



Leicester
City Council

SECOND DESPATCH

MEETING OF THE LICENSING (HEARINGS) SUB-COMMITTEE

THURSDAY, 22 FEBRUARY 2018

Further to the agenda for the above meeting which has already been circulated, please find attached the following:-

**APPLICATION FOR A NEW PREMISES LICENCE WITHIN A
CUMULATIVE IMPACT ZONE: HAYMARKET THEATRE, 1
GARRICK WALK, LEICESTER LE1 3AF**

A copy of the associated documentation is attached for Members only. Further copies are available on the council's website at www.cabinet.leicester.gov.uk or by phoning Democratic Support on 0116 4546358.

Additional Information bundle supplied by applicant in support of application.

Officer contacts: Anita James, Democratic Support
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**Haymarket
Consortium**

1 Garrick Walk

Leicester

LE1 3AF

Response to Leicestershire Police representation in respect of a new premises Application for Leicester Haymarket Theatre.

Cumulative impact zone statement

The aim and mission of the Leicester Haymarket Theatre Ltd is to promote culture, entertainment, education and employment across the city and county.

We are extremely mindful of the cumulative impact zone that forms the "Churchgate Triangle" and are actively working with the Council at a strategic level as the first strand of LCC's efforts to re-balance the late-night economy in the area. The positive effects of a large amount of investment in the Theatre, it's associated car park, the proposed new hotel within the Haymarket complex and improvements to the public realm along Churchgate are further elements of this strategy.

The re-opening of the Theatre will start to repurpose the area away from venues and events that are largely focussed on drinking and towards ones that are more focussed on an experiential, family and cultural type of entertainment, thereby not adding to the risks/problems associated with intoxication in the area. Although the provision of food and beverages (Including alcohol) is a part of our strategy it is not by any means the main thrust of what we will be providing.

From a footfall perspective the vast majority of events that we will hold at the Theatre will attract an audience more along the lines of those that currently visit "Curve", "Phoenix" and "De Monfort Hall"- who primarily drive into the City, park at/by the venue and then head home immediately after the event and who, it is hoped in the future, may even potentially stay within the complex at the proposed new hotel. The improvements to the Public Realm and Car park may also encourage more wider users of the area to attend with designated drivers and could help provide the infra-structure to make a designated driver scheme more viable in the area. The closure of the theatre over 10 years ago has led to a declining atmosphere within the Cumulative Impact zone but the regeneration of the building will bring more light, safety and reassurance to visitors to the area.

We feel strongly that the impact of the building's operations will help to ease the problems the area currently has and not impact adversely on police resources. We have strong commercial drivers that make us keen to be a positive influence within the area and support all schemes that are currently in place and look forward to being an active partner in developing new schemes to address anti-social behaviour, reverse decline and cease public nuisance.



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24 Hour premises licence and the four Licensing objectives

An example of one of the new types of events that will be taking place in the building is the broadcasting of eSports tournaments. The Haymarket Theatre have formed a working Partnership with ESL, a global eSports company with its UK operation based in Leicester. The aim of our eSports strategy is to entice young people and families who play computer games at home to our theatre, where they will experience the broadcast of live tournaments played by top teams from around the world. We have a practical need for a 24-hour premises licence to cover our broadcasting to the different time zones around the world. We are *not* seeking a 24-hour alcohol licence but to be able to serve soft drinks, sandwiches etc. to those audience members and staff that will be in the building. We are asking to be able to serve alcohol until 2am and then to be able to serve non-alcohol products and food in the rest of the 24-hour period.

Four licensing objectives

All the bar staff will have full training and will undergo an in house due diligence course. The bar manager also holds a personal licence. As we progress we will be putting other staff members through their personal licence course.

We will be operating the challenge 25 scheme and posters for this will be displayed in the entrance and around the bars.

All door staff will be easily identifiable, SIA accredited and all stewards will either hold the SIA qualification or will have undergone full training and be equally identifiable. They will be under supervision of the SIA qualified manager. In the initial stages these staff will be supplied by an external partner, AGL security, whilst we recruit and develop our own staff. We have strong management controls and will ensure effective training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:

- no selling of alcohol to underage people
- no drunk and disorderly behaviour on the premises
- vigilance in preventing the use and sale of illegal drugs
- no violent or anti-social behaviour
- the protection of children and vulnerable adults

We will also maintain:

- an Operating Schedule providing the hours of operation and licensable activities during those hours.
- clear "Challenge 25" information to prevent the supply of alcohol to under-age drinkers.
- a CCTV system installed with hard disc recording option which can be made available to the relevant authorities

The prevention of crime and disorder

Through the use of lighting and a CCTV system externally and internally all public and back stage areas, passage ways and entrances and exits will be monitored. Please see

Haymarket Consortium Ltd. Registered in England & Wales company number: 10207019

Registered Office Address: 110 Regent Road, Leicester, England, LE1 7LT

VAT Number: 259017694



**Haymarket
Consortium**

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Leicester
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CCTV policy and procedures. All entrances leading from public to non-public will be covered by an access control system. We will take active measures to mitigate criminal activities within the premises

Refusals log

There will be a refusal of entry log book at the box office at the main entrance.

There will be refusal of service book on each bar.

This information will be transferred to the end of show report. All this information and any incidents will be recorded in the end of show report on the risk assessment.

Public Safety

Each event will have its own risk assessment carried out prior to the event to ensure the safety of staff and visitors.

Before the event a complete inspection of the building will be carried out by the security supervisor and DPS. The risk assessment will be supported by the event layout and kept onsite in the fire box. After each event an evaluation report will also be submitted, therefore, we can assess any incidents and examples of good practice and learn from these.

All staff will be provided with training in evacuation. Regular training will take place along with evacuation drills. All staff will be trained in recognising and preventing excessive alcohol consumption and people who may be under the influence of drugs. All staff will be fully trained on implementing policies and procedures as part of their induction. Key Haymarket Theatre Personnel will be DBS checked and first aid trained. We will also have qualified first aid personnel trained in the use of the defibrillator and holders of the enhanced child first aid certificate.

Prevention of Public Nuisance

Although there are very few residences (if any) deemed to be within earshot of the premises we will undertake measures to control operational noise, music, singing and speech breakout from the premises through operating good neighbour policies. These policies will include the management of customer dispersal to minimise the impact of mass exodus and see us avoiding where possible external queueing.

Protection of children

We are actively encouraging children to be part of our programme at the Haymarket where viable and are aiming to create a family friendly, accessible atmosphere wherever possible. We have a strong safeguarding policy and as a potential training provider take a responsible and proactive approach to these aspects of our operation. With regard to licensing matters, the provision of alcohol and some types of entertainment can increase risk of harm to children and we have introduced the specific identification of these aspects to our risk assessment process and are reflected in our use of refusal logs and our operation of the challenge 25 scheme.

We have attached to this response latest copies of all relevant policies.

Leicester Haymarket Theatre Ltd 12/02/18

Haymarket Consortium Ltd. Registered in England & Wales company number: 10207019

Registered Office Address: 110 Regent Road, Leicester, England, LE1 7LT

VAT Number: 259017694

**PROPOSED CONDITIONS FOR HAYMARKET THEATRE
1 GARRICK WALK
LEICESTER
LE1 3AF**

1. A CCTV system with recording equipment shall be installed following advice from Leicestershire Police and maintained in accordance with the Information Commissioners CCTV Codes of Practice. All recordings used in conjunction with CCTV shall be retained for a minimum period of 30 consecutive days.
2. The premises licence holder shall ensure that there is always a member of staff on the premises whilst it is open to members of the public who are trained to operate and provide images from the CCTV system to Police Officers and Responsible Authorities. Any request for CCTV outside of these times will be made within 48 hours of the request being made.
3. A bound and sequentially paginated incident/accident book or electronic record shall be kept to record all instances of disorder, damage to property and personal injury at the premises. Such records are to be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request, and all such records are to be retained at the premises for at least 12 months.
4. A bound and sequentially paginated refusals book or electronic record shall be kept at the premises to record all instances where admission or service is refused.
Details to show:
 - a. The basis of the refusal;
 - b. The person making the decision to refuse; and
 - c. The date and time of the refusalSuch books/records to be retained at the premises for at least 12 months, and shall be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.
5. Training records shall be kept to record staff training and advice including the following areas:
 - a) preventing underage sales of alcohol
 - b) preventing proxy sales of alcohol to underage persons
 - c) preventing sales of alcohol to a person who is drunk
 - d) vigilance in preventing the use and sale of illegal drugs
 - e) prevention and control of any potential issues of violence and disorder
 - f) protection of children and vulnerable adultsThese records shall be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request and all such records are to be retained at the premises for at least 12 months.
6. Clear notices shall be prominently displayed requesting customers to leave the premises and the area in a quiet and orderly manner.

7. A Challenge 25 scheme shall operate at the premises. Any person who appears to be under 25 years of age shall not be served alcohol unless they produce an acceptable form of identification (passport, driving licence, Military Identity card or PASS accredited card).
8. Challenge 25 notices will be displayed in prominent positions throughout the premises.
9. Door supervisors shall be employed at the premises on occasions as deemed necessary by the Designated Premises Supervisor and/or premises management following a risk assessment and on occasions when requested by, and following consultation with the Police.
10. The Designated Premises Supervisor or nominated person shall ensure that any door supervisors employed at the premises wear, and clearly display, their Security Industry Authority registration badge at all times whilst on duty.
11. A bound and sequentially paginated book or electronic record shall be maintained at the premises containing the names, home addresses, dates of birth and Security Industry Authority registration number of door supervisors employed on any particular day. These records shall be kept at the premises for at least 12 months and shall be made available for inspection and copying by the Police immediately upon request.

Haymarket Consortium

cctv Policy

Version Number

DRAFT

Drafted	10th November 2016
Reviewed	15th November 2016
Approved	1st December 2016
Next Review	1st November 2018

Haymarket Consortium
cctv Policy
Version Number

Drafted 10th November 2017
Reviewed 15th November 2017
Approved 1st December 2017
Next Review 1st November 2019

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1. Purpose

The Haymarket recognises,

The Haymarket theatre is fully committed to the safety of its staff, students and visitors and to this extent has invested in the security of its buildings and facilities. The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the Haymarket building/s.

Common CCTV systems are based around digital technology and therefore need to be treated as information that will be processed under the Data Protection Act 1998. The person ultimately responsible is the Data controller

The system comprises a number of fixed and dome cameras located both internally and externally around the Haymarket site. All cameras may be monitored and are only available for use by approved members of staff.

The CCTV system is owned by the Haymarket theatre and will be subject to review on a bi-annual basis.

1. Statement of intent

The Haymarket recognises its responsibility to ensure that all audiences, artists, employees and volunteers are treated with dignity and respect and that equality, diversity and inclusion are promoted throughout the organisation.

The Haymarket respects and values the social and cultural diversity of its audiences, artists, employees and volunteers and is committed to promoting equality in all areas of its operation.

In addition to meeting its legal and funding obligations, The Haymarket aims to:
Fully integrate CCTV Policy into the practices, procedures, operations and culture of the organisation

Ensure that this vision is promoted at every opportunity

Our CCTV Policy is endorsed by:
Directors, Employees, Volunteers and Students

2. Principles, Policy and Legislative Obligations

1. To protect the Haymarket building/s and its assets to ensure they are kept free from intrusion, vandalism, damage or disruption.
2. To increase the personal safety of staff and students and reduce the fear of physical abuse, intimidation and crime.
3. To support the police in a bid to deter and detect crime.
4. To assist in identifying, apprehending and prosecuting offenders on the Academy site.
5. To protect members of the public and private property.
6. To assist in the usage and management of the Haymarket theatre building/s on a day to day basis.
7. The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act 1998 and the Commissioner's Code of Practice.
8. The Haymarket will comply with the Data Protection Act 1998, whether it be information, recordings and downloads which relate to the CCTV system.
9. Cameras will be used to monitor activities within the building/s, the car parks and other areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the occupants within the Haymarket, together with its visitors.
10. Staff have been instructed to ensure that static cameras will not focus on private homes, gardens and other areas of private property.
11. Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation from the Directors. Or in bar areas the DPS.
12. Materials or knowledge secured as a result of CCTV system will not be used for any commercial purpose. Downloads will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Downloads will never be released to the media for purposes of entertainment.
13. The planning and design of the existing CCTV system has endeavored to ensure that the CCTV system will give maximum effectiveness and efficiency but it is

not possible to guarantee that the CCTV system will cover or detect every single incident taking place in the areas of coverage.

14. Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV.

15. The duty Manager will check and confirm the efficiency of the system on a daily basis and in particular that the equipment is properly re-cording and that cameras are functional.

16. Access to the CCTV will be strictly limited to the members of staff approved by the directors of the Haymarket.

17. Unless an immediate response to events is required, staff must not direct cameras at an individual or a specific group of individuals.

18. The CCTV system may generate a certain amount of concern from members of the public. Any concern expressed by a member of the public should be referred to the duty manager. If permission is granted the directors of the Haymarket, the member of the public must be accompanied throughout the visit by a member of staff.

19. Any site visit by a member of the public may be immediately curtailed if the operational requirements of the CCTV System make this a necessity.

Other administrative functions will include maintaining hard disc space, filing and maintaining occurrence and system maintenance logs by the Duty manager.

20. In the event of an emergency which requires an immediate contact with an emergency service to be contacted by a member of staff. The emergency procedures identified in the Health and Safety Policy will be adhered too.

2.2 Procedures

1. Monitoring procedures Camera surveillance may be maintained at all times for monitoring purposes. Out of hours the system will connect to an external Remote Video Receiving Centre (RVRC) in the event of a security alarm activation. Page 4 of 7

2. Video Download Procedures

1. Recordings may be viewed by the police and authorized personnel from the Haymarket for the prevention and detection of crime. Permission to do this will be given from the directors.

2. A record will be maintained of the release of downloads to the police or other authorised applicants. A register will be available for this purpose and will be kept by the directors.

3. Viewing of downloads by the police must be recorded in writing and in the register. Requests by the police can only be actioned under section 29 of the Data Protection Act 1998.

4. Should a download be required as evidence, a copy may be released to the police under the procedures described in the above paragraphs of this Policy. Downloads will only be released to the police on the clear understanding that the disc/images remains the property of the Haymarket, and both the disc and information contained on it are to be treated in accordance with this Policy. The Haymarket also retains the right to refuse permission for the police to pass to any other person the disc or any part of the information contained there on.

Applications received from outside bodies (e.g. solicitors) to view or release downloads will be referred to the Executive Principal. In these circumstances downloads will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee of £10.00 can be charged in such circumstances

2.3 Assessment of the Scheme and CCTV Usage Policy

The policy will be reviewed on a bi-annual basis and assessed in the event of a major incident.

Performance monitoring, including random operating checks, may be carried out by the approved persons.

21. 11. Complaints

22. Any complaints about the Haymarket CCTV system should be addressed to the duty manager and or Directors

3 Acts that CCTV policy reflects

3.1 Data protection act 1998

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

2 Requests for Data Subject Access should be made in writing to the Associate Principal.

23. Copies of this Policy will be available to the public, by making a request to the Executive Principal. A copy of this Policy will be located on the Gateway for information purposes to members of staff.

24. System Maintenance and Monitoring

25. The system will be maintained in accordance with the Data Protection Act 1998.

26. The system will only be maintained and monitored by companies which carry the relevant accreditation from the Security Systems and Alarm Inspection Body (SSAIB) or National Security Inspection (NSI).

27. It will be the responsibility of ICT Manager to liaise with the maintaining company for the reporting of faults on the system, any changes to the site which may affect the operation of the system.

It will be the responsibility of ICT Manager to arrange regular system reviews with the maintaining company.

3. The CCTV policy is based on

The Haymarket is committed to comply with all provisions under relevant act as per the data protection policy.

4. Definition of General Terms

4.1 The Haymarket

The use of this term refers to any company associated, owned or co-owned by the Haymarket Consortium Ltd

4.2 The Organisation

As per 4.1 above

4.3 Building/s

The use of this term refers to any Building leased, owned or Co-owned by the Haymarket Consortium Ltd or site where those Companies are contract-ed to work.

4.4 Place of work

As per 4.3

4.5 Director

The use of this term refers to any Director whether executive or non-executive of any company associated, owned or co-owned by the Hay-market Consortium Ltd – the management structures will be displayed both on the Company Intranet and on the Company display board located by the stage door.

4.6 Manager

The use of this term refers to any Manager of any company associated, owned or co-owned by the Haymarket Consortium Ltd – the management structures will be displayed both on the Company Intranet and on the Company display board, located by the stage door.

4.7 Line Manager

The use of this term refers to the Manager directly responsible for a specific Employee/Volunteer.

4.8 Employee

The use of this term refers to any paid operative of any company associat-ed, owned or co-owned by the Haymarket Consortium Ltd including any in-terns (paid).

4.9 Volunteer

The use of this term refers to any unpaid operative of any company associ-ated, owned or co-owned by the Haymarket Consortium Ltd including those on work experience (unpaid).

4.10 Student

The use of this term refers to any person receiving tuiton/studying with any company associated, owned or co-owned by the Haymarket Consortium Ltd.

4.11 Member of Staff

The use of this term refers to any Employee or Volunteer as defined above.

5. Definition of Terms Specific to CCTV Policy

5.1 Recording

The use of this term refers to the digital capturing of images

5.2 Viewing

The use of this term refers to the physical playback of the material stored on the hard drive

6. Responsibilities

The Haymarket will ensure its CCTV Policy is implemented at all levels. Overall responsibility for the policy and its effective implementation resides with the Board of Directors. However, the responsibility for the day to day operation of the policy rests with all members of staff.

6.1 Managers Responsibility

Managers are responsible for ensuring they have understood the need to fol-low and adhere to The Haymarket's CCTV Policy.

The Haymarket will provide training and guidance to managers and other relevant decision makers to ensure that they understand their position both in law and under The Haymarket's policy.

6.2 Employee / Volunteer Responsibility

While The Haymarket is responsible for the adoption, implementation and monitoring of related policies; all employees and volunteers hold the re-sponsibility of ensuring they understand the CCTV policy and breaches do not occur. It is the obligation of all employees to comply with the CCTV Policy. If an employee witnesses conduct which breaches the CCTV Policy it is their re-sponsibility to report this to their Line Manager.

7. Reviewing the Policy

The Haymarket will continually review this policy to ensure it complies to current legislation. The policy will be reviewed on a bi annual basis.

8. Implications of the Policy

The Haymarket will seek to ensure individuals, training providers, firms and institutions, acting on behalf of or as agents of The Haymarket, do not practice unlawful and unfair acts that will be in contravention to the CCTV policy.

10. CCTV Policy Action Plan

We are committed to monitoring our CCTV impact to as great an extent as possible.

Haymarket Theatre Door Policy

Drafted	10th November 2017
Reviewed	15th November 2017
Approved	1st December 2017
Next Review	1st November 2019

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3. How will the Door Policy be conveyed to customers

4. Reporting of Disturbance

1. Purpose

The Haymarket recognises,

The Haymarket theatre is fully committed to the safety of its staff, students and visitors and to this extent has invested in the security of its buildings and facilities. The purpose of this Policy is to regulate the management, operation and use of the door system at the Haymarket building/s.

The Door system is owned by the Haymarket theatre and will be subject to review on a bi-annual basis.

1. Statement of intent

The Haymarket recognises its responsibility to ensure that all audiences, artists, employees and volunteers are treated with dignity and respect and that equality, diversity and inclusion are promoted throughout the organisation.

The Haymarket respects and values the social and cultural diversity of its audiences, artists, employees and volunteers and is committed to promoting equality in all areas of its operation.

In addition to meeting its legal and funding obligations, The Haymarket aims to:

Fully integrate Door Policy into the practices, procedures, operations and culture of the organisation

Ensure that this vision is promoted at every opportunity

Our Door Policy is endorsed by:

Directors, Employees, Volunteers and Students

2. Haymarket Theatre Door Policy

2.1 Age restrictions will apply on certain events. Customers should check restrictions when purchasing tickets to ensure valid entry.

2.2 We reserve the right to refuse under 16s if not accompanied by an adult (over 18 years) at all times

2.3 We reserve the right to carry out bag searches and individual searches of persons on entering the venue at any time. This is a condition of entry to protect the safety of the public and the venue.

2.4 Customers may be asked to produce their ticket at any time as proof of entry.

2.5 Each event will be risk assessed and will be staffed accordingly

2.6 We reserve the right to refuse entry to anybody carrying prohibited items. These items include but are not limited to:

- Alcohol (unless purchased inside the venue)
- Smoking (including electronic cigarettes)
- Animals (except assistance dogs)
- Bottles and glass containers
- Sharp objects
- Any item that could be a potential weapon
- Illegal substances
- Ammunition
- Forms of explosives (ie. Fireworks, flares)

2.7 We reserve the right to refuse entry to anybody who is deemed to be intoxicated or under the influence of illegal substances.

2.8 Smoking (including electronic cigarettes) is only permitted in designated areas outside of the building. Anybody smoking within the venue will be ejected without a refund under all circumstances.

2.9 We reserve the right to refuse entry to anybody who is behaving in an anti-social manner.

2.10 Physical violence and verbal abuse towards staff, other customers or artists is not permitted under any circumstances and will result in removal from the venue.

2.11 The venue shall not be held responsible for loss or damage of any individual's belongings which have been left in the venue unless as a direct result of staff negligence.

2.12 Distribution of any marketing or merchandise materials must be agreed with the venue management in advance. Any unauthorised distribution is not permitted under any circumstances and materials will be disposed of and access refused.

2.13 Certain areas of the building may be restricted to public access at any time. Anybody found within restricted areas will be removed from the building.

2.14 All venue safety policies must be abided by at all times.

2.15 Any urgent safety announcements will be made over the tannoy system.

3 How will the Door Policy be conveyed to customers

- Customers will find this policy on the website as part of the terms & conditions of entry.
- Certain terms & conditions will be printed on tickets.
- Challenge 25 posters will be on display in the bar areas.
- Posters will be displayed at the front doors stating that bag and random person searches are in operation.

4 Reporting of Disturbance

- Should a disturbance or criminal act take place, this will be reported immediately by stewards or SIA staff to the Front of House Supervisor. SIA staff will detain the individual and the Front of House Supervisor will then decide if it is necessary to contact the police.
- All disturbances will be recorded on the show information sheet that the Front of House Supervisor will fill out each evening that contains all other show information (ie. Audience numbers, start and finish times).
- Should a disturbance occur the Front of House Supervisor will take statements from staff involved before the end of the evening. These will be

filed with the show report to be accessed in the event of a customer complaint or a police investigation.

Haymarket Theatre Dispersal Policy

Drafted	10 th November 2017
Reviewed	January 2018
Approved	
Next Review	

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10. Disposal of bottles

Haymarket Theatre General Dispersal Policy

1. The Haymarket Theatre operates a "good neighbour" policy throughout its estate. The Company has always emphasised building and maintaining close relationships with local residents and the Company's premises are run and managed accordingly. The premises manager is expected to deal with any complaints from local residents quickly and effectively. If complaints cannot be resolved on a premises basis, then they are done so with the involvement of area management.
2. In addition, the Company ensures that it enjoys close working relationships with the statutory authorities including the police and the local authority to ensure that is aware of local issues.
3. In relation to dispersal, all our premises are aware of and operate the following procedures and systems, as required, to ensure that our premises operate in a neighbourly manner:-
 - 3.1 Effective management of customer behaviour whilst in the premises. This is achieved through:
 - high staff/management to customer ratio management presence front-of-house at all times
 - award winning management and staff training, in particular in specific area of customer management
 - senior premises management to be SIA trained and registered in due course
 - adoption of the Company's Responsible Drinks Retailing Policy to minimise risk of anti social behaviour away from the premises
 4. A 30 minute drinking up time which is incorporated into the licence for the purposes of the Licensing Act 2003 which assists with gradual dispersal of all customers in the premises at the end of the evening.
 5. Appropriate signage will be placed at exit doors.
 6. A strong management and staff presence in the customer area during the closing time period to ensure all customers leave quietly.
 7. Providing appropriate information to customers who require a taxi.
 8. At our theatre premises keeping music as a minor influence within our premises, with it either being played at appropriate levels. Our experience is that because people have not been shouting/talking against loud music throughout the time they are in the premises they tend to leave more quietly. This is because they are not unwittingly still using raised voices to converse.
 9. Where the premises have windows which may be opened then these, together with entrance doors, will be monitored and kept closed where appropriate during the evening to ensure that neighbours are not disturbed. This also means that there is no risk of disturbance caused by music breakout.
 10. External disposal of bottles/refuse at a reasonable time.

Experience shows that our premises tend to reach their peak occupancy at least one hour before closing time and therefore we don't anticipate any of our premises being at their limit at closing time.

The Haymarket Theatre Drugs and Alcohol Policy

Drafted	10 th
Reviewed	January 2018
Approved	
Next Review	

1. Purpose

The purpose of this policy is to ensure that all members of The Haymarket Theatre North's understand the health and safety impact of drugs and alcohol in the workplace and are active participants in managing the effects of drugs and alcohol.

The objective of the associated procedure is to document the Theatre's approach to managing situations where a worker is or appears to be affected by drugs or alcohol in the workplace.

2. Haymarket Drug and alcohol Policy

The Haymarket theatre is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and promote productivity. This policy applies to all staff, students, visitors, contractors and members of the public. All employees must agree to follow the policy. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs. We reserve the right to inspect our premises for these substances.

Definitions under this policy

A **"substance"** includes alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

An **"illegal drug"** is any substance that is illegal to use, possess, sell, or transfer.

"Drug paraphernalia" are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.

A **"prescription drug"** is any substance prescribed for an individual by a licensed health care provider.

An **"inhalant"** is any substance that produces mind-altering effects when inhaled.

3. Responsibilities Regarding Drug and Alcohol Use

You must follow these responsibilities while you are on company premises and while you conduct company business. These responsibilities apply any place you conduct company business, including a company vehicle or your own vehicle:

- 3.1 Except with the permission of the General Manager or for legitimate medical reasons, a worker must not consume drugs or alcohol in the workplace.
- 3.2 A worker must notify his or her supervisor if the worker's taking of, or failure to take, medication is likely to affect the safety of the worker or any other person in the workplace.
- 3.3 When using a medication, a worker must obtain information from a qualified medical practitioner or pharmacist that enables them to determine if they are fit for work or if any work restrictions are required.
- 3.4 An accountable person who has reasonable grounds for believing that a person is incapable of safely performing his or her duties or may constitute a risk to another worker, due to the effects of alcohol, drugs or illness, must arrange for that person's removal from the workplace.

3.5 A worker must ensure that he or she is not, because of the consumption of alcohol or another drug, in such a state to endanger his or her own safety in the workplace and/or the safety of any other person in the workplace.

3.6 A worker must not be under the influence of any illicit drug whilst in the workplace or conducting workplace operations.

3.7 A worker must not attend work in a condition that renders them unfit to perform their duties safely and effectively.

3.8 A manager or supervisor must act in accordance with this policy at all times and, when circumstances require, implement the associated procedure for workers for whom they are responsible.

4. Workplace Drug and Alcohol Management

4.1. Motor vehicles

4.1.1. Drivers of motor vehicles must be under 0.05% Blood Alcohol Concentration. [Road Safety (Alcohol and Drugs) Act 1970]

4.1.2. Operators of trucks and machinery over 4.5 tonnes GVM must not exceed 0.00% Blood Alcohol Concentration. [Road Safety (Alcohol and Drugs) Act 1970]

4.1.3. Whilst conducting duties on behalf of the organisation, a worker must not drive motor vehicles or operate machinery if over the specified legal limit of alcohol.

4.2. High-Risk Activities

4.2.1. Workers performing any high-risk activity must not exceed 0.00% Blood Alcohol Concentration.

4.2.2. High-risk activities include, but are not limited to, all technical functions in the theatre and any other activity deemed as moderate or high risk by a risk assessment.

4.3. Front of House Workers

4.3.1. Workers performing Front of House duties must not exceed 0.00% Blood Alcohol Concentration.

5. Social Functions

5.1 Service of alcohol at any social function on Theatre North premises or sponsored by The Haymarket Theatre must be approved in advance by the General Manager.

5.2 Employees and volunteers may only consume alcohol at a social function under the following conditions:

- 5.2.1. At social functions they must keep alcohol consumption to a minimum and not consume alcohol to a level that would pose a risk to themselves or those around them;
- 5.2.2. If they will be returning to work following the function, they must not consume alcohol to a level that renders them unfit to perform their duties safely and effectively;
- 5.2.3. If any worker is to perform high-risk activities (refer to clause 2.2), they must not consume any alcohol at social functions;
- 5.2.4. Front of House staff members who are returning to work must not consume any alcohol at social functions;
- 5.2.5. Technical staff members who are returning to work must not consume any alcohol at social functions.

6. Employee Assistance

- 6.1. Alcohol and drug problems can contribute to or cause work performance or behaviour problems. Support is available to employees if required. Access to support is either via self-referral or at the suggestion of a supervisor or manager.

7. Rehabilitation and Support

- 7.1. Where an employee is repeatedly unable to perform their normal role due to the effects of alcohol or drug consumption and they have advised Theatre North, the organisation will cooperate with medical and other specialist providers in the development and provision of a reasonable and practical rehabilitation program.
- 7.2. Where an employee has brought the side effects of their prescription medication, or medical condition, to the attention of their supervisor, The Haymarket Theatre will cooperate with medical and other specialist providers in the development and provision of a reasonable and practical rehabilitation program.
- 7.3. Where rehabilitation cannot be provided, in the case of employees the theatre will investigate alternatives including, but not limited to, sick leave, redeployment and retirement due to ill health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

Drafted	10 th November 2017
Reviewed	January 2018
Approved	
Next Review	

Purpose: To inform the Haymarket theatre staff of their responsibilities when working with children and vulnerable adults

Responsibility for Update: Principle and Administrator.

Applies to: Haymarket Theatre staff; including students and volunteers, who work with children and vulnerable adults

Date of approval: 01/10/2017

Proposed Date of Review: 01/10/2018

The Main Legislation

The Rehabilitation of Offenders Act (1974)

This act made any convictions „spent“ after a certain period and the convicted person would not normally have to reveal or admit the existence of a spent conviction. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a „spent“ conviction. However under this act all applicants for positions which give them “substantial, unsupervised access on a sustained or regular basis” to children, must declare all previous convictions whether spent or unspent, and all pending cases against them.

The Children Act 1989

This act provided legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm.

The Police Act 1997

This act contained the provision to set up the Criminal Records Bureau for England and Wales.

Under this act it is a criminal offence for an employer to not check an employee working with children or vulnerable adults give a job to someone who is inappropriate to work with children or vulnerable adults when they know this to be case.

The Protection of Children Act 1999

Under this act, childcare organisations (defined as those that are „concerned with the provision of accommodation, social services or health care services to children or the supervision of children“) must make use of the Disclosure Service in their recruitment and reporting processes and urges other organisations working with children to also do so.

Criminal Justice and Court Services Act 2000

This act covers Disclosures and child protection issues. It contains the list of convictions that bar offenders from working with children in „regulated positions“. These types of „regulated positions“ are defined in this act and include: any employment in schools, children’s homes, day care premises where children are present caring for, training, supervising, or being in sole charge of children unsupervised contact with children other positions which give the kind of access or influence which could put children at risk if held by a disqualified person (e.g. management committee members).

Care Standards Act 2000

A CRB disclosure is required for most roles in organisations providing care or health services regulated under this act. This act also sets out the Protection of Vulnerable Adults scheme.

The POVA or Protection of Vulnerable Adults scheme was launched in 2004 by the Department of Health and the National Assembly for Wales. This includes the POVA list (see below in definitions of terms).

Legislation with regard to those working with vulnerable adults is less developed and more open to interpretation.

Every Child Matters and the Children Act 2004

In September 2003 the Government set out in the Green Paper „Every Child Matters“ its proposals for a radical reorganisation of children’s services – from hospitals and schools, to police and voluntary groups. Subsequently „Every Child Matters: Change for Children“ was issued and the Children Act 2004 was passed. It sets out the Government’s approach to the well-being of children and young people from birth to age 19. Every local authority will lead on integrated delivery of services for children and young people through multi-agency children’s trusts. Local authorities are also required to set up statutory Local Safeguarding Children Boards which are replacing the non-statutory Area Child Protection Committees. The children’s trusts are a direct response to Lord Laming’s report of the inquiry into the death of Victoria Climbié, which highlighted the extent to which better working together and better communication was crucial. The Every Child Matters agenda has been further developed through publication of the Children’s Plan in December 2007, which aims to improve educational outcomes for children, improve children’s health, reduce offending rates among young people and eradicate child poverty by 2020. Further details from www.everychildmatters.gov.uk

Safeguarding Vulnerable Groups Act 2006

In response to recommendation 19 of the Bichard Inquiry Report into child protection procedures following the Soham murders, new arrangements for people whose jobs and voluntary work bring them into contact with children and vulnerable adults (previously

referred to as the vetting and barring scheme) is due to be phased in from October 2009 under the Safeguarding Vulnerable Groups Act. The aim of the scheme is to provide a more effective and streamlined vetting service for potential employees and volunteers. This means that the current vetting systems using List 99 and POCA (see below in definitions of terms) will be integrated to create a single list of people barred from working with children.

Principles

- The Haymarket Theatre believes that the children/young people have rights as individuals and should be treated with dignity and respect. The education provider will strive to provide a safe environment for any young people (under 18) in its care while they are studying at theatre.
- Students aged under-18 and vulnerable adults could be studying with the theatre. The Haymarket Theatre runs taster programmes during the year for young people. In addition staff will go out into local schools and youth organisations as part of aspiration raising and recruiting activities.

These policies and procedures are based on the following principles;

- The welfare of young people and vulnerable adults is of primary concern
- All young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and or sexual identity have the right to safeguarding from abuse
- It is everyone's responsibility to report any concerns about abuse to the designated safeguarding officer, and the responsibility of the social services department and the police to conduct, where appropriate a joint investigation
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998

Definition of Abuse

Abuse is the violation of an individual's human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act. In all forms of abuse there are elements of emotional abuse. Vulnerable adults may also suffer additional types of abuse such as being manipulated financially or being discriminated against. Other examples of abuse include inflicting physical harm such as hitting or misuse of medication, rape and sexual assault or exposure to sexual acts without informed consent, emotional abuse such as threats, humiliation and harassment, exploitation, ignoring medical or physical needs, withholding of necessities of life such as food or heating. This list is not definitive.

Responsibility

All Theatre staff are required to take shared responsibility for the safe guarding and safety of any young people and vulnerable adults on the premises. They must be aware of and abide by the code of good practice.

All Theatre staff are in a position of trust, in particular those staff who teach, support, guide or in any way interact with students, young people and vulnerable adults visiting the premises.

The managerial responsibility for any programme or activity rests with the individual who is directing or organising the activity. This person is expected to:

- Ensure that the activity is planned, organised and delivered in accordance with the safeguarding children and vulnerable adults policy
- Provide a 'safeguarding children' safeguarding statement
- Arrange the checking, training, induction and guidance for all the staff and volunteers
- Inform designated safeguard officer and complete the appropriate documentation.
- Complete a health and safety risk assessment

The Haymarket Theatre expects all parents (either students or from the general public) who bring children onto campus to abide by the organisations Policy on Accompanies children in activities, all safety instructions issued by the education providers code of behaviour.

Responsibilities on the part of the institution

- All staff are in a position of trust, in particular those staff who teach, support, guide or in any way interact with students, young people and vulnerable adult. It is incumbent all staff be aware of this and to act accordingly at all times.
- The Haymarket Theatre already has processes in place to check the suitability of some staff and students working directly with children and young people. All staff across the organisation will be in regular or significant occasional contact with under 18's or vulnerable adults in the course of their teaching or other work. The Haymarket Theatre is committed to ensuring that all staff has satisfactory Disclosure and Barring (DBS) enhanced checks.
- The Theatre will additionally ensure that all student helpers, mentors, etc who are in regular or significant occasional contact with under 18's or vulnerable adults must have had satisfactory enhanced DBS check undertaken by the organisation before allowing them to work with children or vulnerable adults.
- A 'satisfactory' check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post. All staff or student helpers still employed to look after children must report any subsequent criminal convictions to the creative director. Failure to do so will result in disciplinary action being taken.

Establishing a caring Environment

All staff are responsible for making the Theatre a safe and caring environment for all including young people and vulnerable adults.

A caring Environment is one:

- In which the health, safety and welfare of young people has been assessed and catered for.

- In which staff are alive to the possibility of abuse and take measures to prevent that possibility
- Where there is a sound and known reporting system for any incident
- Where staff take reasonable and practical precautions to avoid any suspicions of abuse being brought against them

Child Safeguarding procedures

Where under 18's are concerned there are statutory responsibilities for any organisation to follow regarding the safety of young people.

All staff must contact the designated Safeguarding officer (principle or administrator) if they have any cause to believe the student or young person involved in any activity in the theatre, covered by this policy is in any way at risk. Designated Safeguarding officer will follow the relevant procedures.

- Records will be kept of all such incidents and their outcomes and held by the Designated Safeguarding officer in accordance with the Data protection act.
- All staff should be aware that in accordance with statutory requirements where child safeguarding issues are involved, it is not possible to offer confidentiality to a person under 18 as any disclosures must be reported.

Vulnerable Adults

Within the context there are not the same statutory provisions which can be easily adopted with the regard to vulnerable adults.

However, the same principles apply, as above.

- Where possible the Haymarket Theatre will identify vulnerable adults and ensure that there are appropriate support measures in place. This is most likely to be when the student presents to, or is referred to the administration or management staff and clearly has mental health difficulties or a disability that puts them into the legal definition of 'vulnerable'
- Any member of staff across the theatre with concerns regarding an adult student whom they believe or know to be vulnerable must contact the designated Safeguarding officer.

Role of the College's Child and Vulnerable Adult Safeguarding Officer

The role of the Designated Safeguarding Officer is:

- To receive information about events that are planned that may involve young people or vulnerable adults, and plans that indicate how safeguarding will be covered.
- To receive information from any staff, volunteers, children, parents or carers who have child safeguarding concerns and record it.
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate

- Consult initially with a statutory child safeguarding agency to test out any doubts or uncertainty
- Make a formal referral to a statutory child safeguarding agency or the police
- Record statements from any member of staff who feels that a young person has indulged in inappropriate behaviour or made sexually suggestive comments or approaches.

Reporting and monitoring procedures

All members of staff working closely with children have to be alert to possibilities of abuse and any concerns about the behaviour of any adult with respect to that child should be reported to the Designated safeguarding officer who will decide what further action to take.

It is the duty of the staff to inform only not to investigate – this is the role of the police and social services.

- If staff, in the course of their work at the Haymarket Theatre, have a child safeguarding issue brought to their notice, this must be treated as a priority over all other work.
- Guidance with regard to a specific incident may be obtained from the designated safeguarding officer.
- An oral, and then written report should be provided to the designated safeguarding officer who will keep a confidential record of any such incidents.
- Allegations of abuse or inappropriate behaviour involving staff
- Allegations involving a member of staff and a person under- 18 or a vulnerable adult should be reported to the director and to the designated safeguarding officer.
- Consideration will be given as to whether the situation falls within the definition of abuse.

Training

In accordance with good practice the Haymarket Theatre will ensure that the Designated Safeguarding officer, officers deputed to act on her behalf and other staff likely to be in regular contact with under -18's and vulnerable adults receive appropriate training. This will also include student staff employed as ambassadors and in similar roles.

The following topics must be covered

- a. Health and safety issue
- b. Handing a disclosure
- c. Reporting an allegation
- d. Confidentiality
- e. Code of practice and code of behaviour

The Haymarket Theatre will also provide information to raise awareness to ensure that all staff understands what to do if a student or visitor covered by this policy discloses abuse or any other safeguarding issue.

Relationships with young people aged 16-18

It should be noted that whilst a young person can consent to a sexual activity once they reach the age of 16, the sexual offences (Amendment) act 2000 makes it a criminal offence for a

person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust.

Media Relations

For any university college activity involving young people, parents or guardians must be given the opportunity to refuse permission for photographs, videos or other images to be made of their children and for the children to be interviewed by press, broadcasters or other media.

Health and Safety

All users of the services must be made aware of Health and Safety requirements and be prepared to abide by them.

Code of Practice for staff

All staff must be familiar with the theatres Code of practice for staff (appendix 1)

All staff must be familiar with the code of behaviour (appendix 2)

Parents/carers of children participating in the activities must be made aware of the code of behaviour.

Date Safeguarding

It should be noted that although technically a “child”, consent is still required from young people in the same way as for an adult to matters of data protection.

Review

This policy and procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults or any changes within the Haymarket Theatre.
- Following any issues or concerns rose about safeguarding or children or vulnerable adults within the Haymarket Theatre.
- In all other circumstances, at least annually. Related policies
- Admissions policy
- Risk assessment procedure
- Health and safety policy
- Recruitment and retention policy
- Student and staff policies relation to conduct
- Data protection
- Disclosure of a disability
- Mental health policy

Appendix A

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY CODE OF GOOD PRACTICE FOR STAFF, STUDENTS and VOLUNTEERS

The following guidelines are intended to be a common sense approach that both reduce opportunities for the abuse of young people and vulnerable adults and help to protect staff, students and volunteers from any false allegation.

You SHOULD

- Treat all young people and vulnerable adults with respect and respect their right to personal privacy
- Ensure that whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others.
- Exercise caution when discussing sensitive issues with children or vulnerable adults
- Exercise caution in initiating any physical contact with a young person or vulnerable adults.
- Operate within the guidance offered by this code
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse
- Keep parents fully informed of all anticipated activities

You should NOT

- Spend excessive time alone with young people or vulnerable adults away from others
- Take young people or vulnerable adults alone in a car journey, however short
- Take young people or vulnerable adults to your home
- Engage in physically or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult even as a "joke"
- Enter changing rooms that are assigned to the opposite sex unless there is an emergency
- Let allegations, over familiar or sexually suggestive comments or approaches to a young person or vulnerable adult go unchallenged or unrecorded
- Do things of a personal nature that young people or vulnerable adults can do for themselves
- Take photographs, videos or other images of a young person without the express permission of their parents.

Appendix B

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY CODE OF BEHAVIOUR FOR YOUNG PEOPLE AND VULNERABLE ADULTS

The Haymarket Theatre is a registered education provider. All people (including those under the age of 18) visiting the theatre, either privately or with an organised group, are expected to respect the premises, its staff, students and its buildings and grounds.

The Haymarket Theatre seeks to offer visitors a safe and caring environment.

In return, you must:

- Respect the rights and dignity of each other and of the staff and other helpers

Respect the rules of which include

- Purchase, sale and consumption of alcohol, recreational/non-therapeutic drugs and substances for abuse is forbidden
- Smoking is banned in all buildings at the Haymarket Theatre and is only allowed across the street.
- All rules and safety/emergency procedures such as fire drills must be followed
- Participants in organised events are expected to attend all timetabled activities unless they have been granted specific leave of absence
- Inappropriate physical intimacy among participants is not permitted
- Serious incidents of misbehaviour such as fighting, racial. Sexual abuse, damage to property, indecent language and failure to obey instructions will normally lead to expulsion from the activity

This is the statement of general policy and arrangements for:

Haymarket Theatre

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

STANDARD THEATRE SHOW (Child protection risk assessment)

CHILDREN'S PERFORMANCES

Children's performances will be the same staffing as a standard theatre show. Staff on the front doors will be responsible for implementing the child safeguarding policy, which is to monitor individuals entering and leaving the building.

Risk	Responsibility of	Good practice measures
Children accessing licensed premises	Premises Manager	All Staff including door staff and bar staff should be trained on the policy. Restrict access to children depending on the nature of the business and / or circumstances. The admission of children can be restricted up until a specified time in the evening. The admission for children can only be permitted if they are accompanied by an adult.

Risk	Responsibility of	Good practice measures
Underage sales of alcohol	Premises Manager	<p>Operate a strict 'No ID-No Sale' policy. 'Challenge 21' scheme serves a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under the age of 18 to chase alcohol.</p> <p>A 'Challenge 25' scheme gives staff additional support and encouragement to ask for ID from any person appearing under the age of 25 years of age and to prove that they are 18.</p> <p>Only accept photographic driving licenses, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID.</p> <p>If you accept other forms of ID such as EU National ID cards, these must bear a photographic, date of birth and holographic mark.</p> <p>Use till prompts to remind staff to ask for proof of age.</p> <p>Prominently advertise the scheme in your premises so that customers are aware, in particular, display proof of signs at the point of sale.</p> <p>Display posters at the premises stating that it is an offence to purchase alcohol on behalf of an underage person (proxy sales)</p> <p>Adverse or promotions for alcohol should not appeal to young persons.</p> <p>Keep a refusal book (or refusal button on EPOS- Electronic Point of Sale) on the premises and ensure it is completed whenever a sale is refused to a person who cannot prove they are over the age of 18.</p> <p>The book should contain the date and time of the incident, a description of the customer, the name of the staff who refused the sale and the reason the sale was refused.</p> <p>The book should be made available to police and authorised council officers on request.</p> <p>The book should be reviewed on a regular basis to see if any patterns emerge.</p> <p>Staff training in the age related sections of the Licensing Act 2003 should be provided to all door, bar and till staff. This includes the ability to competently check customers identification where necessary.</p> <p>A record should be kept of the date and name of the person trained.</p>
Access to age restricted films	Premises Manager	<p>Adequate provisions for restricting children from viewing age restricted films should be in place at the premises.</p> <p>Staff should be trained to check ages at point of sale and prior to entry to a screening room to ensure that admission of children to films is in accordance with the recommendations of British Board of Film Classifications (BBFC)</p>
Access to age restricted gaming machines	Premises Manager	<p>Age restricted gaming or vending machines should have suitable signage setting out the age restrictions and should be in full view of staff for monitoring.</p>

Access to entertainment of adult nature	Premises Manager	Children under the age of 18 should be excluded from the premises or part of the premises when specified activities such as adult entertainment are taking place. Adverts for entertainment of an adult nature should not be displayed externally on the premises or in any part of the premises internally where they can be seen by young persons.
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Signed (Employer)		Date	30/01/2015	
Subject to review, monitoring and revision by	Ellyn Phillips	Every	12	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>
 Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Think about how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your business.

Organisation name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Severity of Hazard (1 = Low 10 = High)	Action by whom?	Action by when?	Done
Fire or Serious Fire Injury, serious injury, Death or Multiple Death	<i>Staff and visitors and any person that may be on the premises</i>	<ul style="list-style-type: none"> Ensure staff are trained in fire evacuation procedures. Ensure staff inform participants of fire evacuation procedure prior to commencing any activity. Ensure staff verbally direct the evacuation procedure in the event of a fire and/or fire alarm. 				
Slips, trips, falls around the venue(s) Injury, serious injury	<i>Staff and visitors and any person that may be on the premises</i>	<ul style="list-style-type: none"> Maintain adequate lighting at all times. Ensure that working areas and access routes are clearly marked and that hazards are visible. Ensure staff inform participants of hazards and restricted areas. Ensure that all workshop activities are appropriate for the participants and the venue. Ensure that any materials used are kept within a controlled area. 				
First Aid Injury, Serious Injury, Death	<i>Staff and visitors and any person that may be on the premises</i>	<ul style="list-style-type: none"> Ensure staff are fully aware of staff members in the building who are fully trained and qualified in First Aid at Work. Ensure staff are able to contact qualified staff directly. Ensure staff log all incidents in Incident Book at Stage Door. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Severity of Hazard (1 = Low 10 = High)	Action by whom?	Action by when?	Done
Child Protection Risk	Staff and visitors and any person that may be on the premises	<ul style="list-style-type: none"> • Ensure staff and freelance practitioners are familiar with the policies and procedures of the Royal Exchange Theatre's Child Protection Policy. • Ensure all staff and freelance practitioners who will come into contact with young people and vulnerable adults are CRB checked. • In the event of disclosure of personal information regarding abuse or neglect ensure staff adhere to the Child Protection Policy's guidelines on 'Staff Code of Conduct and Responding to Allegations of Abuse'. • In the event of documenting the activities ensure staff adhere to the Child Protection Policy's guidelines on 'Use of Photography and Video Material and Text'. • Ensure that adequate male and female toilet facilities are available and that staff verbally inform participants of their location. 				○

What are the hazards?	Who might be harmed and how?	What are you already doing?	Severity of Hazard (1 = Low 10 = High)	Action by whom?	Action by when?	Done
Supervision & Loco Parents	Staff and visitors and any person that may be on the premises	<ul style="list-style-type: none"> • Ensure that children and young people are supervised at all times whilst in all venues. • Ensure that children and young people are accompanied by a chaperone if they need to leave the venue(s) at any time • Ensure children and young people have a completed consent form if they wish to leave the venue(s) unaccompanied • Ensure staff inform group leaders of the recommended supervision ratio <ul style="list-style-type: none"> 1 adult per 6 participants aged 5-7 (Year 1-3) 1 adult per 10 participants aged 7-11 (Years 4-6) 1 adult per 15 participants aged 12-18 (Year 7+) • Ensure the group capacity does not exceed 35 during a tour of the building and/or a practical workshop • Ensure staff and/or group leaders conduct a head count and register on entering and leaving the venue(s). • Ensure staff explain a code of behaviour to all participants prior to any activity commencing. 				

Employers with five or more employees must have a written health and safety policy and risk assessment.
It is important you discuss your assessment and proposed actions with staff or their representatives.
You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.
For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>
Combined risk assessment and policy template published by the Health and Safety Executive 11/11

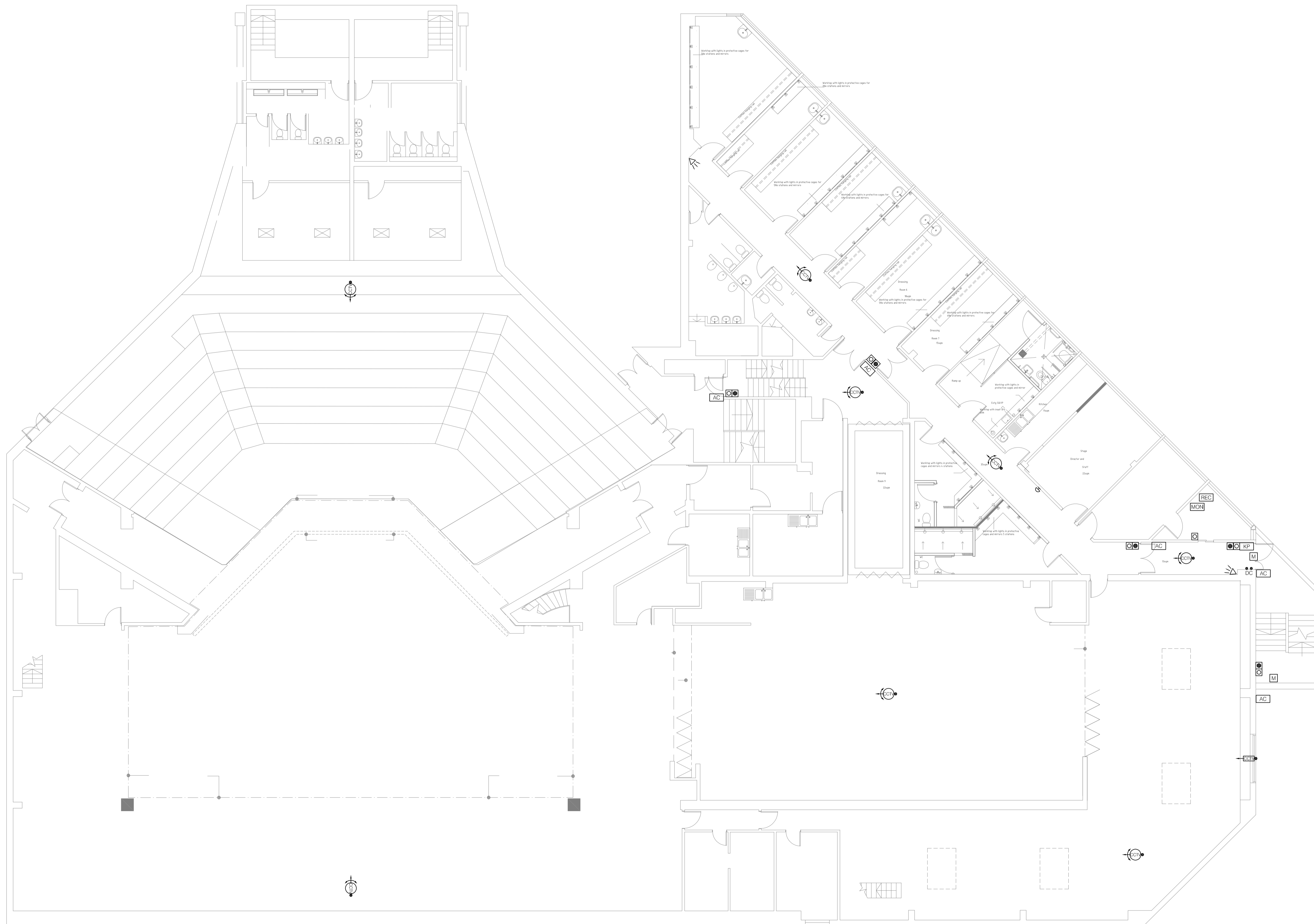
This drawing is issued for the sole and exclusive use of the named recipient. Distribution to any third party is on the strict understanding that no liability is accepted by Pick Everard for any discrepancies, errors or omissions that may be present, and no guarantee is offered as to the accuracy of information shown

CDM - RESIDUAL RISKS

The following are considered to be significant risks relevant to this drawing, which could not be fully mitigated or removed through design. Further possible control measures have been identified within the Design Risk Assessments which may help to mitigate these and other identified risks further during the construction / maintenance process;

Notes

1. This drawing shall be read in conjunction with the specification and all other relevant drawings and documentation.
2. Positions of equipment are indicative only. Exact position shall be determined on site by the Contractor.
3. Ensure electrical services are fully co-ordinated with the mechanical services installation.
4. Refer to E0800 for schedule and legends.



P01	Tender issue	11.12.15	ECN	LDB
Revisions		Date	Drawn	Chk'd

CLIENT
Leicester City Council

PROJECT
Haymarket Theatre

Architects
Consulting Engineers
Project Managers
Surveyors
PICK EVERARD
Halford House
Charles Street
Leicester
LE1 1HA
Phone 0116 223 4400
Fax 0116 223 4411/22/33
consultants@pickeverard.co.uk
www.pickeverard.co.uk

DRAWING TITLE Proposed Security Layout Level 02	PICK EVERARD PROJECT No. 140958 SCALE - unless otherwise stated 1:100 at A1 STATUS PURPOSE OF ISSUE D2 TENDER
DRAWING NUMBER LEI001-PE-XX-02-DR-E-0401	REV P01

NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

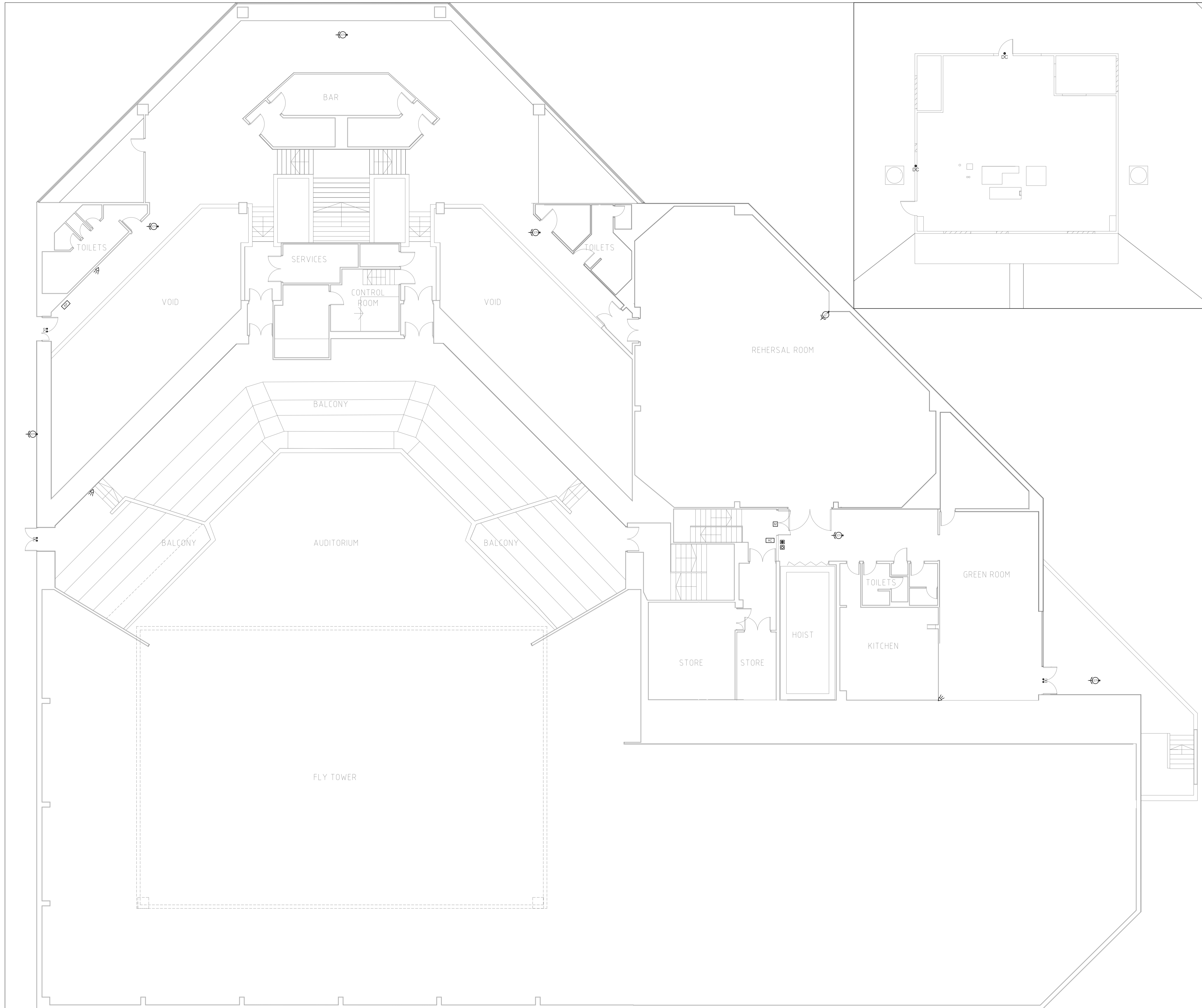
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4. Refer to E0800 for schedules and legends.



P01	Tender issue	11.12.15	ECN	LDB
Revisions		Date	Drawn	Chk'd

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Leicester City Council

PROJECT
Haymarket Theatre

Architects
 Consulting Engineers
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DRAWING TITLE Proposed Security Layout Level 05	PICK EVERARD PROJECT No. 140958 SCALE - unless otherwise stated 1:100 at A1 STATUS PURPOSE OF ISSUE D2 TENDER
DRAWING NUMBER LEI001-PE-XX-05-DR-E-0403	REV P01

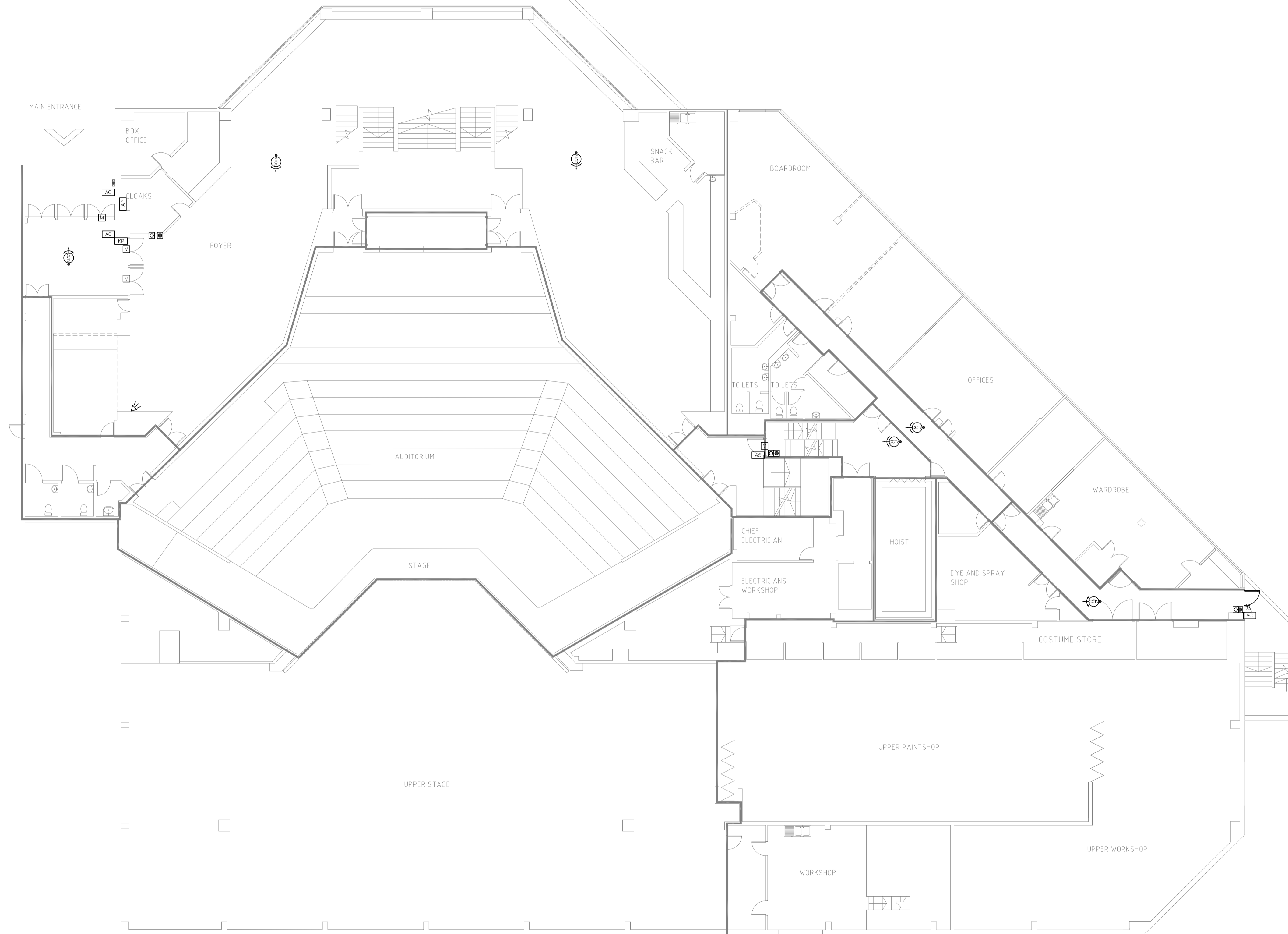
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CDM - RESIDUAL RISKS

The following are considered to be significant risks relevant to this drawing, which could not be fully mitigated or removed through design. Further possible control measures have been identified within the Design Risk Assessments which may help to mitigate these and other identified risks further during the construction / maintenance process;

Notes

1. This drawing shall be read in conjunction with the specification and all other relevant drawings and documentation.
2. Positions of equipment are indicative only. Exact position shall be determined on site by the Contractor.
3. Ensure electrical services are fully co-ordinated with the mechanical services installation.
4. Refer to E0800 for schedule and legends.



LEVEL 3 AND 4

P01 Tender Issue	11.12.15	ECN	LDB
Revisions	Date	Drawn	Chk'd

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DRAWING TITLE Proposed Security Layout Level 03/04	PICK EVERARD PROJECT No. 140958 SCALE - unless otherwise stated 1:125 at A1 STATUS PURPOSE OF ISSUE D2 TENDER
DRAWING NUMBER LEI001-PE-XX-ZZ-DR-E-0402	REV P01

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Haymarket Theatre

STANDARD THEATRE SHOW (E.G. MUSICAL, BALLET, ORCHESTRA)

Ground Level

2 x SIA staff on front doors (bag searches, ticket checks)

8 x stewards (covering inner and outer doors to auditorium)

U

Upper Floor

6 x stewards (covering inner and outer doors to auditorium plus emergency exit doors)

1 x roaming supervisor (covering both floors)

1 x merchandise seller

1 x CCTV operative

ROCK & POP, DJs, CULTURAL LIVE PERFORMANCES

Ground Level

2 x SIA staff on front doors (bag searches, ticket checks)

8 x stewards (covering inner and outer doors to auditorium)

Upper Floor

6 x stewards (covering inner and outer doors to auditorium plus emergency exit doors)

Bar Area

1 x SIA (judged show by show depending on drinking nature of the audience)

Staging/Front of Audience

4 x SIA (pit barrier/on stage cover between audience and artists)

1 x roaming supervisor (covering both floors)

1 x CCTV operative

1 x merchandise seller

COMEDY

Ground Level

2 x SIA staff on front doors (bag searches, ticket checks)
 8 x stewards (covering inner and outer doors to auditorium)

Upper Floor

6 x stewards (covering inner and outer doors to auditorium plus emergency exit doors)

Bar Area

1 x SIA
 1 x roaming supervisor (covering both floors)
 1 x CCTV operative
 1 x merchandise seller

CONFERENCES, WORKSHOPS**Ground Level**

1 x SIA
 2 x stewards to implement fire evacuation
 1 x CCTV operative

CHILDREN'S PERFORMANCES

Children's performances will be the same staffing as a standard theatre show. Staff on the front doors will be responsible for implementing the child safeguarding policy, which is to monitor individuals entering and leaving the building.

Statement of general policy:	Responsibility of:	Action / Arrangements:
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Business owner	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Business owner	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, electrical safety, manual handling, studio safety, first aid, safeguarding and a CRB check). We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Business owner	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

Statement of general policy:	Responsibility of:	Action / Arrangements:
To implement emergency procedures - evacuation in case of fire or other significant incident.	Business owner	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Business owner	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.
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Health and safety law poster is displayed:		In the reception area by the main entrance to the building.
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)		In the cabinet beneath the stereo in the reception area by the main entrance to the building.

To prevent crime inducing conflict, violence or aggression in and around the premises.	Premises Manager	Promoted events may attract larger than usual crowds and particular promotions may have violent or aggressive followers or other crime and disorder associated with
--	------------------	--

overcrowding and patrons possibly becoming aggressive through accidental jostling. For promoted events large venues, the use of clickers is essential to record the numbers of patrons inside the premises.

For other events or smaller venues, ticket sales or head counts may be appropriate. Consideration should be given to deliberately running below capacity to afford a comfort factor to your patrons and avoid conflict, violence or aggression within the premises.

Alternatives to glass drinking vessels should be considered to prevent glassware being used as an assault weapon, particularly during promoted events.

Drinking vessels made from plastic or polycarbonate would be preferential particularly in outside areas.

Where alternatives are not used, there should be a robust glass collection policy in place. This should include regular collection of glassware by stand and prevention of glassware being removed from the premises.

Measure to preserve a crime scene until police arrival, following the outbreak of disorder or any other crime should be clearly documented in a policy.

Such a policy should be formulated in consultation with a police crime prevention officer.

All staff must receive training on the policy with a record kept of the date and name of the person trained. Records should be made available for inspection by the police or licensing authority.

Staff training in conflict management should be provided to give them the knowledge and confidence to deal with difficult situations and reduce crime and disorder at the premises.

Training should also cover dealing with, logging and reporting incidents if they occur.

5
6 Stop drugs and weapons being brought into the premises

Premises Manager

A record should be kept of the date and name of persons trained. Records should be made available for inspection by police or licensing authority.
Sharing of information with others in the industry. Regular meetings, the use of local ratio networks or memberships of a local club/pub watch scheme will enable information to be passed on about trouble makers and common problems in the area.
A zero tolerance policy to the use of drugs and carrying weapons in the premises should be adopted with a clear “no search no entry” message.
Posters can be displayed throughout the premises to remind customers of zero tolerance policy.
Effective search policies will minimise the opportunity for drugs and weapons to be brought into licensed premises and lead to drug and weapon seizure if attempts are made.
Calling the police if customers are suspected of being in possession of drugs or weapons. All staff must be made aware of this requirement.
Seizing, retaining and documenting any drugs or weapons found with a clear audit trail and a process for surrendering them to the police.
Supervising toilet areas can be effective in discouraging drug selling or use.
A toilet attendant may be appropriate for promoted events or on a busy night such as a Friday or Saturday evening.
Regular toilet checks such as swabbing should be considered and where conducted, these should be documented with date, time and finding recorded.
Drug awareness training should be provided for all staff. A record should be kept of the date and name of the person trained. Records should be made available for inspection by the licensing authority

To prevent theft from the premises or lost property

Premises Manager

Bag hooks (Chelsea clips) should be provided to prevent bag snatching.
Clear signage should be displayed throughout the premises about crime prevention and to warn customers of the potential pickpockets and bag/laptop snatchers.
Property patrols, managed cloakrooms and toilet attendants can be employed to prevent theft from patrons or the premises.
Premises layout and lighting should be considered. Secluded or dimly lit parts of the premises can be avoided as they can encourage crime.
Mirrors used throughout the premises can aid supervision and act as a deterrent to thieves.
A lost found policy should be in place in relation to lost/found property at the premises. the policy should include procedures regarding the logging and disposal of property and in particular any valuable property. Passports and any other ID found should be handed in to any police station.
Security tagging any items considered a specific target for theft, particularly alcoholic drinks over a certain price will deter thieves.

To maintain order from customers queuing to enter the premises or when leaving the premises

Door staff

Reduce the potential for excessive queue lines with a well managed efficient door policy. Long queuing times can cause people to become agitated and aggressive. Searches should therefore be conducted as quickly and effectively as possible.

A customer dispersal policy can minimise the potential for disorder from customers leaving the premises. A policy should clearly set out measures to avoid mass exit at the end of evening such as a gradual change in music style and increasing light levels.

Sufficient staff should be available at the end of the evening to manage a controlled shut down of the premises and maintain good order as customers leave.

Staff training in preventing disorder should be provided to give knowledge and confidence to deal with difficult situations.

A record should be kept of the date and name of the person trained. Records should be made available for inspection by the police or other licensing authority.

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To eliminate customers getting drunk and dealing with drunken customers

Bar Manager

Drinks promotions should be socially responsible and not encourage excessive drinking.

A documented policy on responsible drinks promotions should be in place at the premises and should adhere to industry codes such as those recommended by the British Beer and Pub Association (BBPA) and the Portman Group. This is in addition to adherence with the mandatory licensing conditions regarding irresponsible promotions.

Staff training on the effects of alcohol and how to spot early signs of customers becoming drunk should be provided to give them knowledge and confidence to deal with drunken patrons.

A Duty of care policy regarding patrons suffering adversely from the effects of drink should be in place at the premises. The policy should clearly express that every effort will be made by staff to prevent patrons from deteriorating to an uncontrolled intoxicated extent. All staff must be briefed on the policy.

Drink-Awarer posters can be displayed in the premises to remind customers of the unit content in alcoholic drinks and the safe alcohol consumption limits.

To eliminate consumption of alcohol on the streets and street drinkers

Bar Manager

To stop the sale of alcohol outside permitted hours

Bar Manager

Prevent overcrowding

Premises Manager

To encourage accumulation and disposal of glasses/drinking vessels

Premises Manager

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Restrict the sale of strong beer and cider above 5.5% BV and the sale of single cans or bottles of beer and cider, Such sales can contribute to anti social behaviour and disorder through the consumption of alcohol on the street and in open spaces by street drinkers or persons who are already drunk.

Lockable shutters can be fitted on display units for alcohol in retail premises, which can be closed and locked at the end of permitted hours.

A documented capacity should be set for the premises overall and for individual rooms within the premises. Capacity can be determined by a risk assessment in consultation with the fire safety authority.

A policy to manage the capacity should be adopted to prevent overcrowding and localised overcrowding.

The use of electronic clocking systems, clickers, ticket sales or head counts may be appropriate.

Consideration should be given deliberately running below capacity to afford a comfort factor to your patrons.

A glass collection policy should include provisions for regular collection of glassware by staff and the prevention of glassware from being undertaken into external areas. glassware should not be allowed to accumulate or cause obstruction.

spillages and broken glass should be cleaned up immediately to prevent floors from being slippery or unsafe.

To prevent drug use or drink spiking

Premises Manager

A zero tolerance policy to the use of drugs in the premises should be adopted
Refusing entry to anyone who appears to be showing signs of drunk use and contacting the emergency services in appropriate circumstances. In such cases, an entry should be made in an incident log book.
A duty of care policy regarding persons suffering adversely from the effect of drugs should be in place at the premises. The policy should include drug awareness training for all staff so that they can recognise the effects of controlled drugs and provide medical attention where necessary. All staff must be briefed on the policy. A record should be kept of the date and the name of person trained.
Prevent the possibility of drink spiking by offering various anti drink spiking products to customers.
If a customer suspects that their drink has been spiked, you should report it to the police immediately. A process for this should be clearly set out in your duty of care policy.

To encourage safety of customers when leaving the premises

Premises Manager

Discourage drink driving by promoting schemes such as designated driver, with notices clearly displayed throughout the premises.
Display information to customers with regards to safe options for travelling home such as Cabwise. Information should include access to licensed taxi cabs or licensed private hire vehicles, the location of taxi ranks and public transport facilities including night bus options.
Provide a free tai phone service and a safe waiting area for customers inside the premises.
Increased lighting inside the premises should be considered towards the end of an evening to affect the alertness of customers before they leave the premises.
Increased external lighting particularly in car parks under direct control of the licence holder will provide added safety for customers as they leave the premises. Care should be taken so that the lighting does not impact neighbours.

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Signed: (Employer)

Date:

30/01/2015

Subject to review, monitoring and revision by:	Ellyn Phillips	Every:	12	months or sooner if work activity changes
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Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your business.

Organisation name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Severity of Hazard (1 = Low 10 = High)	Action by whom?	Action by when?	Done
Fire or Serious Fire Injury, serious injury, Death or Multiple Death	<i>Staff and visitors and any person that may be on the premises</i>	<ul style="list-style-type: none"> Ensure staff are trained in fire evacuation procedures. Ensure staff inform participants of fire evacuation procedure prior to commencing any activity. Ensure staff verbally direct the evacuation procedure in the event of a fire and/or fire alarm. 				
Slips, trips, falls around the venue(s) Injury, serious injury	<i>Staff and visitors and any person that may be on the premises</i>	<ul style="list-style-type: none"> Maintain adequate lighting at all times. Ensure that working areas and access routes are clearly marked and that hazards are visible. Ensure staff inform participants of hazards and restricted areas. Ensure that all workshop activities are appropriate for the participants and the venue. Ensure that any materials used are kept within a controlled area. 				
First Aid Injury, Serious Injury, Death	<i>Staff and visitors and any person that may be on the premises</i>	<ul style="list-style-type: none"> Ensure staff are fully aware of staff members in the building who are fully trained and qualified in First Aid at Work. Ensure staff are able to contact qualified staff directly. Ensure staff log all incidents in Incident Book at Stage Door. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Severity of Hazard (1 = Low 10 = High)	Action by whom?	Action by when?	Done
<p>Child Protection Risk</p> <p>65</p>	<p><i>Staff and visitors and any person that may be on the premises</i></p>	<ul style="list-style-type: none"> • Ensure staff and freelance practitioners are familiar with the policies and procedures of the Royal Exchange Theatre's Child Protection Policy. • Ensure all staff and freelance practitioners who will come into contact with young people and vulnerable adults are CRB checked. • In the event of disclosure of personal information regarding abuse or neglect ensure staff adhere to the Child Protection Policy's guidelines on 'Staff Code of Conduct and Responding to Allegations of Abuse'. • In the event of documenting the activities ensure staff adhere to the Child Protection Policy's guidelines on 'Use of Photography and Video Material and Text'. • Ensure that adequate male and female toilet facilities are available and that staff verbally inform participants of their location. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Severity of Hazard (1 = Low 10 = High)	Action by whom?	Action by when?	Done

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11

