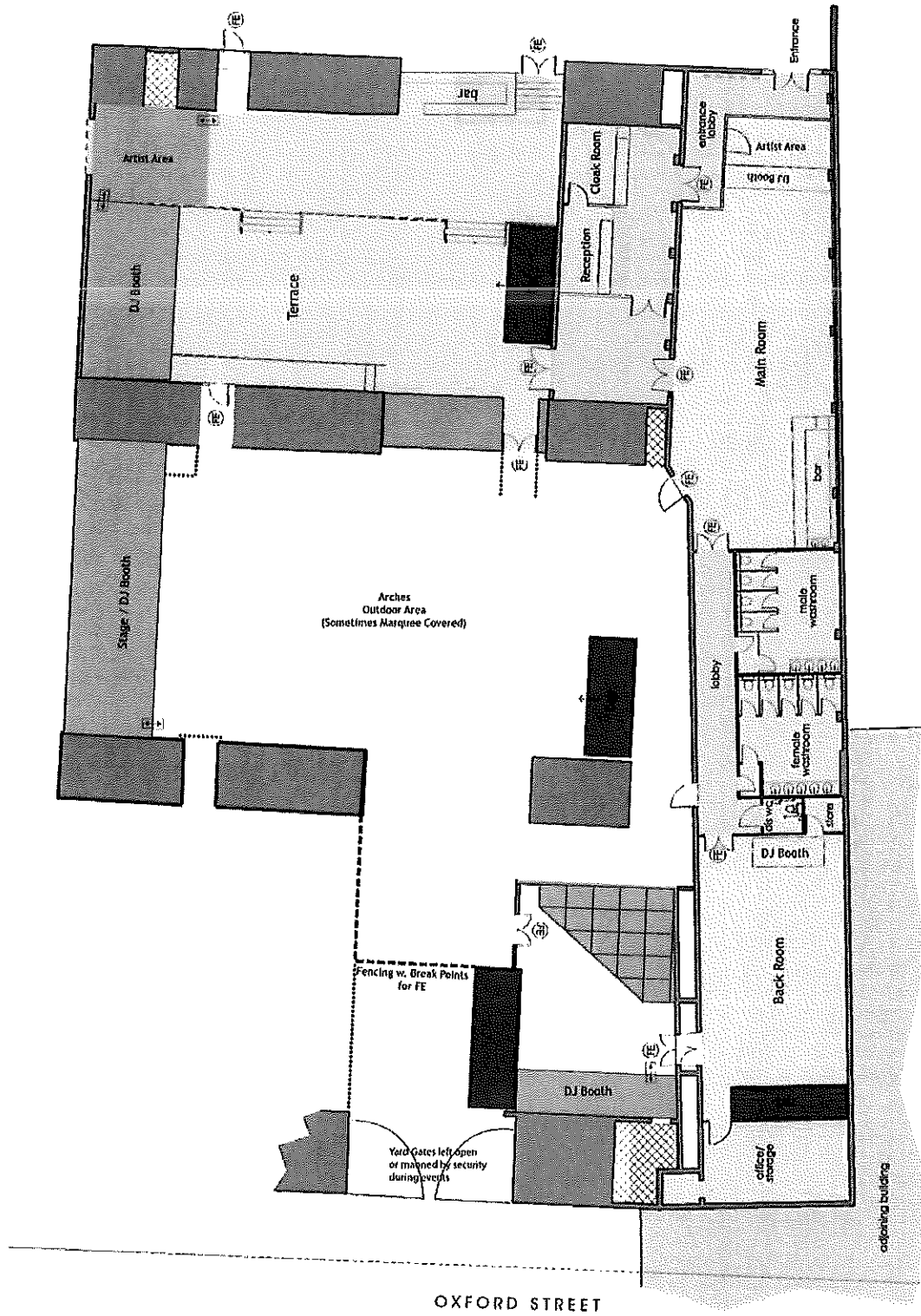
**VALID DRIVING LICENSE  
& PASSPORT ONLY**

**SECURITY HAVE THE  
RIGHT TO REFUSE ENTRY**

**ZERO TOLERANCE DRUG POLICY**



TRENT STREET



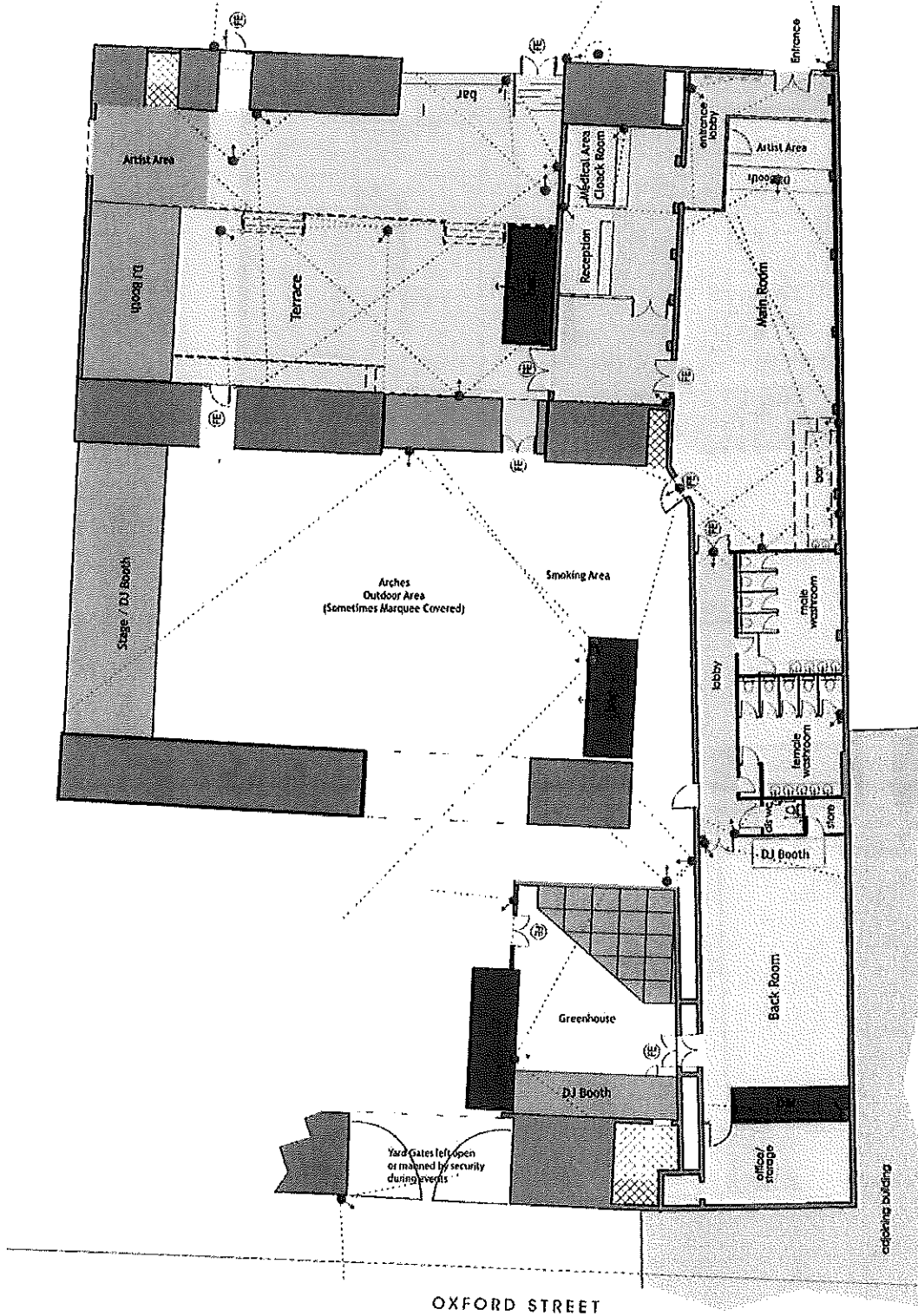
- HERAS FENCE
- PEDESTRIAN BARRIER
- ACCESS POINT



## CCTV PLAN

- FIXED CCTV CAMERA
- PTZ CAMERA

TRENT STREET



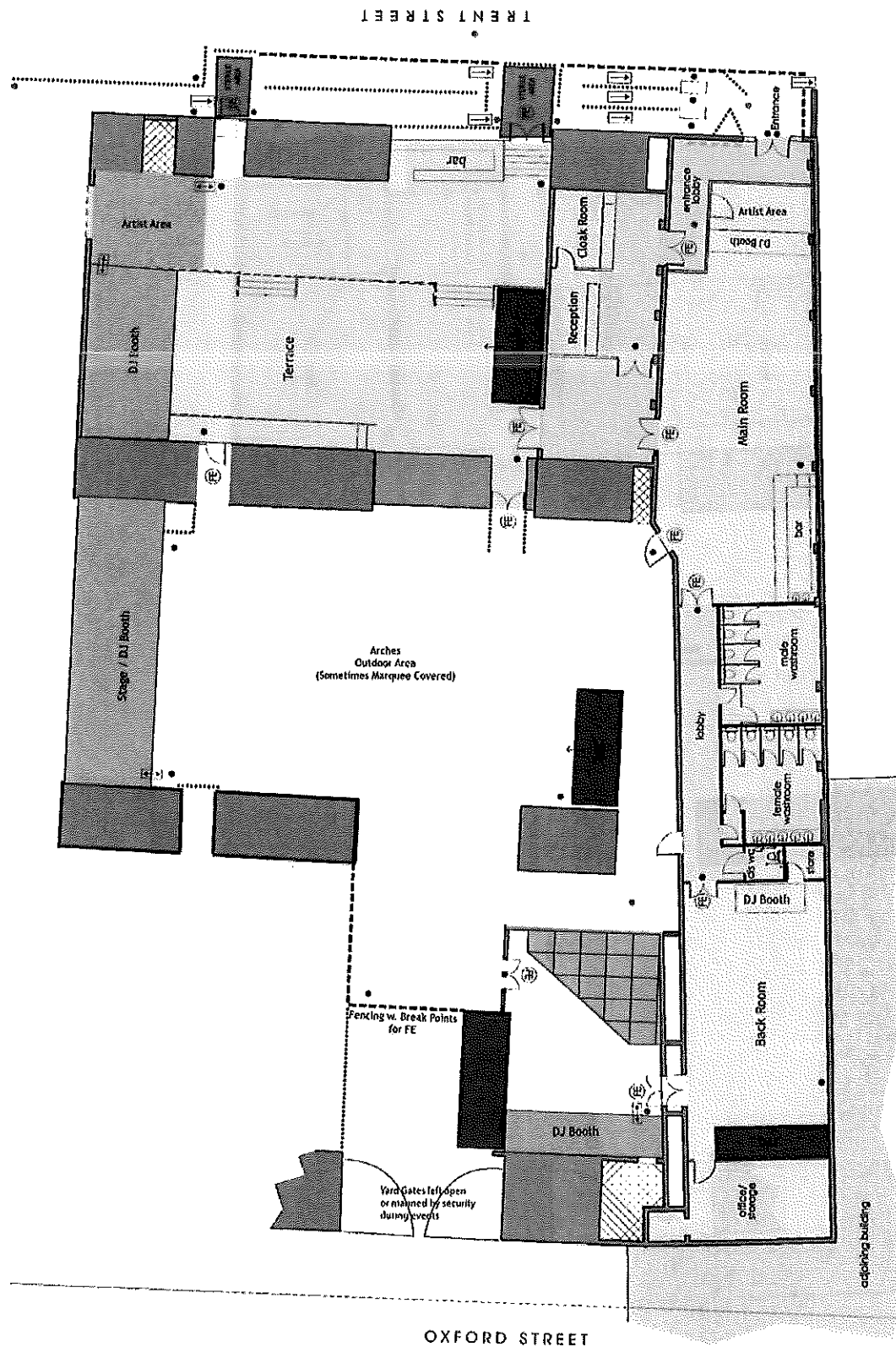
- HERAS FENCE
- PEDESTRIAN BARRIER
- ACCESS POINT





- HEAD DOORMAN
- SIA GIARD
- STEWARD
- DOG HANDLER

- HERAS FENCE
- ..... PEDESTRIAN BARRIER
- ⇌ ACCESS POINT



**Application to vary a premises licence to specify an individual  
as designated premises supervisor under the Licensing Act  
2003**

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals.  
In all cases ensure that your answers are inside the boxes and written in  
black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I / we Afta Dark Music Ltd  
(full name(s) of premises licence holder)

being the premises licence holder, apply to vary a premises licence to specify the  
individual named in this application as the premises supervisor under section 37 of  
the Licensing Act 2003

Premises licence number

4159

Part 1 – Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description	
Lab 11	
26 Oxford Street	
Post town	Post code (if known)
Birmingham	B5 5NR
Telephone number (if any)	



Description of premises (please read guidance note 1)

Nightclub

**Part 2- Proposed supervisor details**

Full name of proposed designated premises supervisor

William David Power

Nationality

British

Place of birth

Wolverhampton

Date of birth

Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)

Full name of existing designated premises supervisor (if any)

Aineel Davis

Please tick yes

I would like this application to have immediate effect under

✓

section 38 of the Licensing Act 2003 (please read guidance note 2)

I have enclosed the premises licence or relevant part of it

✗

(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)

Reasons why I have failed to enclose the premises licence or relevant part of it

Will deliver to Licensing Section in next 48 hours

Please tick yes

So

- I have made or enclosed payment of the fee ✓
- I will give a copy of this application to the chief officer of police (please read guidance note 3) ✓
- I have enclosed the consent form completed by the proposed premises supervisor ✓
- I have enclosed the premises licence, or relevant part of it or explanation t/f
- I will notify the existing premises supervisor (if any) of this application (please read guidance note 4) ✓
- I understand that if I do not comply with the above requirements my application will be rejected ✓

It is an offence, under Section 158 of the Licensing Act 2003, to knowingly or recklessly make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under section 24B of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status.

Those who employ an adult without a valid leave to enter or remain in the UK or an adult who is subject to conditions which would prevent that person from taking up employment will be liable to a civil penalty under Section 15 of the Immigration, Asylum and Nationality Act 2006 and, pursuant to section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified by virtue of their immigration status.

**Part 3 – Signatures** (please read guidance note 5)

**Signature of applicant or applicant's solicitor or other duly authorised agent.**  
(See guidance note 6). If signing on behalf of the applicant please state in what capacity.

Signature

Date 12<sup>th</sup> September 2018

Capacity Barrister/Duly Authorised Agent.

For joint applicants signature of 2<sup>nd</sup> applicant, 2<sup>nd</sup> applicant's solicitor or other

authorised agent (please read guidance note 7). If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 8) Duncan Craig Citadel Chambers 190 Corporation Street	
Post town Birmingham	Post Code B4 6QD
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

#### Guidance notes

1. Describe the premises. For example the type of premises it is.
2. An application to vary a premises licence so as to name a different premises supervisor may be given immediate effect (that is, from the time that the application is received by the licensing authority) if the premises licence holder requests it at the time he makes an application under section 37. Section 38 enables the holder of a premises licence to continue the supply of alcohol if, for example, the existing premises supervisor is suddenly indisposed or unable to work. If the application is rejected, the licence reverts to the form it took before the application was made.
3. A full copy of the application form must be sent to the chief officer(s) of police for the police area(s) in which the premises are situated. The notice should state whether section 38 of that Act (circumstances in which section 37 application given interim effect) applies to the application.
4. Section 37(4)(b) of the Licensing Act 2003 requires the premises licence holder to notify the existing designated premises supervisor (if any) about this application. It is sufficient for the licensee to inform the existing premises supervisor in writing, without the need to share the specific details of the application. The notice should state whether section 38 of

that Act (circumstances in which section 37 application given interim effect) applies to the application.

5. The application form must be signed.
6. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have authority to do so.
7. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
8. This is the address which we shall use to correspond with you about this application.

Consent of Individual to being specified as premises supervisor

I. WILLIAM DAVID POWER  
[full name of prospective premises supervisor]

of

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

DPS VARIATIONS  
[type of application]

by

AFIA DASH MUSIC LTD  
[name of applicant]

relating to a premises licence 4159  
[number of existing licence, if any]

for

LB 11  
28 OXFORD STREET  
BIRMINGHAM  
B5 5AR  
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

ARTA ONLINE MUSIC LTD.  
[name of applicant]

concerning the supply of alcohol at

LAB 11  
26 OXFORD STREET  
BIRMINGHAM  
B5 5JR

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

[insert personal licence number, if any]

Personal licence issuing authority

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

Name (please print)

WILLIAM DAVID POWER

Date

12TH SEPTEMBER 2018