

COUNTER NOTICE

**LICENSING ACT 2003 – GRANT OF A PREMISES LICENCE –
OSCARS BAR, GILLIATT STREET, SCUNTHORPE**

(please return this counter notice as a matter of urgency)

To: matthew.nundy@northlincs.gov.uk

From: (Applicant / Responsible Authority / Interested Party) (name and address) (please print)

Jason Benstead
.....
.....

I confirm that I have received the Notice of Hearing for the **virtual meeting** on **Thursday 7 January 2021** commencing at **10:00 am**, together with a copy of the procedure which is to be adopted at the Hearing.

Please tick box as appropriate

1. I shall be attending the hearing
2. I shall not be attending the hearing because ¹.....
.....
.....
3. I do not consider a hearing to be necessary because².....
4. I intend to be represented at the hearing by ³.....(name of representative)

¹ See point 3 of the attached Information

² See point 7 of the attached Information

³ See point 1 of the attached Information

5. I request permission for the following supporting person(s) to appear at the hearing⁴:

Name of person(s):

.....
.....

Point(s) the person(s) will be covering:

.....
.....
.....
.....

6. I consider that the application can be dealt with on the date of the hearing



I do not consider that the application can be dealt with on the date of the hearing and would request an adjournment on the following grounds⁵



.....
.....
.....
.....

7. I enclose the full written statements of evidence upon which I intend to rely



Dated the 29 day of December 2020

Signed J Beas [Applicant / Responsible Authority / Interested Party]

Contact address:

Oscar's Bar
6 Gillgate street
Scunthorpe

Telephone number:

07547004295

⁴ Evidence given by supporting persons must be seen to assist the authority in relation to the application. Also see point 4, footnote 2 of the attached Information

⁵ See point 6 of the attached Information

1

COVER LETTER

2

INFORMATION FROM NORTH LINCOLNSHIRE COUNCIL

3

STARS ON THE BARS – FILLED OUT

4

APPLICATION FOR EMPLOYMENT

5

WORKBOOK INFORMATION – STAFF TRAINING

6

INFORMATION FROM FIRE OFFICER

7

DOOR SUPERVISOR – DOOR PAPERWORK

8

STAFF TRAINING – SHEETS

9

COVID – 19 SHEETS

10

HEALTH AND SAFETY INFORMATION

11

NOISE – NOISE POLICY STATEMENT FOR ENGLAND (NPSE)

12

Jason Benstead

Oscar's Bar

6 Gilliatt Street

Scunthorpe

DN15 6EY

23rd December 2020

Tel: 07547004295

Email: Oscars.entertainment2020@gmail.com

Re: Licensing (Activities) Sub Committee – Thursday 7th January 2021 – at 10am.

Dear Matthew Nundy,

Thank you for the paperwork about the meeting above I will be attending the meeting on that day and at that time. The paperwork will be handed into North Lincolnshire Council Office at Church Square House on or before the 29th of December 2020.

In the past there has been some problems with Oscars Bar and the Licence was revoked we made mistakes and we were punished for that, but that was over two years now and the premises has been closed for a lot of work since then not just on the building but on the management of the Venue. As you can see from the Health & safety and Licensing paperwork they said it had poor management. At that time I had so much going on there was mistakes and I take that on board, but as you were told at the time there was so much going on but as that is all now over and it was of a personal nature I do not think we should go back into that as was discussed before.

Looking to the future and beyond, this venue has been here for a long time and as you can see from the paperwork I have sent you that the Management has been looking at every part of the business and now have a new and upgraded system in place to make sure mistakes will never happen again.

It is my belief that mistakes, can be made it is how you put it right that matters and make what you are doing be safer and better for everybody. everybody in life makes mistakes and wishes they can go back but you can't you just have to say "it happened and am now a better person" and then hope people can see you are working to put everything right.

As the director of the Company asking for the Licence for the Premises I have been working with the local authority and any other parties that are involved with this process and as a company this will be an on going commitment on my part I hope all the other relevant departments feel the same so we can work together for the benefit of the local community and the night time economy in the local area.

As you can see that any employees employed by this Company will be given a high training record which will be repeated every six months. I have followed the STARS ON THE BARS which was set up by the local authority a number of years ago but if there is a more up to date version we will be happy to update the staff training in the Venue.

So far I have worked with the police and the local Council as they had Conditions they would like to put on the Licence for the premises and I am happy to do this.

It is said in the paperwork that there is concerns that the problem with the local prostitutes would be highten if the premises was to get a late licence after looking at this problem myself this problem is not only near my venue but the problem is town centre wide which means it effect lots of out lets not just public houses and nite club but the local shops to.

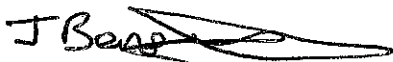
As a company we will do everything we can do to make sure that our venue does not add to the problem but we will do everything we can to help the local community and the police to try and slow down the problem. We have got lights around the venue so there is no where for the workers to go for there acts. We also do not let them into the venue as we would like our patrons to have a safe time. If they ever do stand near the main door they are asked to move on by our door supervisors.

Noise – it was put in the paperwork that there is concerns that the entertainment would be a problem as there is local housing in the area. The venue has been on this site for a number of years and years ago there was houses on the same site that they are now but at that time double glazing was not so common. We only have one main door which is open when entertainment is going on and saying that there is a second set of doors inside which are kept closed as much as possible. We are going to take a recording of the noise level around the whole building to make sure the level does not cause a problem to the local community and the committee will be given a copy of this before the meeting.

There are many other venues in the local area as it is the town centre will do every thing we can to control the level of the entertainment, we have agreed to cut our entertainment hours down so entertainment will be lowered at 3.30am the same time as last orders at the bar. By law we have to control the level as part of the health and safety in the premises and this will be looked at on a night to night basis with it logged by the Company this will be available for Police or local authority to see at any time.

The company wishes to work with everybody to make sure that Scunthorpe is a place that people want to come and have a safe day or night out. I hoping the committee can see that we are doing everything we can to make this venue better than it has ever been.

If you would like any more information on the above issues please do not hesitate to contact me on the above contact information.



Jason Benstead

Director

North Lincolnshire Council

www.northlincs.gov.uk

Becky McIntyre
Director of Governance and Partnerships
Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

Contact: Mr Matthew Nundy
Direct Dial: (01724) 296014
Our Ref: MN/07-01-21
E-Mail: matthew.nundy@northlincs.gov.uk
Date: 18 December 2020

Dear Member,

NOTICE OF MEETING

You are requested to attend the following meeting: -

LICENSING (ACTIVITIES) SUB-COMMITTEE

on THURSDAY 7 JANUARY 2021

venue: VIRTUAL MEETING TO BE HELD VIA MICROSOFT TEAMS

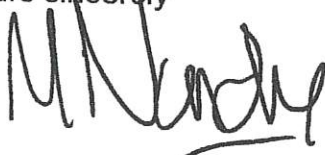
commencing at 10.00 am

PLEASE NOTE – COUNTER NOTICE TO BE DETACHED, COMPLETED AND RETURNED AS DETAILED IN THE “INFORMATION TO ACCOMPANY NOTICE OF HEARINGS” ENCLOSED

COPIES OF THE STATUTORY GUIDANCE, NORTH LINCOLNSHIRE COUNCIL'S LICENSING POLICY AND CUMULATIVE IMPACT POLICY WILL BE AVAILABLE AT THE HEARING

The agenda papers for the meeting are enclosed.

Yours sincerely



Director: Governance and Partnerships

To: The Members of the Licensing (Activities) Sub-Committee
All other parties

Direct Dial: (01724) 296014

E-mail: Matthew.nundy@northlincs.gov.uk

Date: 18 December 2020

North Lincolnshire Council

www.northlincs.gov.uk

Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

J P Leisure Scunthorpe Limited
Oscars Bar
6 Gilliatt Street
SCUNTHORPE
North Lincolnshire
DN15 6EY

Dear Mr Benstead,

LICENSING (ACTIVITIES) SUB-COMMITTEE – OSCARS BAR – 7 JANUARY 2021

I write in relation to the hearing for the grant of a premises licence at Oscars Bar, 6 Gilliatt Street, Scunthorpe.

For your information I enclose the agenda papers. A hard copy of the papers will also be posted to you first class via Royal Mail.

You are invited to attend the hearing. If you wish to present your case at the hearing, please detach the counter notice from the agenda and complete and return the document to the address stated on the form.

The virtual hearing will take place: -

on THURSDAY 7 JANUARY 2021

commencing at 10:00 am

via MICROSOFT TEAMS

Please can you confirm that you are happy to join the meeting via your e mail address?

Should you have any queries, please contact myself on the aforementioned telephone number.

Yours sincerely



Director: Governance and Partnerships

NORTH LINCOLNSHIRE COUNCIL

**LICENSING (ACTIVITIES)
SUB-COMMITTEE**

7 January 2021

Chairman: To be appointed

Venue: Virtual Meeting
via Microsoft Teams

Time: 10.00 am

E-mail Address:
matthew.nundy@northlincs.gov.uk

AGENDA

1. Appointment of Chairman.
2. Declarations of disclosable pecuniary interests, personal or personal and prejudicial interests, and significant contact with applicants, objectors or third parties (lobbying), if any.
3. Licensing Act 2003 – Application for the grant of a premises licence, Oscars Bar, Gilliatt Street, Scunthorpe
4. Any other items which the chairman decides are urgent by reason of special circumstances which must be specified.

NOTES: Enclosed in these papers are -

- (a) Information to accompany the notice of hearings, including the procedure to be followed at meetings.
- (b) A counter-notice to be completed and returned by **29 December 2020**.
- (c) All appropriate and available documentation required at the time of notice.

INFORMATION TO ACCOMPANY NOTICE OF HEARING

In the interests of timely, efficient and cost effective decision making the Authority strongly urges all parties involved in any hearing to ensure that they provide advance disclosure between the parties of any information on which they intend to rely at any hearing. Failure to do so may lead to discussions over the admissibility of such information and/or the adjournment of the hearing.

1. Right of Attendance

A party attending the hearing may be assisted or represented by any person whether or not that person is legally qualified.

2. Representations and Supporting Information

2.1 A party at the hearing shall be entitled to –

- a) give further information in response to the points raised (if any) under point 5 of this information. Any documents upon which you intend to rely should be served with the Counter-notice¹
- b) address the authority, and
- c) if given permission by the authority, question any other party.

2.2 A party who wishes to withdraw any representations they have made may do so -

- a) by giving notice to the Authority no later than 24 hours before the day or the first day on which the hearing is to be held, or
- b) orally at the hearing

3. Failure to attend the Hearing

- a) Where a Party informs the Authority that they do not intend to attend the hearing, then the hearing may proceed in their absence.
- b) Where a party has not so indicated and fails to attend or be represented at the hearing the Authority may –
 - (i) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
 - (ii) hold the hearing in the party's absence.
- c) Where the Authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.

¹ Papers served on the day of the hearing will only be considered if all parties to the hearing consent. If the document is particularly long or complex, this may lead to the hearing being adjourned.

- d) Where the Authority adjourns the hearing to a specified date it shall forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

4. Procedure at Hearing

1. Opening remarks and formalities, introduction by the Democratic Services Officer
2. Chairman is elected, opens meeting and explains procedure to parties present
3. Summary of the application by the Licensing Officer
4. Applications (including any applications for supporting persons to be allowed to address the Sub-Committee ² and applications for adjournment)
5. Presentation by Applicant (opportunity to present case, call parties in support and produce documents: maximum 20 minutes)
6. Questions (by Members)
N.B ³
7. Presentation by Objectors: (opportunity to present case, call parties in support and produce documents: maximum 20 minutes per objector)
 - a) Police
Followed by questions from members
 - b) Other Responsible Authorities
Followed by questions from members
 - c) Interested Parties
Followed by questions from members
8. Clarification of any issues arising by the Licensing Officer
9. Summary by Applicant: maximum 5 minutes
10. Summary by Objectors:
 - a) Police
 - b) Other Responsible Authorities
 - c) Interested Parties(Maximum 5 minutes per objector)
11. Members withdraw from hearing to consider the matter. (They may call in the Solicitor to help draft reasons for decision. Any other advice must be repeated in open forum)
12. Members return and the decision, including reasons, is announced.

² Regulation 8(2) states that where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, permission must be requested from the authority in the counter notice, for such a person to appear. Details of the name of the person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request, will be required.

³ Regulation 23 states that cross examination by other parties shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, applications or notice as the case may require

5. Points upon which the authority requires clarification

If the Local Authority wish you to clarify certain points/issues arising from your application/objection this will be indicated under point 7 of the Committee Report.

6. Powers to extend time limits/adjourn the hearing

- a) The relevant parties must notify the Authority if they consider that the time limits set out in the procedure of hearing will not be sufficient.
- b) The Authority may extend the time limits if it believes that it shall be in the public interest to do so and shall forthwith give notice to the parties stating the period of the extension and the reason for it.
- c) The Authority may adjourn a hearing to a specified date or arrange for a hearing to be held on specified additional dates where it considers this to be necessary for its consideration of any representations or notice made by a party.
- d) Where the Authority adjourns the hearing to a specified date or additional dates, the parties must be notified forthwith of the date, time and place to which the hearing has been adjourned.

7. Right to dispense with hearing if all parties agree

- (1) The Authority may dispense with holding a hearing if all relevant persons agree that such a hearing is unnecessary and that they have given notice to the Authority that they consider a hearing to be unnecessary.
- (2) Where all relevant persons agree that a hearing is unnecessary and have given notice of this then the Authority shall forthwith give notice to all parties that the hearing has been dispensed with.

8. Hearing to be in public

- 8.1 The hearing shall place in public, however;
- 8.2 The licensing authority may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.
- 8.3 For these purposes a party and any person assisting or representing a party may be treated as a member of the public.

9. Disruptive behaviour

The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may-

- (a) refuse to permit that person to return, or
- (b) permit him to return only on such conditions as the authority may specify, but such person may, before the end of the hearing, submit to the authority in writing any information, which they would have been entitled to give orally had they not been required to leave.

10. Record of proceedings

The authority shall provide for a record to be taken of the hearing in a permanent and intelligible form and kept for six years from the date of the determination or, where an appeal is brought against the determination of the authority, the disposal of the appeal. **NB** ⁴

⁴ It is the Councils policy to tape record the proceedings of the Licensing sub-committee. Only the open part of the hearing shall be recorded. The tape recording shall then be kept in a secure environment.

COUNTER NOTICE

**LICENSING ACT 2003 – GRANT OF A PREMISES LICENCE –
OSCARS BAR, GILLIATT STREET, SCUNTHORPE**

(please return this counter notice as a matter of urgency)

To: matthew.nundy@northlincs.gov.uk

From: (Applicant / Responsible Authority / Interested Party) (name and address) (please print)

.....
.....

I confirm that I have received the Notice of Hearing for the **virtual meeting** on **Thursday 7 January 2021** commencing at **10:00 am**, together with a copy of the procedure which is to be adopted at the Hearing.

Please tick box as appropriate

1. I shall be attending the hearing
2. I shall not be attending the hearing because ¹.....
.....
.....
3. I do not consider a hearing to be necessary because².....
4. I intend to be represented at the hearing by ³.....(name of representative)

¹ See point 3 of the attached Information

² See point 7 of the attached Information

³ See point 1 of the attached Information

5. I request permission for the following supporting person(s) to appear at the hearing⁴:

Name of person(s):

.....
.....

Point(s) the person(s) will be covering:

.....
.....
.....
.....
.....

6. I consider that the application can be dealt with on the date of the hearing

I do not consider that the application can be dealt with on the date of the hearing and would request an adjournment on the following grounds⁵

.....
.....
.....
.....

7. I enclose the full written statements of evidence upon which I intend to rely

Dated the day of 202

Signed.....[Applicant / Responsible Authority / Interested Party]

Contact address:

Telephone number:

⁴ Evidence given by supporting persons must be seen to assist the authority in relation to the application. Also see point 4, footnote 2 of the attached Information

⁵ See point 6 of the attached Information

PROCEDURE AT HEARING

1. Opening remarks and formalities, introductions by the Democratic Services Officer.
2. Chairman is elected, opens meeting and explains procedure to all parties present.
3. Summary of the application by the Licensing Officer.
4. Applications and Variation of Procedure (includes applications for supporting persons to be allowed to address the committee, applications for adjournment, applications for extension of time limits and consideration of cross examination).
5. Presentation by Applicant (opportunity to present case, call parties in support and produce documents: maximum 20 minutes).
6. Questions to applicant (by Members).
7. Presentations by Objectors: (opportunity to present case, call parties in support and, produce documents: maximum 20 minutes per objector).
 - a) Police
Followed by Questions by Members
 - b) Other Responsible Authorities
Followed by Questions by Members
 - c) Interested Parties
Followed by Questions by Members
8. Clarification of any issues arising by the Licensing Officer, if required, followed by questions by members if necessary.
9. Summary by Applicant: maximum 5 minutes.

10. Summary by Objectors: maximum 5 minutes per objector.
11. All parties withdraw from the hearing to allow the sub-committee to consider the matter. (They may call in the Solicitor to help draft reasons for the decision. Any other advice must be repeated in open forum. If members need to seek clarification from any party, they will return to the meeting).
12. After consideration, all parties return and the decision, including any conditions and reasons, is announced.
13. All parties are informed of their right and time permitted to appeal the sub-committee's decision.
14. Meeting is closed or, if applicable, the next hearing begins.

NORTH LINCOLNSHIRE COUNCIL

LICENSING (ACTIVITIES) SUB-COMMITTEE

**LICENSING ACT 2003
APPLICATION TO GRANT A PREMISES LICENCE
OSCARS BAR, GILLIATT STREET, SCUNTHORPE**

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To request that the Sub-Committee determines the application to grant a Premises Licence for Oscars Bar. A summary of the application is attached as Appendix A to this report and a copy of the application as Appendix B.
- 1.2 There have been 4 representations received, which have been deemed relevant. These are detailed in paragraph 4.2. Copies of the representations are attached to this report at Appendix C, D, E, and F.

2. BACKGROUND INFORMATION

- 2.1 In accordance with the provisions of the Licensing Act 2003 and the council's scheme of delegation, all applications for a licence where a relevant representation has been made need to be determined by this Sub-Committee.
- 2.2 When determining the application the Sub-Committee should only consider issues which relate to the four licensing objectives. The licensing objectives are:
 - The prevention of Crime and Disorder
 - Public Safety
 - The prevention of a Public Nuisance
 - The protection of Children from Harm
- 2.3 Members of the Sub-Committee must have regard to the statutory guidance issued under section 182 of the Licensing Act 2003, our Statement of Licensing Policy and our Cumulative Impact Policy if appropriate. Members of the Sub-Committee may deviate from the statutory guidance and licensing policies only if they deem that there is good reason to do so. Where Members do deviate from the statutory guidance or policies then full reasons must be provided.

- 2.4 Members of the Sub-Committee should not allow themselves to pre-determine the application or to be prejudiced in favour or opposed to the licence and shall only determine the application having had an opportunity to consider all relevant facts. Members of the Sub-Committee should not hear or decide on any applications for premises licences in their own ward.
- 2.5 Members of the Sub-Committee shall remember that they are acting in a quasi-judicial role in determining the application and shall remain in the room so that they hear all the evidence before determining the application. The determination shall be based on the evidence provided, which is relevant to the licensing objectives.
- 2.6 The options available to the Sub-Committee having considered all the relevant information are as follows:
- To refuse to grant the licence
 - To grant the licence with additional conditions
 - To grant the licence without additional conditions
 - To grant the licence but restrict the licensable activities
 - To grant the licence with restricted times
- 2.7 When considering an application to vary a licence, only the additional elements contained within the application can be considered. The activities already licensed cannot be subject to any restriction or additional conditions.
- 2.8 Members of the Sub-Committee should be advised that the applicant, responsible authorities and other persons making relevant representations may appeal to the Magistrates Court within 21 days of the date on which they were notified of the decision

3. ISSUES FOR CONSIDERATION

- 3.1 The application to grant a premises licence for Oscars Bar was received on 11 November 2020. A summary of the application is attached at Appendix A and a copy of the application is attached at Appendix B.
- 3.2 Licensing and Health & Safety has objected to the application on the grounds of Prevention of Crime and Disorder, Protection of Children from Harm and Public Safety. A copy of the representation is attached at Appendix C.
- 3.3 Humberside Police has objected to the application on the grounds of Prevention of Crime and Disorder, Public Nuisance, Protection of Children from Harm and Public Safety. A copy of the representation is attached at Appendix D.
- 3.4 There have been 2 representations from other persons, which have been deemed relevant. The representations are detailed in paragraph 4.2 and are attached to this report as Appendix E and F.

3.5 The applicant has been made aware of the representations.

4. OUTCOMES OF CONSULTATION

4.1 A copy of an application to grant or vary a Premises Licence must be served on the responsible authorities within 48 hours of the Licensing Authority receiving its copy.

4.2 The table below provides details of any representations received from the responsible authorities.

Responsible Authority	Detail
Humberside Police	Representation received on the grounds of Prevention of Crime and Disorder, Public Nuisance, Protection of Children from Harm and Public Safety.
Humberside Fire & Rescue Service	No representation received
Health & Safety	Representation received on the grounds of Prevention of Crime and Disorder, Protection of Children from Harm and Public Safety.
Environmental Health	No representation received
Trading Standards	No representation received
Child Protection	No representation received
Planning	No representation received
Licensing Authority	Representation received on the grounds of Prevention of Crime and Disorder, Protection of Children from Harm and Public Safety.
Public Health	No representation received
Other	2 representations received from interested parties on the ground of Prevention of Crime and Disorder and Public Nuisance

4.3 Ward councillors have been made aware of the application.

5. OUTCOMES OF MEDIATION

5.1 We have a duty to mediate in accordance with our policy. The results of the mediation will be reported at the meeting.

5.2 The applicant has agreed to the conditions proposed in the representation by Health & Safety and Licensing, and Humberside Police.

6. LICENSING OBJECTIVES & STATUTORY PROVISIONS

6.1 Prevention of Crime & Disorder

6.1.1 The applicant has described the steps they intend to take in order to promote this objective. These are detailed on page 17 of their application in Appendix B attached to this report.

6.1.2 Further information regarding this objective can be found in the Licensing Policy, pages 33-42.

6.1.3 Representations have been received raising concerns with regard to this objective.

6.2 Public Safety

6.2.1 The applicant has described the steps they intend to take in order to promote this objective. These are detailed on page 17 of their application in Appendix B attached to this report.

6.2.2 Further information regarding this objective can be found in the Licensing Policy, pages 43-49.

6.2.3 Representations have been received raising concerns with regard to this objective.

6.3 Prevention of Public Nuisance

6.3.1 The applicant has described the steps they intend to take in order to promote this objective. These are detailed on page 17 of their application in Appendix B attached to this report.

6.3.2 Further information regarding this objective can be found in the Licensing Policy, pages 50-55.

6.3.3 Representations have been received raising concerns with regard to this objective.

6.4 Protection of Children from Harm

6.4.1 The applicant has described the steps they intend to take in order to promote this objective. These are detailed on page 17 of their application in Appendix B attached to this report.

6.4.2 Further information regarding this objective can be found in the Licensing Policy, pages 56-62.

6.4.3 Representations have been received raising concerns with regard to this objective.

6.5 Other Licensing Policy Issues/Statutory Provisions

6.5.1 These are detailed in Appendix B, page 17, under the heading of General.

7. **FURTHER INFORMATION & CLARIFICATION**

7.1 A location plan is attached to the report as Appendix G.

8 **OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

8.1 Not applicable.

9. **RECOMMENDATIONS**

9.1 That the Sub-Committee determines the application in accordance the Statutory Guidance issued under s182 of the Licensing Act 2003, Statement of Licensing Policy, the Cumulative Impact Policy if appropriate and the information contained within this report and having had due regard to the applicant and the responsible authorities making relevant representations.

9.2 That the Sub-Committee provides the reasons for its decision.

DIRECTOR: OPERATIONS

Church Square House
Church Square
Scunthorpe
North Lincolnshire

Author: Narelle Plowright
Date: 15 December 2020

Background Papers used in the preparation of this report Nil

Summary of Application (New)

Name of Premises	Oscars Bar, Gilliatt Street, Scunthorpe	Type of Application	Grant
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Point Number	Detail	Action
1	Live Music (Indoors): Sunday to Friday – 10:00 to 04:00 Saturday – 10:00 to 05:00 late night refreshment, sale of alcohol	
2	Recorded Music (Indoors): Sunday to Friday – 10:00 to 04:00 Saturday – 10:00 to 05:00	
3	Performance of Dance (Indoors): Sunday to Friday – 10:00 to 04:00 Saturday – 10:00 to 05:00	
4	Anything of a similar description (Indoors): Sunday to Friday – 10:00 to 04:00 Saturday – 10:00 to 05:00	
5	Late Night Refreshment (Indoors): Sunday to Friday – 23:00 to 04:00 Saturday – 23:00 to 05:00	
6	Supply of Alcohol (On and Off the Premises): Sunday to Friday – 10:00 to 04:00 Saturday – 10:00 to 05:00	
7	Opening Hours: Monday to Sunday – 0:00 to 23:59	
8	One door supervisor to be used per 100 patrons. One door supervisor per 50 patrons where there are children.	
9	All staff shall be trained and retrained every 6 months on the licensing objectives.	

Summary of Representations/Conditions Requested (Responsible Authorities)

Point Number	Detail	Action
10	<p>Appendix C - Health & Safety and Licensing The premises is within the Cumulative Impact Zone. The premises also has a poor history in relation to management and adherence to conditions attached to the licence. The conditions proposed are as follows</p>	
11	<p><u>Prevention of Crime and Disorder</u> CCTV shall be installed and maintained as follows:</p> <ul style="list-style-type: none"> • CCTV must be provided in the form of a continuous recording system providing real time pictures of evidential quality in all lighting conditions. Facial recognition must be provided for pictures of access to and egress from the premises. • Cameras must be positioned to view all access to and egress from the premises [including fire exits] and all areas where the sale/supply of alcohol occurs. • Recordings must be correctly time and date marked. • Recordings must be in date order, numbered sequentially and kept for a minimum period of 31 days. • The Premises Licence Holder must ensure an appointed member of staff is capable of downloading CCTV footage in a recordable format at all times the premises are operating. • Recordings must be provided to officers under the direction and control of the Chief Constable of Humberside Police and employees of the Licensing Authority on request. • The recording equipment and all media used to record data shall be kept in a secure environment under the control of the DPS or other responsible named individual. • A monitor with a minimum 15" screen must be placed in such a position so as to be viewed by staff working in the sales/public area of the premises and by customers. • CCTV warning signs must be displayed in public areas of the premises • An operational daily log report must be maintained endorsed by signature, indicating the system has been checked by the DPS or other responsible named individual and is compliant, in the event of any failings actions taken must be recorded. • CCTV equipment must be maintained in good working order. 	

12	In addition to the offered condition on the application from 22:00 hrs a minimum of two SIA licensed door supervisors are employed where up to 100 persons are in attendance on the licensed premises, with a further SIA licensed door supervisor employed for each additional 100 persons or part thereof.	
13	<u>Protection of Children from Harm</u> <ul style="list-style-type: none"> • Persons under the age of 18 shall be accompanied by a parent, guardian, or other responsible family member • The premises shall operate a "Challenge 25" Policy and shall only sell alcohol to persons who appear to be under the age of 25 on the production of either a valid DVLA driving licence, Passport, or PASS accredited ID card. The premises shall display signs stating that a Challenge 25 Policy is in force; and • A record shall be maintained in a numbered paginated book of all refusals • Persons under the age of 18 shall not be permitted on the premises after 21:00 hrs. 	
14	<u>Public Safety</u> The premises has a poor record of compliance with public safety related matters and the current director of the company, who is also the proposed DPS, has previously faced significant enforcement action. <ul style="list-style-type: none"> • The licence holder shall employ a qualified and competent person to operate as the Food Business Operator. This person must not be Jason Benstead or John White. 	
15	The licence for this premises has previously been revoked and the one of the parties involved in the previous business is the same person as the applicant. We have serious concerns in relation to this application and if the conditions are not accepted then we would recommend that the application is refused.	
16	Appendix D – Humberside Police <u>General Conditions</u> <ul style="list-style-type: none"> • There shall be a personal licence holder on duty at the premises at all times when the premises are authorised to sell alcohol. 	
17	All parts of the premises and curtilage associated with the premises shall be kept in a clean and wholesome condition.	
18	The premise licence holder/DPS/Duty Manager shall ensure that there is a risk assessment of the need for SIA door supervision at the premises and shall provide door supervision in accordance with that risk assessment. Such an assessment shall be written down and kept at the premises and be available, on demand, for inspection by an Authorised Officer of the Council or the Police.	

19

At any time whilst the premises are being used the appropriate number of Licensed Door stewards shall be present on or about the premises.

- i) The DPS shall place an employee or agent who is licensed with the Security Industries Authority (SIA) as an attendant on the outside of each exit door in normal use by patrons entering or leaving the premises while public entertainment is taking place.
- ii) The 'appropriate number' of SIA Stewards shall be calculated as follows:
One steward for every 100 persons, or part thereof, at functions attended by adult audiences over the age of 18 years. The number of persons shall be based on the permitted occupancy figure for the premises.
- iii) All stewards shall be over the age of 18 and be properly licensed in accordance with the Private Security Industries Act. They shall wear appropriate distinctive clothing and display their id insignia so as to be readily identifiable as such to members of the public
- iv) The DPS shall maintain a register containing the specified particulars in respect of each steward acting at the premises. The specified particulars are:-
 - a) Full name and any former names:
 - b) Date of birth:
 - c) Home address:
 - d) Date and times upon which the steward has acted as such at the premises:
 - e) Name and address of any agency from whom the door steward was supplied
- v) The DPS shall, before entering the specified particulars of any person upon the register to be kept pursuant to this condition, satisfy themselves by means of acceptable documentary evidence as to the identity of that person.
- vi) The register to be kept pursuant to this clause shall be kept at the premises and shall be made available at any reasonable time for inspection by authorised officers of the Council, the Police or Fire Service.
- vii) For the purposes of this condition "steward" shall mean any person who is for the time being (whether for payment or not) at the premises for the purposes of any duty involving the supervision, control, admission

	<p>or removal of persons thereto and shall include any person so employed outside the premises.</p> <p>Random searches shall be carried out of patrons entering the premises. A record shall be maintained of all searches which shall be available upon request by an Authorised Officer of the Council or the Police for inspection</p>	
20	<p><u>Prevention of Crime and Disorder</u></p> <p>Polycarbonate drinking containers shall be used:-</p> <p>a) from 18:30 hrs every day until the premises closes with all bottles being decanted.</p> <p>b) at any other time when entertainment is taking place;</p> <p>c) when any sporting events are being aired on the premises;</p> <p>d) two hours preceding all home football matches involving Scunthorpe United up until the premises close.</p> <p>e) for any other event / time at the request of the Police</p> <p>f) all glass shall be removed from the trading area by 19:00 hrs.</p>	
21	<p>A CCTV system is installed and in operation at the premises. The responsible person is the 'Designated Premises Supervisor'.</p> <ol style="list-style-type: none"> 1. There shall be sufficient cameras to cover those areas that are not easily supervised from the bar including entrance, exits and outside areas where it is intended to conduct licensable activities. 2. A monitor should be placed in such a position so as to be viewed by staff working in the sales area of the premises. 3. The system must be capable of continuously recording in colour, providing pictures of evidential quality in all lighting conditions, and copies of such recordings shall be retained for a period of not less than 28 days. 4. Any system installed should be capable of producing copies of recordings on site. Copies of recordings shall be provided on request to a person under the direction and control of the Chief Constable or an officer of North Lincolnshire Council on DVD/USB at no cost. 5. The Premises Licence Holder must ensure an appointed member of staff is capable of downloading CCTV footage in a recordable format at all times the premises are operating. 6. CCTV cameras must not be obstructed in anyway. 	
22	<p><u>Public Safety</u></p> <p>The premises shall have a written drugs policy which demonstrates a zero tolerance to drugs. Any seized drugs are bagged, tagged and stored securely until handed to the Police. The premises has a securely installed drugs safe. A record is maintained when drugs are found on and seized</p>	

	<p>from a patron. The record details the drugs seized, the date and time of the seizure and details of the person from whom they were seized. All staff know where the 'hot spots' in the premises are which facilitates monitoring and lighting will be used to deter the taking of drugs. The drugs policy and record of seizures shall be available upon request by an Authorised Officer of the Council or the Police for inspection.</p>	
23	<p>An incident log shall be kept at the premises, and made available on request to an Authorised Officer of the Council or the Police for inspection, which will record the following:</p> <ul style="list-style-type: none"> All crimes reported to the venue All ejections of patrons Any complaints received Any incidents of disorder All seizures of drugs or offensive weapons Any refusal of the sale of alcohol Any visit by a relevant authority or emergency service Any faults in the CCTV system 	
24	<p>Staff training will be given to all staff working at the premises. Such training shall be documented and recorded in a book or folder kept solely for that purpose. It will record the date and names of those trained and the person providing it. All present shall sign the book. The frequency of the training shall be upon inception and at least once every 6 months thereafter. The training shall cover all aspects of the responsible sale of alcohol, conflict management and dealing with disorder. The book will be available for inspection on demand by an Authorised Officer of the Council or the Police.</p>	
25	<p>The pool table and all equipment, including cues and balls shall be removed from the public area at 18:30 hrs until the premises closes on every day when entertainment is to take place. Pool cues must be stored behind the bar when not in use and a maximum of 2 cues will be in use at any one time.</p>	
26	<p>Bottles and kegs shall be secured so as to prevent use as weapons. The premises has a glass collection policy regarding the removal of any glasses / bottles / drinking vessels from the premises. There is no public access to any bins or skips used to deposit empty bottles. The glass collection policy is written and available to an Authorised Officer of the Council or the Police.</p>	
27	<p><u>Prevention of Public Nuisance</u> External windows and doors shall be kept closed when any entertainment consisting of music or singing is being provided. All exterior windows and doors shall be maintained in a good state of repair and working order.</p>	
28	<p>All mechanical ventilation must be maintained and, if considered necessary by the council, noise reduction devices shall be fitted as necessary to reduce any noise emissions.</p>	

29	Any designated smoking area shall not be used for drinking and signs will be displayed requesting those using it to respect neighbours and keep noise to a minimum.	
30	The latest entry time into the premises shall be 03:00 hours.	
31	The dispersal of customers from the premises must be managed in accordance with the following: a) Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly. There shall be public announcements in support of this in order to minimise disturbance to nearby residents. b) There shall be a 30 minute period, commencing at 03:30 hours, where music volume is reduced; lighting is increased and, alcohol sales cease. The premises will close by 04:00 hours.	
32	<u>Protection of Children from Harm</u> Challenge 25 shall be implemented and a proof of age policy is to be applied with the accepted means of proof of age being: Passport Photo Driving Licence; a recognised valid photo-id card bearing the PASS hologram and any future accredited and accepted proof of age, as defined by Humberside Police. Signs shall be displayed at the premises informing customers of the scheme.	
33	A refusals book (or electronic log) shall be kept at the premises and shall be used to record all refusals to sell alcohol for any reason. The details to be recorded must be as follows:- 1. Time, day & date of refusal 2. Item refused 3. Name & address of customer (if given) 4. Description of customer 5. Details of ID offered (if shown) The refusals book shall be regularly audited by the Designated Premises Supervisor (DPS) or duly appointed key member of staff to assess employees' compliance with refusing age-restricted sales and must be made available upon request for inspection by an Authorised Officer of the Council or the Police.	
34	At times when the premises are used for children's parties the following shall apply:- The party / event shall be pre-booked and parent / guardians shall be expected to remain to oversee their charges. The party / event shall be confined to the lower floor where there is no alcohol on sale. The upper age limit for the party boy/girl is 13 years (13 th birthday). There shall be no other event that overlaps the children's party.	

Summary of Representations/Conditions Requested (Other Persons)

Point Number	Detail	Action
35	Appendix E – Ms Stephenson Has raised concerns in relation to Prevention of Crime and Disorder and Public Nuisance	
36	Appendix F – Town Ward Councillors Have raised concerns in relation to Prevention of Crime and Disorder and Public Nuisance	

Summary of Statutory Guidance Issued under s182 of The Licensing Act 2003

Point Number	Detail	Action
37	Prevention of Crime and Disorder – pages 6 to 7	
38	Public Safety – page 7	
39	Public Nuisance – pages 9 to 10	
40	Protection of Children from Harm – pages 10 to 12	

Summary of North Lincolnshire Council's Licensing Policy

Point Number	Detail	Action
41	Prevention of Crime and Disorder – pages 33 to 42	
42	Public Safety – pages 43 to 49	
43	Prevention of Public Nuisance – pages 50 to 55	
44	Protection of Children from Harm – pages 56 to 62	

Please call

APPENDIX B



Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We **J P LEISURE SCUNTHORPE LIMITED**

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description OSCARS BAR 6 GILLIATT STREET SCUNTHORPE NORTH LINCOLNSHIRE			
Post town	SCUNTHORPE	Postcode	DN15 6EY
Telephone number at premises (if any)	01724307290		
Non-domestic rateable value of premises	£		

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)
 - iv other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name J P LEISURE SCUNTHORPE LIMITED
Address OSCAR, S BAR 6 GILLIATT STREET SCUNTHORPE DN15 6EY
Registered number (where applicable) 12232564
Description of applicant (for example, partnership, company, unincorporated association etc.) LIMITED COMPANY

Telephone number (if any) 01724307290
E-mail address (optional) oscars.entertainment2020@gmail.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
0	9	1 1 2 0 2 0

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

THE PREMISES HAS BEEN USED AS A PUBLIC HOUSE AND NITE CLUB FOR A NUMBER OF YEARS. IT HAS TWO BARS AND IS PLACE ON TWO LEVEL, WITH THE DANCE FLOOR AND TOILETS ON GROUND LEVEL. THE BAR AND SEATING AREA ON THE FIRST LEVEL. IT HAS A MAXIMUM OF 500 PATRONS AT ANY ONE TIME.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

LIMIT OF 500

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

- | Provision of regulated entertainment (please read guidance note 2) | Please tick all that apply |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)



Supply of alcohol (if ticking yes, fill in box J)



In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)	
Mon				
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)	
Wed				
Thur			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)	
Fri				
Sat				
Sun				

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) THE PREMISES WILL BE PROVIDING SOME LIVE MUSIC FROM TIME TO TIME FOR THE ENTERTAINMENT OF THE CUSTOMERS OR FOR PRIVATE BOOKINGS		
Mon	10.00	04.00			
Tue	10.00	04.00			
Wed	10.00	04.00	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	10.00	04.00			
Fri	10.00	04.00			
Sat	10.00	05.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun	10.00	04.00			

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	10.00	04.00	<u>Please give further details here</u> (please read guidance note 4) THE PREMISES HAS A DJ SYSTEM WHICH CAN BE USED FOR BACK GROUND MUSIC OR FOR THE ENTERTAINMENT OF THE CUSTOMERS AT PRIVATE BOOKINGS OR THE PROVISION OF ENTERTAINMENT ON A NIGHT TIME.		
Tue	10.00	04.00			
Wed	10.00	04.00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur	10.00	04.00			
Fri	10.00	04.00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	10.00	05.00			
Sun	10.00	04.00			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	10.00	04.00	<u>Please give further details here</u> (please read guidance note 4) THE CUSTOMERS WILL BE ABLE TO USE THE DANCE FLOOR TO DANCE TO THE ENTERTAINMENT FOR PRIVATE BOOKING OR FOR THE NIGHT TIME ENTERTAINMENT PROVIDED.		
Tue	10.00	04.00			
Wed	10.00	04.00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur	10.00	04.00			
Fri	10.00	04.00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	10.00	05.00			
Sun	10.00	04.00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)</p>	Indoors	<input checked="" type="checkbox"/>
Mon	10.00	04.00		Outdoors	<input type="checkbox"/>
Tue	10.00	04.00	<p>Please give further details here (please read guidance note 4) AS A PREMISES WE WOULD LIKE TO PROVIDE PRIVATE BOOKINGS FOR CHILDRENS PARTIES/ BIRTHDAYS ANY ANY OTHER PARTY THAT WE ARE BOOKED FOR. THERE WILL BE REGULATIONS PUT IN PLACE AND DOCUMENTED TO KEEP CHILDREN SAFE FROM HARM.</p>	Both	<input type="checkbox"/>
Wed	10.00	04.00			
Thur	10.00	04.00	<p>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)</p>		
Fri	10.00	04.00			
Sat	10.00	05.00	<p>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)</p>		
Sun	10.00	04.00			

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) REFRESHMENT WILL ONLY BE PROVIDED FOR PRIVATE BOOKINGS AND THIS WILL BE PROVIDED BY THE PARTY BOOKING WITH US. THIS WILL BE DOCUMENTED SO PROOF CAN BE PROVIDED UPON REQUEST IF NEEDED.		
Mon	10.00	04.00			
Tue	10.00	04.00			
Wed	10.00	04.00			
Thur	10.00	04.00			
Fri	10.00	04.00			
Sat	10.00	05.00			
Sun	10.00	04.00			
			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) COFFEE AND TEA WILL BE PROVIDE TO ANY CUSTOMER AT ANY TIME.		
			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption - <u>please tick</u> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	10.00	04.00			
Tue	10.00	04.00			
Wed	10.00	04.00			
Thur	10.00	04.00			
Fri	10.00	04.00			
Sat	10.00	05.00			
Sun	10.00	04.00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name JASON PETER BENSTEAD	
Date of birth [REDACTED]	
Address 6 Gilliatt Street, Scunthorpe, DN15 6EY	
Postcode	DN15 6EY
Personal licence number (if known) NL/00629	
Issuing licensing authority (if known) NORTH LINCOLNSHIRE COUNCIL	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

CHILDREN PARTIES WILL BE PROVIDED BY PRIVATE BOOKINGS AND WE WILL DOCUMENT ALL THE PARTIES. CHILDREN 18 OR OVER WILL HAVE TO PROVE THERE AGE BY THE STANDARD FORM OF ID AT THE MAIN DOOR. THEY WILL THEN AFTER PROOF ONLY WILL THEY BE GIVEN A WRIST BAND TO GET SERVED WITH ALCOHOL.
 ALL DRINKS WILL BE SERVED ONE AT A TIME WITH NO OFFER AT THE BAR WHILE THE PRIVATE BOOKING IS TAKING PLACE.
 THERE WILL BE A TUCK SHOP ON THE DANCE FLOOR SO ANY CHILD UNDER THE AGE OF 18 YEARS OF AGE WILL BE SEVRD WITH REFRESHMENTS AWAY FROM THE MAIN BAR.
 DEPENDING ON THE AGE OF THE CHLIDREN AT THE PRVATE BOOKING A ADULT OR A PARENT WILL BE ASK TO STAY ON THE PREMISES FOR THE REMAINDER OF THE PARTY.
 THIS WILL BE DOCUMENTED ON A BOOKING BASIS. ALL DOCUMENTION OF THE BOOKING WILL BE ABLE TO BE REVEIWED ON REQUEST OF THE COUNCIL OR THE POLICE
 THE NUMBER OF DOOR SUPERVISORS WILL BE 1 PER 50 CUSTOMERS AT ANY CHILDRENS BOOKING.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	WE ARE ASKING FOR A 24 HOUR LICENCE FOR THE PREMISES AS WE WOULD LIKE TO USE THE VENUE FOR AS MANY DIFFRENT BOOKINGS AS POSSIBLE. WE ARE ASKING FOR THE 24 HOURS LICENCE BUT THE VENUE WILL ONLY PROVDE THE PROVISION OF ALCOHOL BETWEEN THE HOURS OF 10.00 - 04.00 MONDAY TO FRIDAY (INCLUDING SUNDAY) 10.00 - 05.00 ON A SATURDAY THE REST OF THE TIME WE WOULD LIKE TO USE THE PREMISES BUT PROVIDE SOFT DRINKS AND TEA AND COFFEE TO THE CUSTOMERS
Mon	00.00	23.59	
Tue	00.00	23.59	
Wed	00.00	23.59	
Thur	00.00	23.59	
Fri	00.00	23.59	
Sat	00.00	23.59	
Sun	00.00	23.59	
			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

WE WILL FOLLOW THE FOUR LICENSING OBJECTIVES AND WE WILL FOLLOW THE STARS ON THE BARS PAPERWORK WHICH IS PROVIDED BY NORTH LINCOLNSHIRE COUNCIL. WHICH CAN BE VIEWED ON THE PREMISES

b) The prevention of crime and disorder

WE WILL HAVE DOOR SUPERVISORS TO THE RECOMMENDED NUMBER WHICH IS ONE PER 100 PATRONS, IF IT IS CHILDREN IT WOULD BE ONE PER 50. THIS IS ALSO COVERED IN THE STARS ON THE BAR PAPERWORK WHICH CAN BE VIEWED ON THE PREMISES

c) Public safety

PUBLIC SAFETY IS THE MAIN THINGS IN A PUBLIC HOUSE AND NITE CLUB. ALL DOOR SUPERVISORS ARE TRAINED AND HAVE A IN HOUSE RADIO WHICH IS CONNECTED TO THE MANAGEMENT AT ALL TIMES WHILE THEY ARE WORKING. ALL STAFF ARE TRAINED AND RE TRAINED EVERY SIX MONTHS IN LICENSING LAWS, PROTECT CHILDREN FROM HARM, PUBLIC NUISANCE AND CRIME AND DISORDER. ALL STAFF ARE TRAINED ON THE STARS ON THE BARS PAPERWORK FROM NORTH LINCOLNSHIRE COUNCIL. THIS IS DOCUMENTED AND KEPT ON THE PREMISES.

d) The prevention of public nuisance

ALL STAFF ARE TRAINED IN THIS AREA AND ARE RETRAINED EVERY 6 MONTHS, WE PROVIDE SIA DOOR STAFF AT THE MAIN DOOR TO CONTROL THE PATRONS IN AND OUT OF THE PREMISES. THE PREMISES WAS OPEN TO THE PUBLIC UP TO JULY OF 2019. WE HAVE NEVER HAD A PROBLEM WITH CRIME AND DISORDER, PUBLIC NUISANCE OR PROTECTION CHILDREN FROM HARM.

e) The protection of children from harm

ALL STAFF ARE TRAINED IN THIS AREA AND WE PROVIDE THE NUMBER OF DOOR SUPERVISORS TO THE NUMBER OF CHILDREN WHICH IS 1 PER 50 ON THE LICENCE. IF WE PROVIDE A CHILDRENS PARTY WE ALWAYS ASK PARENTS TO STAY WITH THERE CHILDREN DEPENDING ON THE AGE OF THE CHILDREN AT THE BOOKING.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).


IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her
--------------------	--

	proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	09/10/2020
Capacity	DIRECTOR

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

WASTE & PUBLIC PROTECTION
LICENSING ACT 2003
APPLICATION FOR THE GRANT OF A PREMISES LICENCE
PRESCRIBED FORM OF NOTICE

Take notice that the undersigned have made an application to the North Lincolnshire Council on ** 09/10/2020 for a grant of a premises licence in respect of the premises known as :

(Name of Premises) OSCAR BAR

Situated at (address) 6 Gilliatt Street, Scunthorpe, DN15 6EY

For the said premises to be used for the purpose(s) of :
(brief summary of the application setting out matters such as the proposed licensable activities and the proposed hours of opening)

THE PREMISES WILL BE USED FOR THE SALE OF INTOXICATING LIQUOR AND MUSIC AND DANCE ON THE PREMISES, WE ARE ASKING FOR A LICENCE FROM 10AM - 4AM SUNDAY TO FRIDAY AND 10AM - 5AM ON SATURDAY.

Interested parties can make representations in writing to:

Waste & Public Protection, Licensing Division, P O Box 42, Church Square House, Scunthorpe, North Lincolnshire DN15 6XQ, no more than 28 days starting on the day on which the application was given to North Lincolnshire Council's Licensing Division ** stating the grounds of objection. For guidance the Licensing Policy can be found on the North Lincolnshire website www.northlincs.gov.uk

(The grant application setting out the full details can be viewed at Church Square House 9.30 am to 4.30 pm Monday to Friday)

Signed . 

It is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is £5000.

NB ** when the application was made to North Lincolnshire Council.

Licensing: (01724) 297607-Fax (01724) 297692
Email: licensing@northlincs.gov.uk

Our Ref: NB
Your Ref:
Date: 8 December 2020

North Lincolnshire Council
Licensing Team
Church Square House
Scunthorpe
North Lincolnshire
DN15 6XQ

Dear Sir/Madam

Re: Application for a Premises Licence – Oscars, Scunthorpe

Further to the application for the premises licence at Oscars, having considered the application I hereby notify you that on behalf of the Licensing Authority as a Responsible Authority and on behalf of the Health and Safety Team I am making a representation in relation to the content of the application.

The premises is situated within the Cumulative Impact Zone and as a result the application must satisfy the Licensing Authority that they will not have a negative impact on the Licensing Objectives. This application fails to do so. Further, the premises has a poor history in relation to management and the adherence with the conditions attached to the licence- which give serious cause for concern. The proposed variation will have a significant impact on the said objectives.

Therefore, in order to agree to the application, the following conditions are deemed appropriate to mitigate the potential impact on the Licensing Objectives:

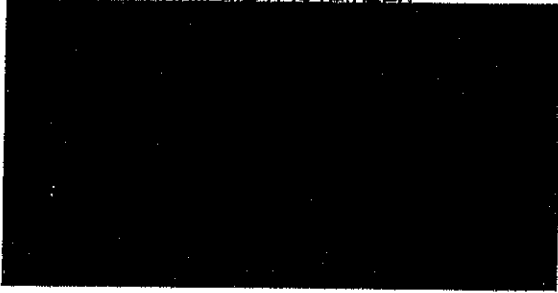
- 1. The Prevention of Crime and Disorder** – replace the current CCTV condition with the following wording to ensure that the CCTV system is fit for purpose:

CCTV shall be installed and maintained as follows:

- a. *CCTV must be provided in the form of a continuous recording system providing real time pictures of evidential quality in all lighting conditions. Facial recognition must be provided for pictures of access to and egress from the premises.*
- b. *Cameras must be positioned to view all access to and egress from the premises [including fire exits] and all areas where the sale/supply of alcohol occurs.*
- c. *Recordings must be correctly time and date marked.*

- d. *Recordings must be in date order, numbered sequentially and kept for a minimum period of 31 days.*
 - e. *The Premises Licence Holder must ensure an appointed member of staff is capable of downloading CCTV footage in a recordable format at all times the premises are operating.*
 - f. *Recordings must be provided to officers under the direction and control of the Chief Constable of Humberside Police and employees of the Licensing Authority on request.*
 - g. *The recording equipment and all media used to record data shall be kept in a secure environment under the control of the DPS or other responsible named individual.*
 - h. *A monitor with a minimum 15" screen must be placed in such a position so as to be viewed by staff working in the [sales / public area] of the premises and by customers.*
 - i. *CCTV warning signs must be displayed in public areas of the premises*
 - j. *An operational daily log report must be maintained endorsed by signature, indicating the system has been checked by the DPS or other responsible named individual and is compliant, in the event of any failings actions taken must be recorded.*
 - k. *CCTV equipment must be maintained in good working order.*
2. **The Prevention of Crime and Disorder** – The offered condition on SIA licensed door supervisors is noted, however there are times that a minimum of two SIA licensed SIA staff should be employed. Therefore I would suggest that from 22.00 hours a minimum of 2 SIA licensed door supervisors are employed where upto 100 persons are in attendance on the licensed premises, with further SIA licensed door supervisor employed for each additional 100 persons or part thereof.
3. **The Protection of Children From Harm** – In relation to the application to remove the restriction of allowing children on to the premises I would seek the following conditions on the licence:
- a. *Persons under the age of 18 shall be accompanied by a parent, guardian or other responsible family member.*
 - b. *The premises shall operate a "Challenge 25 Policy and shall only sell alcohol to persons who appear to be under the age of 25 on the production of either a valid DVLA driving licence, Passport, or PASS accredited ID card. The premises shall display signs stating that a Challenge 25 Policy is in force; and*
 - c. *A record shall be maintained in a numbered paginated book of all refusals.*
 - d. *Persons under the age of 18 shall not be permitted on the premises after 21.00 hours.*
4. **Public Safety** – In relation to public safety, the premises has a poor record of compliance with public safety related matters and the current directors of the company and the DPS have previously faced significant enforcement action. As the following condition would be deemed appropriate:
- a. *The licence holder shall employ a qualified and competent person to operate as the Food Business Operator. This person must not be John White or Jason Benstead.*

The licence for this premises has previously been revoked and the two parties involved in the previous business are the same people as the applicant. We have serious concerns in relation to this application and if the conditions are not accepted then we would recommend that the application is refused.



Assistant Group Manager – Food and Licensing

General Conditions (Draft)

There shall be a personal licence holder on duty at the premises at all times when the premises are authorised to sell alcohol.

All parts of the premises and curtilage associated with the premises shall be kept in a clean and wholesome condition.

Stewarding / Door Supervision

The premise licence holder/DPS/Duty Manager shall ensure that there is a risk assessment of the need for SIA door supervision at the premises and shall provide door supervision in accordance with that risk assessment. Such an assessment shall be written down and kept at the premises and be available, on demand, for inspection by an Authorised Officer of the Council or the Police.

At any time whilst the premises are being used the appropriate number of Licensed Door stewards shall be present on or about the premises.

- i) The DPS shall place an employee or agent who is licensed with the Security Industries Authority (SIA) as an attendant on the outside of each exit door in normal use by patrons entering or leaving the premises while public entertainment is taking place.
- ii) The 'appropriate number' of SIA Stewards shall be calculated as follows: One steward for every 100 persons, or part thereof, at functions attended by adult audiences over the age of 18 years. The number of persons shall be based on the permitted occupancy figure for the premises.
- iii) All stewards shall be over the age of 18 and be properly licensed in accordance with the Private Security Industries Act. They shall wear appropriate distinctive clothing and display their id insignia so as to be readily identifiable as such to members of the public
- iv) The DPS shall maintain a register containing the specified particulars in respect of each steward acting at the premises. The specified particulars are:-
 - a) Full name and any former names:
 - b) Date of birth:
 - c) Home address:
 - d) Date and times upon which the steward has acted as such at the premises:
 - e) Name and address of any agency from whom the door steward was supplied
- v) The DPS shall, before entering the specified particulars of any person upon the register to be kept pursuant to this condition, satisfy themselves by means of acceptable documentary evidence as to the identity of that person.
- vi) The register to be kept pursuant to this clause shall be kept at the premises and shall be made available at any reasonable time for inspection by authorised officers of the Council, the Police or Fire Service.
- vii) For the purposes of this condition "steward" shall mean any person who is for the time being (whether for payment or not) at the premises for the purposes of any duty involving the supervision, control, admission or removal of persons thereto and shall include any person so employed outside the premises.
- viii) Random searches shall be carried out of patrons entering the premises. A record shall be maintained of all searches which shall be available upon request by an Authorised Officer of the Council or the Police for inspection.

The Prevention of Crime and Disorder

Polycarbonate drinking containers shall be used:-

- a) from 18:30 hrs every day until the premises closes with all bottles being decanted.
- b) at any other time when entertainment is taking place;
- c) when any sporting events are being aired on the premises;
- d) two hours preceding all home football matches involving Scunthorpe United up until the premises close.
- e) for any other event / time at the request of the Police
- f) all glass shall be removed from the trading area by 19:00 hrs.

A CCTV system is installed and in operation at the premises. The responsible person is the 'Designated Premises Supervisor'.

1. There shall be sufficient cameras to cover those areas that are not easily supervised from the bar including entrance, exits and outside areas where it is intended to conduct licensable activities.
2. A monitor should be placed in such a position so as to be viewed by staff working in the sales area of the premises.
3. The system must be capable of continuously recording in colour, providing pictures of evidential quality in all lighting conditions, and copies of such recordings shall be retained for a period of not less than 28 days.
4. Any system installed should be capable of producing copies of recordings on site. Copies of recordings shall be provided on request to a person under the direction and control of the Chief Constable or an officer of North Lincolnshire Council on DVD/USB at no cost.
5. The Premises Licence Holder must ensure an appointed member of staff is capable of downloading CCTV footage in a recordable format at all times the premises are operating.
6. CCTV cameras must not be obstructed in anyway.

Public Safety

The premises shall have a written drugs policy which demonstrates a zero tolerance to drugs. Any seized drugs are bagged, tagged and stored securely until handed to the Police. The premises has a securely installed drugs safe. A record is maintained when drugs are found on and seized from a patron. The record details the drugs seized, the date and time of the seizure and details of the person from whom they were seized. All staff know where the 'hot spots' in the premises are which facilitates monitoring and lighting will be used to deter the taking of drugs. The drugs policy and record of seizures shall be available upon request by an Authorised Officer of the Council or the Police for inspection.

An incident log shall be kept at the premises, and made available on request to an Authorised Officer of the Council or the Police for inspection, which will record the following:

All crimes reported to the venue

All ejections of patrons

Any complaints received

Any incidents of disorder

All seizures of drugs or offensive weapons

Any refusal of the sale of alcohol

Any visit by a relevant authority or emergency service

Any faults in the CCTV system

Staff training will be given to all staff working at the premises. Such training shall be documented and recorded in a book or folder kept solely for that purpose. It will record the date and names of those trained and the person providing it. All present shall sign the book. The frequency of the training shall be upon inception and at least once every 6 months thereafter. The training shall cover all aspects of the responsible sale of alcohol, conflict management and dealing with disorder. The book will be available for inspection on demand by an Authorised Officer of the Council or the Police.

The pool table and all equipment, including cues and balls shall be removed from the public area at 18:30 hrs until the premises closes on every day when entertainment is to take place. Pool cues must be stored behind the bar when not in use and a maximum of 2 cues will be in use at any one time.

Bottles and kegs shall be secured so as to prevent use as weapons. The premises has a glass collection policy regarding the removal of any glasses / bottles / drinking vessels from the premises. There is no public access to any bins or skips used to deposit empty bottles. The glass collection policy is written and available to an Authorised Officer of the Council or the Police.

The Prevention of Public Nuisance

External windows and doors shall be kept closed when any entertainment consisting of music or singing is being provided. All exterior windows and doors shall be maintained in a good state of repair and working order.

All mechanical ventilation must be maintained and, if considered necessary by the council, noise reduction devices shall be fitted as necessary to reduce any noise emissions.

Any designated smoking area shall not be used for drinking and signs will be displayed requesting those using it to respect neighbours and keep noise to a minimum.

The latest entry time into the premises shall be 03:00 hours.

The dispersal of customers from the premises must be managed in accordance with the following:

- a) Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly. There shall be public announcements in support of this in order to minimise disturbance to nearby residents.
- b) There shall be a 30 minute period, commencing at 03:30 hours, where music volume is reduced; lighting is increased and, alcohol sales cease. The premises will close by 04:00 hours.

The Protection of Children from Harm

Challenge 25 shall be implemented and a proof of age policy is to be applied with the accepted means of proof of age being: Passport Photo Driving Licence; a recognised valid photo-id card bearing the PASS hologram and any future accredited and accepted proof of age, as defined by Humberside Police. Signs shall be displayed at the premises informing customers of the scheme.

A refusals book (or electronic log) shall be kept at the premises and shall be used to record all refusals to sell alcohol for any reason. The details to be recorded must be as follows:-

1. Time, day & date of refusal

2. Item refused
3. Name & address of customer (if given)
4. Description of customer
5. Details of ID offered (if shown)

The refusals book shall be regularly audited by the Designated Premises Supervisor (DPS) or duly appointed key member of staff to assess employees' compliance with refusing age-restricted sales and must be made available upon request for inspection by an Authorised Officer of the Council or the Police.

Young Person Events

At times when the premises are used for children's parties the following shall apply:-

The party / event shall be pre-booked and parent / guardians shall be expected to remain to oversee their charges.

The party / event shall be confined to the lower floor where there is no alcohol on sale.

The upper age limit for the party boy/girl is 13 years (13th birthday).

There shall be no other event that overlaps the children's party.

From: [Smith, Andrew 3237](#)
To: [Narelle Plowright](#)
Subject: RE: Oscars Representation
Date: 09 December 2020 11:40:34
Attachments: [Oscars Draft Conditions \(2\).docx](#)

Narelle,

Thanks for your update – please find attached an amended draft schedule re Oscars. I've taken heed of your comments and, hopefully, removed / changed the 'offending' words that you highlighted.

Kind Regards

From: Narelle Plowright [mailto: [REDACTED]]
Sent: 09 December 2020 09:59
To: Smith, Andrew 3237 < [REDACTED] >
Subject: Oscars Representation

Hi Andy,

I've read through the representation you submitted for Oscars and there is one part of it that I won't be able to include.

Under the heading 'Stewarding/Door Supervision' you have stated that you would want door supervision 'during events' and also 'whilst the premises are being use for entertainment'. This is *less* than the applicant has asked for. They haven't specified that door supervision is required for entertainment only and have suggested that they will be available at all times the premises is open. I would suggest that reducing the need for door supervisors will undermine the Licensing Objectives.

Where you have used words like 'adequate' and 'sufficient' these shall be amended or removed so as to make the conditions enforceable, along with words like 'will' and 'may'. This is in line with case law.

I am also attaching the rep received from Nick Bramhill, Assistant Group Manager, Food and Licensing.

If you wish to amend your rep or submit a further one then you have until midnight tonight to do so.

Best wishes

Narelle Plowright
Licensing Officer

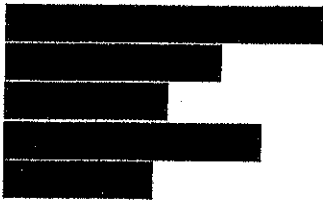
Licensing
Waste, Fleet and Public Protection



This e-mail expresses the opinion of the author and is not necessarily the view of the Council. Please be aware that anything included in an e-mail may have to be disclosed under the Freedom of Information Act and cannot be regarded as confidential. This communication is intended for the addressee(s) only. Please notify the sender if received in error. All Email is monitored and recorded.

Please think before you print- North Lincolnshire Council greening the workplace.

Internet Email should not be treated as a secure means of communication. To ensure regulatory compliance Humberside Police monitors all Internet Email activity and content. This communication is intended for the addressee(s) only. Unauthorised use or disclosure of the content may be unlawful. If you are not a named addressee, you must not disclose, copy, print, or in any other way use or rely on the data contained in this transmission. If received in error you should notify the sender immediately and delete this Email. Humberside Police routinely checks e-mails for computer viruses. However addressees are advised to conduct their own virus checks of all e-mails, & any attachments). Opinions expressed in this document may not be official policy. Thank you for your co-operation. Humberside Police

5th December 2020

Dear Sir or Madam

Re: Application for the grant of a premises Licence by JP Leisure Scunthorpe Limited for Oscar's Bar, 6 Gilliat Street, Scunthorpe, North Lincolnshire, DN15 6EY.

I am writing to express my concern and raise an objection to the above application.

The basis for this opposition is that granting a licence for these premises will not promote the licensing objectives, particularly the prevention of crime, disorder and antisocial behaviour.

The application includes the request to open to the public Monday to Sunday 00:00hrs – 23.59hrs, effectively the application is for a 24 hour licence for on and off premises sale of alcohol.

Whilst I accept that there has been a nightclub/bar on the site for some considerable years I am not aware that the premises would have been able to trade 24 hours a day, or operate as an off licence. Over a number of years the residents living within proximity to the premises have been subject to a range of anti social behaviour.

Most notably West Street has become a red light zone with, prostitutes using the area to solicit for business, over the last year this has taken place 24 hours a day. With the women approaching parents who have dropped their children off at the C of E School and the nursery at the Children's Centre.

This activity resulted in me invoking a Community Trigger with the Safer Neighbourhood's Team in August of this year. The Community Trigger was accepted and the various organisations involved, the police and local authority, met to draw up action. Additionally, North Lincolnshire Council has recently had to install gates onto part of the West Street Children's Centre because the prostitutes and other individuals were using that area for ASB. The staff at the centre had to clean up detritus each morning before parents and children attended the nursery. Allowing to the provision of alcohol 24 hours a day is only likely to increase ASB within the area.

Many of the women involved in prostitution locally are alcohol/drug dependent and the availability of alcohol 24 hours a day so close to where they operate could increase their use of alcohol and increase the likelihood of more ASB. Additionally, I am assuming that the purpose of having a 24 hours licence is to encourage customers to the premises, for both on and off premises alcohol sale. Increased access to alcohol is likely to increase ASB in the area.

Therefore, my basis for this opposition is that granting a licence for these premises will not promote the licensing objectives, particularly the prevention of crime, disorder and antisocial behaviour.

Additionally, these premises also lie within/close to the area the Council is promoting as part of the town centre regeneration, I believe that enabling the premises to sell alcohol 24

hours a day would be detrimental to its aims and objectives of improving the town centre and making it a safe and welcoming environment.

In view of the above, I would urge the Licensing Authority to refuse the application.

Yours

[REDACTED]

Direct Dial: 01724 296348
E-mail: LabourGroupOffice@northlincs.gov.uk
Our Ref: LY/MA/AF
Date: 8 December 2020

North Lincolnshire Council

Waste & Public Protection
Licensing Division
North Lincolnshire Council
Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL
BY EMAIL

www.northlincs.gov.uk
Labour Group Office
Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

To whom it may concern,

RE: OSCARS BAR, GILLIATT STREET, SCUNTHORPE, DN15 6EY

We are writing in our capacity as the elected members for Town Ward in relation to the premises licence application (*For the said premises to be used for the purposes of: Public House and Night Club Supply of Alcohol ON and OFF the premises, the Provision of Regulated Entertainment, Provision of Late-Night Refreshment Sundays to Fridays 10:00hrs – 04:00hrs Saturdays 10:00hrs – 05:00hrs*)

Following complaints received by local residents we would like for the following to be taken into account.

Oscars is very close to residential properties. Especially new family housing on West Street that is now occupied and is only 50 metres away (virtually across the road).

A licence that allows drink to be served through the night to 4am or 5am, is bound to generate noise when people are entering and leaving the club or exit for a cigarette break.

Noise carries at night and could potentially be very disruptive to children's sleep, and similarly, adults' sleep.

Given that West Street is a red-light area it is possible that a late-night drinking establishment next to the street where most the sex trade activity takes place will attract even more sex trade activity.

Again, this is likely to cause noise and, in addition, other anti-social behaviour.

Given the above we would like to place our objections as per the application.

Yours sincerely,



cllr.mashookali@northlincs.gov.uk

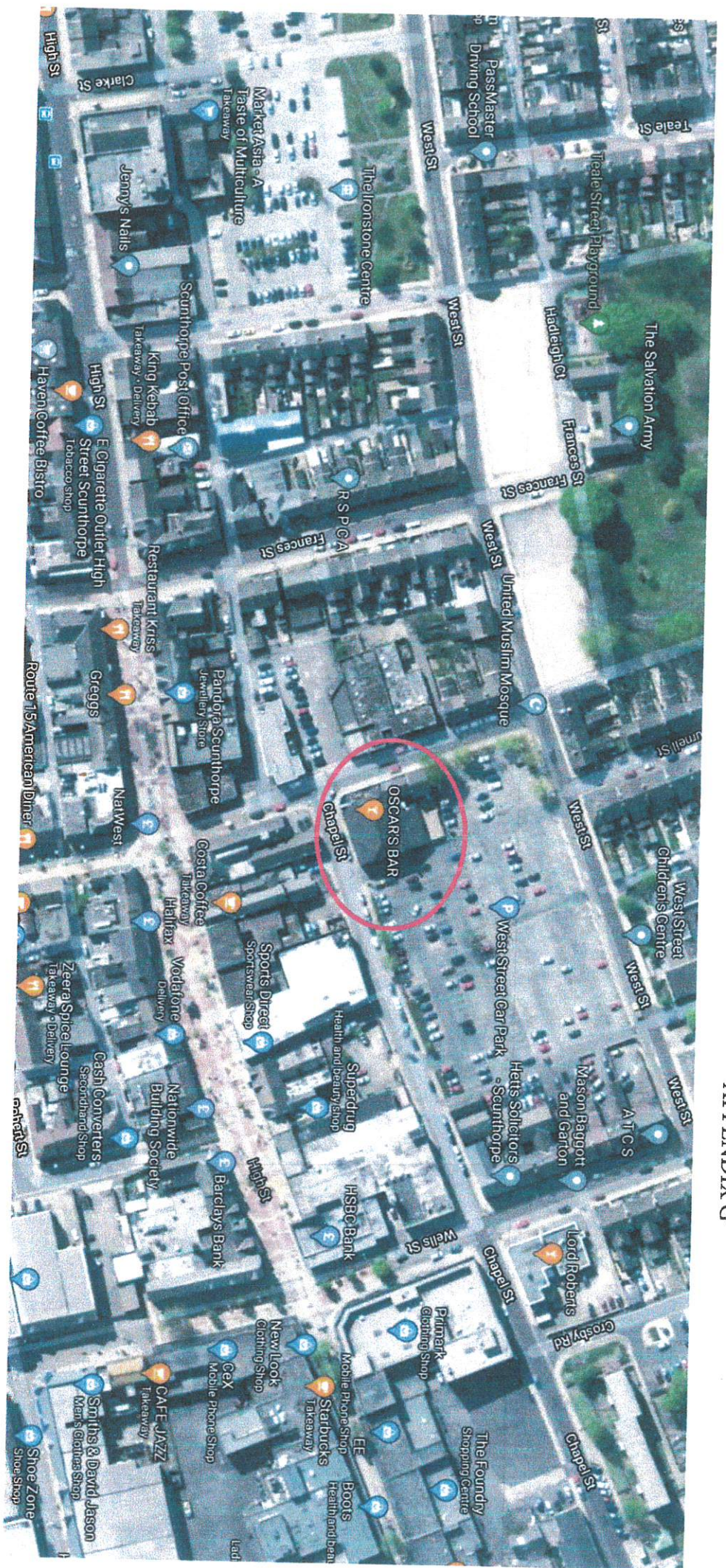
CLLR LORRAINE YEADON



cllr.lorraineyeardon@northlincs.gov.uk

CLLR MASHOOK ALI

TOWN WARD



STARS ON THE BARS

OSCARS BAR SCUNTHORPE

SECTION 1: LEGAL REQUIREMENTS

This section deals with statutory requirements. The premises MUST demonstrate that they are compliant with the statutory minimum before they can progress through the award scheme. Where there is a condition attached to the Licence regarding one of the issues addressed in any of the sections, then it will be deemed to be a **Statutory Requirement** which must be complied with. One star will be awarded in these cases.

1	Part B of the Licence issued in accordance with the Licensing Act 2003 is displayed in full. All pages should be visible to the customers. A copy of part B of the licence is displayed at the premises if the original has been returned to the Licensing Authority. The copy displayed has been Certified.
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Oscar Bar in Scunthorpe holds Part B of the Licence in a glass locked cupboard in the reception area where customers can see all parts of part B but they can not touch the Licence.

If we have to return the Licence to the Licensing Authority for any reason then Oscars Bar will ask them for a Certified copy or a email which is dated stating that they are aware that they hold the original licence.

2	Part 1 of the Licence issued in accordance with the Licensing Act 2003 is available on the premises. The Responsible person should know where Part 1 of the licence is kept and should be able to access it if required by an Authorised Officer of the Council or a Police Constable. A copy of Part 1 of the licence is available on the Premises if the original has been returned to the Licensing Authority. The copy displayed has to be certified.
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Oscar Bar Scunthorpe hold Part 1 of the Licence in the locked safe in the Managers Office there is always a member of management on the premises to access Part 1 if asked to do so.

If we have to return the Licence to the Licensing Authority for any reason then Oscars Bar will ask them for a Certified copy or a email which is dated stating that they are aware that they hold the original licence.

3	A Notification to use 2 Gaming Machines or a Game Machine Permit shall be in force where the relevant number of gaming machines is available for use on the premises in accordance with the gambling act 2005. The Authorisation to use gaming machines is available on request by an Authorised Officer or a Police Constable. The Authorisation is on display.
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Oscars Bar Scunthorpe holds the Authorisation for the use of Gaming Machines in accordance with the gambling act 2005. This is kept in the same glass locked cupboard in the reception area where customers can view it but can not touch the paperwork. This is also on full view to any Authorised officer.

4	A spirits quantities is displayed and adhered to.
5	Glass and other drinking vessels are stamped in accordance with regulations. Beer sold in 1/3 or half or multiples of the half pint. Rum, Vodka, Whiskey or Gin only to be sold in quantities of 25 or 35mls.
6	A price list of alcoholic drinks is displayed in accordance with the Unfair Trading Act 2008.
7	No cigarette vending machine on the premises

This is part of the team training workbook covering all the above legal requirements

This will be renewed with every member of staff every 6 months and kept on their personal file.

The law surrounding the sale of intoxicating liquor is a complex one, and your Manager will have studied and passed an exam on the subject in order to hold a licence. Whist you need not know the subject in as much depth as your manager, there are several areas which you must have a thorough knowledge of. These key areas range from who you can and cannot serve, through to the quantities and glasses you are legally allowed to serve drinks in.

Instructions to bar staff.

Employees must at all times strictly comply with the legal requirements regarding measures of alcoholic drink dispensed and served, and the sale of alcohol to persons under 18 years of age.

The following rules have been drawn up and must be followed in every respect. This is as much for the protection of the bar staff as it is to protect the Company's Licenses. Employees should be aware that it is now possible for a member of staff to be prosecuted and fined for breaches of legislation. This is in addition to any penalty incurred by the General Manager and / or the Company.

If the rules below are followed correctly, all members of staff can feel confident that they have met both the spirit and the letter of the law, and there for should be protected from a successful prosecution. On the other hand if employees do not follow these rules, the Company will view the matter very seriously, and staff will be liable to disciplinary action up to and including summary dismissal.

WEIGHTS AND MEASURES

1. Full measures must always be given. The measures served are displayed behind the bar.
2. The entire content of the pre-packed drinks must be delivered to the customer whether by pouring the entire content into a glass of adequate capacity or by handing the container to the customer.

3. All draught beers and ciders (unless delivered through a measured dispensing instrument) must be dispensed into a glass which bears a Government Approved stamp or mark to indicate its true capacity.
4. Alcohol dispensed through a measuring instrument or by a measuring container must only be dispensed through or by a measure which bears a Government Approved stamp or mark to indicate the true quantity of the alcohol dispensed.
5. Never use a defective measuring instrument and take particular care when using a measuring container to ensure that the full measure is dispensed. **Report immediately any defective or suspected defective measure.**

There is NO cigarette vending machine on the premises

SECTION 2 : ACCESS

This section deals with access to the premises by disabled persons and children.

1	All reasonable steps have been taken to adapt the premises for access by disabled persons. The premises has disabled toilets/ramps (permanent or temporary) power assisted doors have been adapted for the partially sighted.
2	Staff are aware of the disabled facilities at the premises. Staff are trained to assist disabled persons. The staff training is fully documented.

At Oscars Bar scunthorpe we have made all reasonable steps to provide access for disabled persons. We are a two level premises the toilets and the dance floor are on the ground floor with three of our fire exits. The bar is up five steps as it is not possible to lower the bar so all staff are trained to offer table service to the customers that cannot get to the bar.

Access to the premises for a disabled customer would be through the fire exit as this is on the same level as the street,

Disabled access to the toilets is on the ground level and we are happy to place a member of staff outside the area so any disabled person can use the toilet in private as we would be unsure what help they needed if any and this also makes sure that if a disabled customer should have a fall or need help in any way there is a member of staff they can call for help. This training will be repeated every 6 months and placed in their personal file.

3	The premises has a family friendly policy, stating when children may be on the premises. The policy is in writing.
4	Persons under 16 are supervised by an adult at all times in accordance with statutory requirements.
5	Staff training is carried out regarding children and access. Staff training is fully documented.

Oscars Bar Scunthorpe does have a children policy which state that we are a family friendly premises but children must be supervised by their parents this is only for a pre-booked parties and the age limit is no parties over the age of 13 years old. This was agreed with Humberside Police all pre - booked parties will be documented so they can be reviewed my managment and the police and the local authority if asked to do so.

No children are allowed to sit at the bar, not even if they are sat with their parents.

Parents will be asked to move away from the bar area and sit on the carpeted area or where the children have to stay on the dance floor area where there will be a tuck shop with pop, crisps and sweets. Children will not be aloud on the higher level where the bar is this will be just for the parents.

This is part of the team training workbook covering all the above legal requirements

This will be renewed with every member of staff every 6 months and kept on their personal file.

Sale of alcohol to persons under 18 years.

1. It is an offence to sell intoxicating liquor to a person under 18 years of age, or permit a person under 18 years of age to consume intoxicating liquor in a bar. You must therefore, have regard to the age of not only the persons buying the alcohol at the bar, but also persons within the premises for who alcohol is bought at the bar.

2. Alcohol must not be sold to or for any person under 18 years in a bar.

3. (a) If you suspect that a person is attempting to buy alcohol is under 18 years of age, you must not sell to that person and you should refer the matter to your supervisor. If a supervisor is for any reason not available then you must not sell alcohol to that person.

(b) If you suspect that a person over 18 years of age is attempting to buy alcohol for a person under 18 years of age you must not sell alcohol for consumption by the person under 18 years of age. You should refer the matter to your supervisor but if the supervisor is, for any reason, not available you must **NOT** sell alcohol for the consumption by a person under 18 years of age.

If you have any doubt whatsoever as to the age of the person attempting to buy alcohol or the age of anyone for whom a person attempts to buy alcohol, whether proof of age is provided or not, **DO NOT SELL ALCOHOL AT ALL.**

When clearing tables or when in any part of the premises away from the bar you must always be on the lookout for persons under 18 consuming alcohol. If you have any suspicion that alcohol is being purchased at the bar for persons under 18 in any other part of the premises then you must immediately report your suspicion to the supervisor and to all other barstaff.

We have a challenge 25 policy and this is fully documented with doorstaff and barstaff and kept in there personel file.

SECTION 3: PREMISES MANAGMENT.

The criteria in this section are general in nature and can fall within one or more of the four licensing objectives. Where there is a condition attached to the licence regarding one of the issues addressed in this section, then it will be deemed to be a **Statutory Requirement** which must be complied with. One star will be issued in these cases.

1	The premises has a written Risk Assessment for all the activities carried out.
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Oscars bar Scunthorpe has a Risk Assessment folder which is updated with every new activity which we would like to do. The folder is in the main office to be looked at if needed. This can be veiwed by any person ,eg fire,police etc. (please see copy of risk assessment folder).

2	The premises has a written Accident Reporting System for Staff and Customers.
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Oscars Bar Scunthorpe has a three way system for reporting accidents which included incidents of any kind to protect staff and customers.

- There is a accident book in the office to report accidents form customers and staff this must be filled out in fill and signed for by the member of staff or the customer involved.

- There is a Door Supervisors incidents log which must be filled in with all information from type of incident, time of incident, was police called / ambulance this must have any witnesses and be signed by management.
- The CCTV will be put onto a cd with two copies being made one to go with the incident log to be filed away if needed and the other one will be for the authorised officer if needed to be used at a later date.

(A copy of all the forms for accident or incident are in the folder with this paperwork for you to see).

3.	<p>Staff are trained in the general Safety and Accident reporting system. Refresher training is carried out. The staff training for accident reporting is fully documented. Refresher training is carried out, which is fully documented.</p>
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This is part of the team training workbook covering all the above legal requirements

This will be renewed with every member of staff every 6 months and kept on their personal file.

HEALTH & SAFETY

You are working in an environment that may be hazardous, if you do not understand and follow the guidelines as detailed in your training. You have a legal obligation to ensure your own safety and that of others eg. Your manager, customers and the people you work with. If you see something dangerous you **MUST** report it to management.

- Where is the health & safety notice in the outlet?.
- List the points to remember when lifting a heavy load?.
- Where are the first aid boxes located in the outlet?.
- What are the contents of the first aid boxes?.
- How should broken glass be disposed of?.

HEGIENE AT WORK

It is very important, not only from a customers point of veiw but also from a hygiene point of veiw that everyone who works in our out let present themselves in a clean and professional manner.

"FIRST IMPRESSIONS LAST"

1. Why is it important to produce daily cleaning schedules?.

2. What is the reasoning behind opening and closing checklists?.
3. What are the uniform standards in your outlet?.
4. When should you wash your hands?.
5. ICE is considered a food source and must be handled carefully- how do we prevent ice being contaminated?.

(There is a copy of these work sheet which all staff have read and sign before they start work in with this paperwork).

This should be signed for by every member of staff in there workbook at every training session.

4	The premises has a nominated member of staff to contact the emergency services.
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All incidents must be reported to the management and if the emergency services are needed they will call them and report this in the log, All management and door supervisors are linked with the in house radio.

5	The premises has an affective communication system with other venues, Humberside police and the CCTV centre. The premises has signed up to the Nitesafe radio system.
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The premises is off the main street where drinkers go so the way we contact people if we need them is by phone call. We have not signed up to the nitesafe radio system because we were signed up for it and we never needed used it because we have had no incidents in such a long time. This is reviewed after every weekend and if we feel it is needed we would sign up to the system.

6	Staff are trained in the use of the communication methods. The staff training relating to the communication methods is fully documented.
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The doorstaff and the management are linked with internal house radios so if there is a problem or an incident the management can be there to deal with it straight away.

(The training sheet for staff and door supervisor is in with this paperwork.)

7	The premises is a member of the local pubwatch and the licence holder, DPS or responsible person attends meetings on a regular basis. A member of the premises management team attends at least 8 meetings a rolling 12 months period.
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We used to be part of the pubwatch system but after a while we found that other venues would be part of it but not follow what was agreed at the meetings so the venue asked if we had to attend and we were told it is not a legal requirement to do so. We stopped going but if we feel it would benefit the venue we would go back. We do stick to the same rules.

- No happy hours.
- No silly cut down price offers.
- No cut down drinks promotions.
- We use the same doorstaff every time we are open so they know who is banned from other venues and turns them away at the door.

8.	The premises adheres to the pubwatch list of banned persons. Staff are kept up to date in relation to the persons on the pubwatch list. Persons on the banned list who are refused entry are entered in to a register.
9	Notices are displayed at each entrance stating that the premises are a member of the pubwatch.

As we have said above we are not part of the pubwatch system as it is not a legal requirement and if we feel that it would be better to join we would do so. We do log all the persons who are refused to the venue so we can review the situation as and when needed. If the number of incidents were to rise in anyway we would join the pubwatch system.

(A copy of all the numbers sheets and refused sheets are in with the paperwork)

A copy of all the completed forms are kept in the main office and can be viewed as and when is needed. This give us a good idea if there is a problem and this can be dealt with in a safe and speedy manner.

10	The management of the premises ensures that is in good order Checks are carried out and documented. There is a record of works carried out at the premises.
11	Lighting is maintained in all areas of the premises. A record is kept of the times and dates of lighting checks.

The management walk around the venue every week to check every room and it lighting. This included the disco lights and the emergency lighting and fire alarm. If there is a problem it will be documented and signed for by management.

(please see lighting check list and emergency lighting sheet, also the room by room check list).

12.	Lighting is used to control the mood in the premises.
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In the venue we have a lot of stairs so above every set of stairs there is a light which is on all the time this is for the safety of the customers and staff using the venue. Around the bar area and seating area there are lights so we can see in all the corners of the venue to make sure there are no incidents which we can not see. The disco lights are based on the lower level control by the dj who is based on a raised area so they can see everything they control the mood with music and lights.

13.	Premises has appropriate first aid facilities (kit and content)
14.	There is a appointed person trained as a first aider at all times when it is open to the public.
15.	The premises has a first aid room or private area exclusively for first aid.

We use the cloakroom in the main reception as this is close to the main door if emergency services are required. Door supervisors are trained in first aid and the duty manager will be trained in first aid. All staff know where all the first aid boxes are in the venue.

This is part of the team training workbook covering all the above legal requirements

This will be renewed with every member of staff every 6 months and kept on their personal file.

16	Licence holder or responsible person will clear the premises or reduce music where requested to do so following an incident.
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The management and the doorstaff and the Dj are all linked to the in house radios so if the music need to be turned down or off this can to comuacated to all persons at the same time. We also have a alarm button behind the bar that if it is pressed by any member of staff management and the DJ will know because it lights up a red light in the DJ box.

SECTION 4: CRIME PREVENTION

The prevention of Crime and Disorder is one of the four objectives. Where there is a condition attached to a licence regarding one on the issuess adressed in this section. then it will be deemed to be a **Statutory Requirement** which must be complied with. One star will be issued in these cases.

- 1 The Premises should have an anti- theft policy, which should explain how the premises will deal with thefts.

The anti-theft policy is in writing.

Oscars Bar does have an anti theft policy and it is in writing this is give to all staff before they are employed with the company and is kept in there personal file in the managers office.

Please see a copy of this in with this paperwork.

2. The premises should have a policy which explains how the lost / found property will be dealt with. The policy should consider retention periods for found property and what is needed to reclaim lost property.

The lost and found policy is in writing.

The lost and found property system is in writing and as with all paperwork this is given to all employees before starting work for the company.

Please see a copy of this with this paperwork.

3. The premises should have a lost / found property book or similar system. Any property reported lost or any property handed in should be handed in should be be entered into the book / system and then to be kept securely.

The lost and found property sheet all staff have a copy which they have to sign to say they understand and it is kept in there file to be updated if needed.

Please see a copy with this paperwork.

- 4 The premises has a managed cloak room.

The managed cloakroom is FREE for customer use.

The cloakroom has always been free for customers but they are given a ticket when they place things in t he cloakroom for safety of their belongings. This is controlled by the Door staff on duty at the time, Anything left is placed in the lost and found system and placed in the managers office. To be picked up later, they must be able to produce a ticket given with the same number or prove who they are with things in there pockets or bag.

If not it is kept safe for three months to give people time to come to collect the Item.

5. The staff are required to attend Crime Provention Training.

The Crime provention training must be fully documented.

Crime and prevention training is part of the paperwork all staff and Door supervisor that works with us, have to sign as part of their training before they start work with us and it will be placed in their personal file.

A copy of the form is placed in with their paperwork.

6. The staff carry out regular patrols around the premises looking for unattended property. Any unattended property is secured and patrons advised to take care of their property in the future.

Regular patrols are recorded, including any action regarding unattended property.

The venue has management and doorstaff walking around though the night we are open as a night club and during the day it is checked by the management we are now going to record this as part of our daily works and place it in a folder to be checked if needed.

See from in this paperwork for walkabout in the premises.

7. The premises displays notices advising patrons to take care of their personal belongings and not to leave them unattended.

There are notices in the toilets, at the front door and at the bar asking people to look after their belongings while on the premises.

8. The DJ makes regular announcements advising patrons to take care of their property and do not leave it unattended.

This is part of the DJ night and this is part of his routine, it is not recorded on paper.

9. Staff carry out regular checks of the toilets to ensure they are in appropriate condition.

The staff checks of the toilet are documented, including any problems found and the action taken.

The toilets are checked every 30 mins to make sure they are ok but we also have a camera outside the toilet doors for the safety of the customers.

Please see copy of the toilet check sheets with this paperwork.

10. The premises employs a toilet attendant.

This venue does not employ a toilet attendant.

11. Staff are required to attend training to deal with Conflict Management.

The Conflict management training attended by staff is fully documented.

At the moment this is not in force but we do have a document which is used when his is done by the door company we use in the venue. Staff are trained to seek help if they have a problem from management of the door supervisors and NEVER put themselves at risk.

Please see the document we use with this paperwork.

12. The Premises should have a Policy to deal with Disorder, indicating what action will be taken by the staff.

The policy is in writing.

Please see Disorder paperwork.

13. Staff are required to attend training to deal with Disorder.

The Disorder training attended by staff is fully documented.

Please see disorder paperwork which is kept in the staff personal file which is inclosed.

14. The Premises are equipped with an alarm or other Security Measures as appropriate to protect the premises when they are vacant.

The Alarm if fitted, is monitored by a security company.

The premises has 7 exit doors to the outside and when the premises is closed to customers the fire doors at the back of the premises are left bolted but not padlocked. This was ok with the fire officer because bolts can be taken off fast if needed. This give us a means of escape from the upstairs rooms which are not used by customers

- All fire exits are padlocked while there is nobody in the sales and customer side of the building as this is safer while we are closed.
- Flat door has got a yale lock - so can be opened at all times.
- When we have staff cleaning or we are open to the public all padlocks are taken off and place in the manager office on a board so it can be checked that one has not been missed but just looking all padlocks have there own named hook and colour.

There ia an alarm but it is not monitored but it is coneceted to our moblie phones and the premises is never left without someone in it at all times.

15. The Premises has a policy regarding crime preservation in cases of a incident and all staff are aware to keep evidence and not clear it up.

The policy is in writing and readily available to all staff.

If there is an incident in the premises the management and the doorstaff will take control of the situation and if the incident need police involvement the premises for crime sence then the premises will be closed down this is because all our levels are in one room so to make sure it is protected we would close it down.

(A copy of the incident rules are signed for by staff and doorstaff and kept in there personel file)

16. Bottles and Kegs are secured so that they cannot be used as a weapon.

In this premises we have a rule on our licence that we are allowed to serve bottles up to 7pm but after this time we have to pour all drinks in to plastic glasses, this makes it safer when we open as a night club as no customer can have glass. This was agreed with Humberside Police.

All kegs and spare bottles are locked in the cellar where customer can not go so these are safe to.

SECTION 5: DOOR POLICY.

1. The occupancy of the premises is managed effectively, where NO limit is specified as a

licence condition.

The comfort of the patrons is taken into account when considering occupancy, where NO limit is set as a condition of the licence. The comfort of the patrons is detailed in writing.

The comfort of the patrons is taken into account even where the occupancy is set as a condition of the licence. The comfort of patrons is detailed in writing.

The premises has a occupancy of 500 but this must include all members of staff and management on the premises. We have a number system in place that all customers are clicked in and out of the premises. (even if they are using the smoking area outside) numbers of customers allowed in the premises is control by how many door supervisors we have working, it is part of our licence that it has to be 1 door supervisor per 100 people. Health & safety - Licensing have now asked if we could have a second door supervisor so we would have one at 9pm and the second at 10pm. If we had a private booking we will have a closed door policy where its only the party goers in the venue. if we get close to the door limit we would provide a 6th door supervisor to be on ths safe side. As I have said before all door supervisors and managment carry in house radios to comunication between people.

Please see our customer numbers log with this paperwork.

2. Occupancy is managed though the use of mechanical /electronic counting devices or the sale of numbered tickets. Patrons are counted accurately on entry and egress.

All staff and customers are counted on two clickers 1 for people in the premises and the other on people leaving the premises, so at all times we have a number which is in the premises at any one time. this is logged on the door sheet which is filled in every night we are open.

3. Door Staff are licenced with the SIA and display there badges.

Door staff are required to book on duty at the premises entering their details in a book /log of other system.

In this premises all staff and door supervisors have to log in before they start work and log out when they leave the premises is is not only for wages but this is part of the fire risk at the premises, so we know if there is a fire who is in the premises.

If you look in the staff workbook given to staff before they are employed by the company.

Important procedures number 3-4-5 in the wook book

3. You understand that you are not to leave your allocated work area at any time without the prior permission of your supervisor/manager.
4. When you sign in it must be at the correct time, and you must be ready to commence work.
5. You are your own timekeeper. If you fail to sign in or out, we reserve the right not to pay you.

4. The number of licenced doorstaff is set following a risk assessment carried out at the premises.

There is a minimum of one licenced door supervisor per 100 patrons or part thereof of a greater number if the risk assessments require it.

In our premises we have 1 door supervisor per 100 patrons and if we feel it is needed we will provide more if it is needed for the event we are doing at the time. 1 door supervisor per 100 people. Health & safety - Licensing have now asked if we could have a second door supervisor so we would have one at 9pm and the second at 10pm.

5. The manager/DPS holds a briefing for all staff detailing dress code, the banned list attitude and profile that the premises wishes to portray..The briefing note is signed by all doorstaff.

The premises has a Smart but casual dress code with No Caps for CCTV reasons as this is a very hard thing to impliment as customer these days have diffrent Smart but casual ideas but the door man has the right to refuse entry at the door if they feel that it does not meet the smart casual code that we adopt.

The mission statement is in with this paperwork.

6. Documented regular Security Reveiw are carried out and the risk assessment is updated accordingly.

A Security reveiw is looked at after every shift by talking to the door staff and looking if there has been any problem on that day. A Risk Assessment is carried out before any new events in the venue.

7. The premises has a policy relating to admittance of persons under 18 years of age.
The policy is in writing.

The premises has a policy of no under the age will be allowed in the venue at any time,

Oscars Bar Scunthorpe does have a children policy which states that we are a family friendly premises but children must be supervised by their parents this is only for a pre-booked parties and the age limit is no parties over the age of 13 years old. This was agreed with Humberside Police all pre - booked parties will be documented so they can be reviewed by management and the police and the local authority if asked to do so.

(A copy of the Pre-party booking form is in with this paperwork)

No children are allowed to sit at the bar, not even if they are sat with their parents.

Parents will be asked to move away from the bar area and sit on the carpeted area or where the children have to stay on the dance floor area where there will be a tuck shop with pop, crisps and sweets. Children will not be aloud on the higher level where the bar is this will be just for the parents.

If this was a pre-booked party or event we would be aware of how many children are coming and we would provide the level of doorstaff to the level, for adults its 1 doorstaff per 100 patrons and for children it would be 1 per 50 for children.

8. Licensed Door Staff are trained in relation to alcohol related offences and are aware of the requirements of the premises licence.

The training is fully documented.

Most of the training for the doorstaff is done by the Company which we are with, The doorstaff we use are explained the mission statement and what we expect for them to make it a safe venue for them and the patrons. This is signed and placed in there personal files before the are employed by the Venue.

9. Licensed Door Staff are trained in relation to acceptable forms of identification and are aware where what to do should a forged/ other persons documents be presented as ID.

The training in relation to forms of identification is fully documented.

This is all covered in the mission statement which they have to sign before every shift with the Company.

10. The Premises should have a refusals book, where the doorstaff document when persons

have been refused and why.

The refusals book should included a description of the person and reason for refusal.

We use the incident sheets for this action a copy is in with this paperwork

11. The premises should have accident book ,where all incidents are logged, including the time and a brief description of what happened.

The premises have the following logs which we use and this should cover all the things need to cover this Question, also the premises takes to copies of any CCTV if we feel it may be needed later by police. One copy is put with the incident log and one is locked in the managers office.

Incident log sheet.

Accident Book

Search log

12. The Premises should have a Search Policy, for person entering and exiting the premises.

The Premises uses metal detection wands during Searches.

The Should display notices stating that persons may be searched on enter/exit.

The Search policy is in writing.

Please see search policy with this paper work.

13. The premises should be mapped and "hot spots" for crime and disorder / Public safety should be identified and managed

The identified " hot spots" are detailed in writing and doorstaff and briefed.

Please see Saftey and Public order Sheet.

14. Doorstaff / staff should be aware of the locations of public transport and/or taxi rank.

As the premises is in the town centre all staff are aware of every bus and taxi ranks are we have a taxi rank just outside the main door of the premises which is used on a Friday and Saturday night.

15. The premises provides customers with information/ displays posters regarding public transport.

The premises has a FREE PHONE with a local taxi operator.

The Venue does not have posters up or a free taxi phone, this is because most customers have a mobile phone on them so they will use that to find out information. If a customer asks us to call a taxi for them we are happy to do this for their safety as we would call a service we know and trust.

16. Staff are made aware of the procedure for seizing documents used by persons who are underage or present them fraudulently.

This is covered in the other paperwork in this file.

SECTION 6: CCTV.

The prevention of Crime and Disorder is one of the four licensing objectives. Where there is a condition attached to the licence regarding one of the issues addressed in this section, then it will be deemed to be a **Statutory Requirement** which must be complied with. One star will be issued in these cases.

1. CCTV should be installed in accordance with Humberside Police's code of practice.

In the premises the CCTV was installed by a company 6 years ago.

2. The Premises has partial CCTV coverage.

The premises has CCTV coverage of the majority of the trading area.

The premises has CCTV coverage of all the trading area.

The CCTV in this premises covers all the trading area this is because we have a lot of stairs in the venue this is to protect patrons from Crime and Disorder and for the public safety. All the CCTV cameras are infrared and record 24 hours a day. The system records for 31 days.

3. The premises has CCTV coverage of the toilets.

In this venue we have CCTV coverage just outside the public toilets as it is for the privacy of the customers when using them. We do checks on the toilets which is logged every 30 mins this to make sure they are clean and this also covers public safety.

4. The premises has CCTV coverage of all trading areas and coverage of the external areas.

As I have said before CCTV coverage in the premises covers all trading areas but the outside of the building is covered by the monitored town CCTV system.

5. Head/body cams are used by doorstaff.

In this venue the doorstaff do not use head or body cams this is because they are always covered by 1 or more of our 16 cameras.

6. A member of staff is detailed to monitor and record the CCTV if an incident occurs.

The CCTV is monitored and recorded from a CCTV control centre/room.

In this Venue the CCTV is recording 24 hours a day, on a normal day the CCTV would not be monitored by a member of staff but if we have an event which would take us close to the limit of patrons we could have in the premises. Then a member of staff would monitor the CCTV in the manager's office and would also be connected to the management and the door staff in the venue by the in-house radios.

7. The premises is registered with the Data Commission and is compliant with the GDPR.

Data protection is something we deal with all the time, this includes CCTV, Personal files and so on. The CCTV records 24 hours a day and there is a pass code that only management can use to record anything to a disk and if this is needed a receipt for the CD has to be given by the person asking for it, this is then placed with the spare disk and the log on the incident.

We follow the "A CISO'S GUIDE TO PREPARING FOR GDPR COMPLIANCE"

A copy of this is in the paperwork.

8. Signs are displayed stating that CCTV is in Operation.

We do have signs around the venue and we also have a monitor in front of the bar showing the customers are on CCTV. There is also a TV screen behind the bar so staff working can see all parts of the venue.

9. Images are stored on DVDs with at least 28 days coverage maintained.

Images are maintained on a hard drive for at least 28 days and can be downloaded upon request from an authorised officer of the council or a police constable.

Additionally to the 3 star requirement, any incident is recorded and kept for six months with a written record of each incident.

In this premises we hold 31 days of recording on the in built hard drive on the CCTV system. Any incident which we deem to need to be put on to a CD will have two copies one for the premises and one for a authorised officer, this will be kept with the log sheet at all times. This is kept on the premises for as long as the Company is working.

10. Images are recorded in real time speed and are date and time marked.

The CCTV system recorded for 31 days and 24 hours a day as long as you know the date and time of what you are looking for we can record a hour at a time and put in to the CD.

11. Images shall be provided when requested by an authorised officer of the council or a person under the direction and control of humberside police.

This has been covered in the statement above in this paperwork.

SECTION 7: GLASS AND SPILLAGE POLICY.

1. The premises has an effective Glass collection policy.

The Glass collection policy is in writing.

This forms part of all staff training a copy is in the personel file

2. The Staff have training regarding the glass collection policy.

The training in relation to the glass collection policy is fully documented.

This is up dated with the workbook and placed in there personel files.

3. The premises has an effective policy regarding the removal of glass bottles and drinking vessels from the premises.

The policy regarding the removal of glass from the premises is in writing.

(This is part of the Staff training and is logs in there personel file)

4. There are no open bottle bins or skips used for the deposit of empty bottles in the public area.

All the skips for bottles and waste is kept behind the bar and this is ever more so because after 7pm no member of staff are allowed to give out any glasses or bottles all drinks must be poured in to a plastic vessel and then handed to the customer.

5. Staff monitor the build up of glass bottles and drinking vessels and they are collected appropriately.

The Premises employs someone soley as a glass collector.

Staff do monitor glass and bottle build up and they are trained to use a Glass collecting basket for the safety of the customer and themself. If we are providing staff or an event then we would employ a glass collector to make sure the drinking vessels are collected and washed ready for the bar staff to reuse.

6. There is some use of Polycarbonate bottles or drinking vessels.

Polycarbonate drinking vessels are used, but not bottles.

Both drinking vessel and bottles are fully polycarbonate.

During the times of 11am and 7pm we are allowed to use glasses and bottles but when we move into the night time trade we are pouring all drinks into polycarbonate glasses and no bottles are allowed to be given to the customers this cut down on accidents and empoves customer and staff safety.

7. Perimeter checks are carried out and any glass found is collected

Perimeter checks are carried out are fully documented.

NO GLASS ARE ALOUD IN THE RECEPTION AREA AT ALL

8. Glass waste is secured outside the premises in bins or skips that cannot be accessed by patrons.

The venue has a policy that all waste bin are emptied and the end of a shift or when it is full, they will be taken outside and emptied into a lockable bin which is the emptied by a company once a week. All waste bins and bottle bins will be washed out with hot soapy water after they have been emptied at the end of the day.

9. The premises has a effective Spillage policy.

The Spillage policy is in writing.

(This is part of the staff training)

10. Staff have training regarding the spillage poliy.

Staff training regarding the spillage policy is fully documented.

We cover this and all policies in our staff meeting and all staff have to re read and fill our a new workbook which is kept in there file.

11. The premises has an effective breakage policy.

The breakage policy is in writing.

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12. Staff have training regarding the breakage policy.

The staff training relating to the breakage policy is fully documented.

13. Premises has appropriate procedures in place to clean glasses, pipes and other equipment.

The procedures are in writing.

The procedures for cleaning glasses are in the workbook, but the things like pipe cleaning and the ice machine is cleaned by the management and the cleaning sheet and documentation is kept in a folder and can be veiw is asked to do so.

14. Staff are trained to clean glasses, pipes and other equipment.

The staff training is fully documented.

15. The premises provides an amnesty where requested to do so by the NiteSafe partnership which is emptied appropriately.

The premises provides their own amnesty bin or requests one from the NightSafe partnership.

At the premises we do have a drugs safe which is bolted to the wall and this can be used for other things like knives and so on any member of staff or management are happy to be handed things to go in the Safe. This safe we do not have keys to we have to call the police to come and empty in all things put in the safe are logged and filed in the management office.

SECTION 8: DRINK AND DRUGS.

The prevention of Crime and Disorder is one of the four licensing objectives. Where there is a condition attached to a licence regarding one of the issues addressed in this section, then it will be deemed to be a **Statutory Requirement** which must be complied with. One star will be issued in these cases.

1. The premises has a effective policy regarding drunkenness.

The policy is in writing.

2. Staff are trained regarding drunkenness.

Refresher training is carried out.

The training is fully documented.

The premises does have a drunkennes policy which all staff should read which is in the workbook and this is part of there training and is updated when needed, we ask the barstaff or glass collector to speak to management of door staff if they feel a customer has had to mush to drink. This is because

it helps them to stay safe and the door supervisor are trained to help customers who have to have too much to drink.

The barstaff are trained to watch people to make sure they are not over drinking and anybody has a responsibility to refuse to serve a customer if they think they have had too much.

3. The premises does not carry out irresponsible drinks promotions.
4. The premises does not promote binge drinking by offering alcohol at discounted prices which could be regarded as irresponsible.

As a company we follow what was put forward a few years ago at the Pub watch meeting, it was agreed with all the venues at the time that the lowest you could go was a pound a shot but this has to be watched carefully. As a company we do have a few things like house vodka and house white rum which is on at a £1 a shot but these things are most of the time mixed with a mixer to make it a long drink. Staff are trained never to put more than a 50mls in one glass.

This is difficult as over the years other premises have changed the drinks policy and this makes it hard to get the patrons to see what you offer is a good deal.

5. Water is made freely available to customers on request.

It is a legal requirement that tap water must be given to customers if asked for and this must be free of charge. We also have sealed plastic bottles of water for sale behind the bar so customers have a choice of the water they would like.

6. The premises has a clear policy on drunk/drugged persons.

The policy is in writing.

7. Staff are trained regarding drunk/drugged persons.

Refresher training is carried out.

The training is fully documented.

8. The premises has a Drugs policy.

The policy is in writing.

9. Staff are trained regarding the drugs policy.

Refresher training is carried out.

The training is fully documented.

10. The premises has a Zero tolerance approach towards Drugs.
The Zero tolerance approach is included in the Drugs policy.
11. Drugs are bagged,tagged and stored securely until handed to the police.
The premises has a Drug safe secured to the wall, to which the police have a key.
12. A record is maintained of when the drugs are found on a customer, detailing what we seized and a discription of the person.
13. Msnagement and staff are aware of any protential hot spots for drug taking and these are monitored.

As a Company we like the patrons to have a good time while in our premises but we do have a Zero tolerance for Drunk or Drugged customers as this can be harmfull and dangerous for other users of the venue, Toilet checks are done every 30 mins and the door supervisor walk around the Premises though the night any person or persons to be found drunk/drugged will be asked to leave. If the person or persons are found to be surplying drugs to another person they will be searched by the door supervisors and if anything is found on them the police will be called. If this happens it is reported in the log and the CCTV is kept with the log. If the police can not get out at the time the item is sealed and date/timed and are put in to the drugs safe where the police have to come and empty it.

14. Lighting is used in the premises to deter drug taking.

In the premises around the bar and the settee area there is a little more light for customers as they are not close to the dance floor, because we use disco lights on the dance floor all staff will keep an close eye on this area as they walk round the venue. The toilet are the hardest place but this is why we do toilet checks and if it is found that two customers are in the same space the a door supervisor will be called to the situation and a search may be carried out.

15. Alcohol is only sold if it is within its "Best Before Date"

The Management at the premises control the level of stock on the premises and all deliverys are taken in by them, All staff are trained to re stock the fridges with new stock at the back.

SECTION 9: ENVIRONMENT.

The Prevention of a public nuisance is one of the four licencing objectives. Where there is a condition attached to the licence regarding one of the issues addressed in this section,then it will be deemed to be a "Statutory Requiurement" which must be complied with. One star will be issued in these cases.

1. A risk assessment should be made of any likely noise and its impact: and a noise policy created to deal with the outcomes. Staff should be made aware of this policy.
2. Licencees must ensure that the music and other activity at the premises do not cause a nuisance or annoyance to the near by residents. Noise should not be audible from the boundary.
3. Assessment is made by listening at the boundary, if audible appropriate action is required by staff and management. It is recommended that any assessments during the course of the evening are recorded on log sheets.
4. External windows and doors to be closed during times of music and singing entertainment.
5. Consideration should be given to have air conditioning to enable patrons to feel comfortable. Alternatively, fans can be strategically placed around the premises.
6. Signage to be placed at all exits of the premises advising customers to leave the premises and area quietly.

At the end of the night the DJ asks customers to leave quietly.

7. Deliveries to be made during the hours of 7am and 11pm.
Deliveries are made between 8.30am and 6pm.
8. Glass not to be deposited in external bins after 11pm and before 7am.
Glass not to be deposited in external bins after 9pm and before 9am.
9. Bins to be sited in and around the premises to enable the surrounding area to be clean and tidy.
10. Regular checks of the curtilage by staff and appropriate action to be taken to clear away debris, cigarette butts etc.
11. Reduce music volume and change the type of music towards the end of the evening's entertainment. Good practice to promote carming influence before departure.

The premises is in the town centre where there are a number of pubs and clubs around us, this said we are the only entertainment venue for the night time trade on our street. The rest of the premises are on the high street. The venue around us are shops and betting venue which are not affected by the entertainment we provide.

There is a risk assessment made for all aspects of the business and so it is for the entertainment side that we provide.

When entertainment is provided all internal doors are kept closed and the DJ has a meter and it is watched to as much as possible try to keep it around 85db we understand this will be hard if

customer stand near the equipment but this is why the bar area is raised so customers can move away if they would like to.

Music levels are monitored at the bar to but this is in a different way " if barstaff can not hear the person making the order at the bar then it is too loud and it is checked with the DJ.

The venue does have air conditioning and some fans if needed customers wellbeing should and is our first priority. Deliveries to this venue are only made after 9am and before 6pm as the company we use only uses these times. To keep the entertainment level as low as possible to the people not using the venue we only have one main exit of the customers to use this is the door as far away from the equipment as possible with two closed doors on the inside, All the other fire exit doors are closed at all times but ready to be used if they are needed. We are placed at the back of a car park so our Glass bins outside are away from everything we do empty them at night but this can not cause a problem to people around us.

Our Smoking area is at the front of the venue so staff will go out there during the night to brush and tidy up this area so it looks as good as it can to the customers coming to the venue, at the end of the night as soon as last orders is called at the bar the DJ has a few songs which he plays every night at the same time and this helps the customers know that the entertainment will be coming to a close very soon. The only thing we do not do is put Bins around the venue as this would be a hazard to the customers and a fire risk all staff are trained to clean up any rubbish while they are glass collecting with their basket.

12. The premises has a documented Dispersals policy, which deals with the management of these customers at the end of the night.

The premises provides customers with lollies at the end of the night to aid with the quiet dispersal of people.

There is a policy for the management of customers leaving the premises at the end of the night and a copy of this is in this paperwork. We do not use lollies and things for the customers as this could be a problem if they are going to other venues and with rubbish being in the town centre this would then in turn have the council asking why we are leaving rubbish in the town centre

SECOND 10: SMOKING POLICY.

Although Health is not a licence Objective, the management of the smoke free legislation and the smoking areas can have an impact on the licensing objectives, namely the prevention of crime and disorder and the prevention of a public nuisance. Where there is a condition attached to the licence regarding one of the issues addressed in this section, then it will be deemed to be a **Statutory Requirement** which must be complied with. One star will be issued in these cases.

1. Signs are displayed on the premises in accordance with the statutory provisions.
2. Additional signs are displayed in the premises to advise the patrons cannot smoke.
3. The premises has a identified smoking area.

The identified smoking area is managed.

The premises has a covered smoking area

The covered smoking shelter is screened to reduce disturbance to neighbouring properties.

4. The premises provides ash trays in the smoking area.

The premises provides ash bins in the smoking area.

5. Toilets are monitored to ensure patrons do not smoke in them.

Records are kept of any checks made.

The toilets are alarmed to detect persons smoking.

6. The premises has an effective policy on smoke free requirements.

The smoke free policy is in writing.

7. An incident book kept, where persons are found smoking on the premises.

8. Staff are trained regarding the smoke free regulations.

9. Staff effectively manage the doorways and lobby areas to ensure patrons are not smoking in a location that would be a breach of Legislation.

Staff effectively manage doorways and lobby areas to ensure that customers do not cause an obstruction to access or egress.

10. The premises has an effective policy on vaping.

The policy is in writing.

The Company does have a effective smoking policy which is in writing and give to all employees before they start there employment in there work book, the smoking policy and smoking policy are the same thing all customers and staff are to smoke or vapp outside to the left or right of the front door underder the smoking shelter.

SECTION 11. FIRE SAFETY.

Public Safety is one of the four licencing objectives. Where there is a condition attached to the licence regardig one of the issues addressed in this section, then it will be deemed to be a **Statutory Requirement** which must be complied with. One star will be issued in there cases.

Building Staff will understand but customers we not rush and hurt themselves or others all this and training is in the Fire risk assessment and the employee work book.

SECTION 12: CHILD PROTECTION.

The protection of children from harm is one of the four objectives. Where there is a condition attached to a licence regarding one of the issues addressed in this section, then it will be deemed to be a **Statutory Requirement** which must be complied with. One star will be issued in these cases.

1. The premises should have a strict policy relating to the sale of alcohol/tobacco.

The policy be explicit in relation to persons under 18 years of age.

2. Staff should be trained upon appointment to age restriction goods.

Training relating to age restricted should be fully documented.

3. Staff should receive refresher training at regular intervals quarterly is recommended in relation to age restricted goods.

Refresher training to age restricted goods should be fully documented.

4. Verification of proof of age should only include passport, driving licence or pass approved identification card. Pass stands for Proof of Age Standards Scheme, a nationally recognised scheme. Member of the pass scheme include Citizencard and Validate.

5. Premises has a Age Verification policy.

Implement a **Challenge 21** policy to allow an element of lee way where the age of the customer is uncertain. This means that ID is requested from any one who looks under 21 rather than 18.

Implement a **Challenge 25** policy to allow an element of lee way where the age of the customer is uncertain. This means that ID is requested from anyone who look under 21 rather than 18.

6. Display posters to inform customers that **Challenge 21** policy is in place.

Display posters to inform customers that **Challenge 25** policy is in place.

7. ID to be request at the bar as a safeguard in case a customer has managed to get past door staff without been challenged.

8. Maintain a refusals record either by using a booklet or the till. Use this for staff training purposes and to demonstrate due diligence.

The refusals book is siged off at monthly intervals by thr licence holder or DPS.

9. The premises has a policy relating to the management of children under 18.

The policy deals with children under 18 on the premises when they should not be there, including the duty of care of the licence holder/DPS/doorstaff.

All staff are trained in the relation to the management of children under 18s with the training in writing.

All staff have refresher training on a regular basis.

10. Documents seized by the premises are logged and set to the appropriate authority to return.
11. All members of staff have attended CSE and safeguarding awareness training authorised by the local safeguarding children's board.

The training is refreshed every three years.

12. Gaming machines are displayed so as to be easily visible by the bar staff.

Checks are carried out of the machines on a regular basis, which are fully documented.

13. The premises has an ID logging system and requires all patrons to produce their ID on entry.

The Company takes protecting children from harm as one of its top priorities, we are allowed children to be in the premises for pre booked parties only up to the age of 13 yrs old but they must be with a person/parent who is responsible for that child.

If we are holding a children's party then parents must stay with their children and no children are allowed in the bar area and have to stay on the dance floor where we provide, drink and a tuck shop just for the children. If parents are having a drink this must stay in the bar area and not on the dance floor, doorstaff are provided to 1 per 50 children.

The games machines are at the end of the bar and nobody can play them if they are underage but if we are having a children's only party the games machines are turned off so they can not be used.

SECTION 13: PUBLIC SAFETY.

Public Safety is one of the four licencing objectives. Where there is a condition attached to a licence regarding one of the issues addressed in this section. then it will be deemed to be a **Statutory Requirement** which must be complied with. One staff will be issued in these cases.

1. The premises has a strict ejection which conforms to the council's licencing policy.

The policy has individual sections relating to underage people, dealing with fights (victims and aggressors) people who are intoxicated due to drink or drugs and domestic violence and all the staff are trained in relation to this policy.

The staff are trained in relation to the ejection policy. which should be fully documented.

2. Staff have attended vulnerability training which should be fully documented.

Staff have training on how to deal with vulnerable people who have been seperated from the group or friends ect.

Staff attened refresher training every three years.

3. Staff have Counter Terrorism training, which should be fully documented.

Staff attend refresher training every three years.

4. Staff are trained on their duty of care to their customers, which should be filly documented.

Staff attend refresher training every three years.

5. The premises has adopted best practice when dealing with safe guarding, such as Ask for Angela.

6. The premises carries out a risk assessment in relation to the type of events, eg LGBT events.

7. Evacuation plans are not displayed to the public.

8. Staff are trained on evacution procedures.

Training records are maintained regarding training on evacution procedures.

Staff attend refresher training every three years.

The safety of the public is a great concern as you will see in the paperwork to follow, they are our customers who keep us open. There is a number of patrons with a number of needs who wee have to do our very best to give them a safe and happy time with us. We have to make sure we do our best to the customers while they are with us and they must feel happy to come to us if they need help of any kind. We must log all the things that may happen to keep a record of the customers safety.

SECTION 14: DOCUMENTS AND DISPLAY.

The protection of children from harm is one of the four licencing objectives. Where there is a condition attached th a licence regarding the issues addressed in this section, then it will be deemed as a **Statutory Requirement** which must be complied with. One star will be issued in these cases.

1. The premises displays a copy of the public liability insurance.

APPLICATION FOR EMPLOYMENT

ossible, as this information forms a
the Company's Personnel Records.

Position applied for: _____
 Full-Time* Part-Time* Holiday Work* (DELETE AS APPLICABLE)
Date available for work: _____
Where did you hear about us: _____

PERSONAL DETAILS

Surname: _____, First Name(s): _____
 Address: _____
 _____, Post Code: _____
 Date of Birth: _____
 Telephone (home): _____, Telephone (work): _____
 Marital Status: _____, Ages & No of children: _____
 In case of emergency, who should we contact? Name: _____
 Tel: _____, Address: _____

Please state any experience that may be relevant to this employment. (list other employment on next page).

PREMISES	JOB TITLE	DATES	EXPERIENCE/SKILLS

EDUCATION

Please give us a brief summary of your educational background.

School/college	from	to	Subjects/Grades

MEDICAL HISTORY

Please give any details of any serious illness you have suffered in the last five years:

Are you registered disabled? YES/NO. RDP No: _____

EMPLOYMENT

Please start with your present, or most recent employer and work backwards. Please indicate whether we can approach them for a reference.

Name & Address of Company	Dates		Position Held	Reason for Leaving	References	
	From	To			Yes	No

EMPLOYMENT Cont: -

Please note it is company policy to obtain references from present and / or previous employers. No approach will be made to your present employer before an offer of employment is made, in which case the offer will be conditional upon receipt of a satisfactory reference from your present employer.

Details of persons who will supply references.

If you are a school leaver or have never held a position of employment, please supply two persons (not relatives), who will give confirmation of your character.

Name: _____ Name: _____

Address: _____ Address: _____

Occupation: _____ Occupation: _____

Do you hold a current Driving Licence? *YES / No *Full/ Provisional
Please list any driving convictions you have: _____
Have you ever been convicted of a criminal offence? *YES / NO (Declaration subject to the Rehabilitation of Criminal Offenders Act)
Do you need a work permit to work in the United Kingdom? *YES / NO
If offered the position do you intend to work in any other capacity? *YES / NO If YES please give details: _____
Have you ever worked for or applied to Bamboogy before? *YES / NO If YES state when: _____
Do you have facilities for returning home at irregular or late hours? *YES / NO
Do you have any visible tattoos? *YES / NO
Are you prepared to work evening shifts and weekends? *YES / NO
ANY OTHER INFORMATION
Please give any other details, which will support your application below:

National insurance number/...../.....

Bank details

Name.....

Account Number.....

Sort Code.....-.....-

Branch Address.....

.....

Account Name.....

Building Society No.....

I confirm that, to the best of my knowledge, the information given on this form is true and complete. Any false statement may be sufficient cause for rejection, or if already employed, dismissal.

Signed: _____ **Date:** _____

OFFICE USE ONLY:

Please ensure that all employees sign upon receipt of the following items:

Starter Form (Contract)

Terms & Conditions. **Date:** _____ **Signature:** _____

Type of Contract **Zero Hours / Weekly / Other:** _____

Employee Handbook **Date:** _____ **Signature:** _____

Staff Uniform

List items:

Date: _____ **Signature:** _____

Job Description **Date:** _____ **Signature:** _____

Health & Safety Instruction

Within unit: **Date:** _____ **Signature:** _____

Specific to job: **Date:** _____ **Signature:** _____

First Aid Training **Type of Course:** _____

Date: _____ **Signature:** _____

2. The premises displays the Scores on the doors certificate issued for food safety in the premises.
3. Following the initial award, the premises displays their stars on the bars award.

The documentation is in the glass cupboard by the front door for all to see. Customers can not get to it.

OSCAR'S BAR

Team Training Workbook

Date

Unit Name:

.....

Team Member Name:

.....

Manager's Name:

.....

You are working in an environment that may be hazardous, if you do not understand and follow the guidelines as detailed during your training. You have a legal obligation to ensure your own safety and that of others e.g. colleagues, your manager, customers etc. If you see something dangerous you **MUST** report it to management.

"IF YOU SEE ANYTHING WHICH CAUSES YOU CONCERN, INFORM YOUR MANAGER"

- 1) Where is the 'Health & Safety' notice located in your outlet?

- 2) List the key points to remember when lifting a heavy load
-
-
-
-
-

- 3) Where are the first aid boxes located in your outlet?

- 4) What are the contents of the first aid boxes?

- 5) How should broken glass be disposed of?

I CONFIRM I HAVE READ THE VENUE'S MANUAL HANDLING DOCUMENTATION

Sign.....

HYGIENE AT WORK

It is important, not only from a customer's point of view but also from a hygiene point of view that everyone who works in our outlets present themselves in a clean and professional manner.

'FIRST IMPRESSIONS LAST'

- 1) Why is it important to produce daily cleaning schedules? *
- 2) What is the reasoning behind opening and closing checklists? *
- 3) What are the uniform standards in your outlet? *
- 4) When should you wash your hands? *
- 5) Ice is considered a food source and must be handled carefully - How do we prevent ice being contaminated? *

SECURITY/DRUGS AWARENESS

People visit our outlets to enjoy themselves in a warm and friendly environment. Unfortunately, due to the nature of the business, occasionally the wrong type of customer will enter the premises. We must therefore, take steps to ensure undesirable customers do not put people and the outlet at any risk.

"THE PRIME CONCERN, IS FOR THE SAFETY OF THE PEOPLE THAT WORK IN THIS SITE AND THE CUSTOMERS THAT VISIT"

- 1) What must you do if you suspect drugs are being taken or sold on the premises?
- 2) What might indicate the following drugs are being used on the premises?
 - Cannabis
 - Cocaine
- 3) What signs might indicate a fight is about to start in your outlet?
- 4) Where are the CCTV cameras in your outlet?

In today's fast paced and hectic way of life, it is imperative that you and your colleagues are fully conversant with what action needs to be taken if the unthinkable happens and a fire occurs on the premises.

**"DO NOT BE A HERO - FIXTURES AND FITTINGS CAN BE REPLACED.....
YOU CAN'T!"**

- 1) What is the correct procedure on spotting a fire?
- 2) List five ways you can minimise the risk of a fire occurring in your workplace?
-
-
-
-
-
- 3) What types of extinguisher are available in your outlet & where are they located?
- 4) Where are the fire alarms in your outlet?
- 5) Where is the 'Fire Evacuation Meeting Point'?
- 6) Why is it important for you to Sign in and out on entering and leaving work ?

**I CONFIRM I HAVE READ THE VENUE'S STAFF FIRE
ROUTINE DOCUMENTATION**

The law surrounding the sale of intoxicating liquor is a complex one, and your Manager will have studied and passed an exam on the subject in order to be able to hold a license. Whilst you need not know the subject in as much depth as your manager, there are several areas which you must have a thorough knowledge of. These key areas range from who you can and cannot serve, through to the quantities and glasses you are legally allowed to serve drinks in.

Instructions to all Bar Staff

Employees must at all times strictly comply with the legal requirements regarding measures of alcoholic drink dispensed and served, and the sale of alcohol to persons under 18 years of age. The following rules have been drawn up and must be followed in every respect. This is as much for the protection of the Bar staff as it is to protect the Company's licenses. Employees should be aware that it is now possible for a member of staff to be prosecuted and fined for breaches of legislation. This is in addition to any penalty incurred by the General Manager and/or the Company.

If the rules below are followed correctly, all members of staff can feel confident that they have met both the spirit and the letter of the law, and should therefore be protected from a successful prosecution. On the other hand, if employees do not follow these rules, the Company will view the matter very seriously, and staff will be liable to disciplinary action up to and including summary dismissal.

WEIGHTS AND MEASURES

1. Full measure must always be given. The measures served are displayed behind the bar.
2. The entire content of pre-packed drinks must be delivered to the customer whether by pouring the entire content into a glass of adequate capacity or by handing the container to the customer.
3. All draught beers and ciders (unless delivered through a measured dispensing instrument) must be dispensed into a glass which bears a Government Approved stamp or mark to indicate its true capacity.
4. Alcohol dispensed through a measuring instrument or by a measuring container must only be dispensed through or by a measure which bears a Government Approved stamp or mark to indicate the true quantity of alcohol dispensed.
5. Never use a defective measuring instrument and take particular care when using a measuring container to ensure that a full measure is dispensed. Report immediately any defective or suspected defective measure.

have any doubts as to the correct measure seek advice immediately. If you dispense a cocktail, the ingredients of which are other than full unit measures you must ensure that the ingredients comprise correct quantities.

SALE OF ALCOHOL TO PERSONS UNDER 18 YEARS

1. It is an offence to sell intoxicating liquor to a person under 18 years of age or permit a person under 18 years of age to consume intoxicating liquor in a bar. You must therefore, have regard to the age of not only the persons buying the alcohol at a bar, but also persons within the premises for who alcohol is bought at the bar.
2. Alcohol must not be sold to or for any person under 18 years in a bar.
3.
 - a) If you suspect that a person attempting to buy alcohol is under 18 years of age, you must not sell to that person and you should refer the matter to your Supervisor. If a Supervisor is for any reason not available then you must not sell alcohol to that person
 - b) If you suspect that a person over 18 years of age is attempting to buy alcohol for a person under 18 years of age you must not sell alcohol for consumption by the person under 18 years of age. You should refer the matter to your Supervisor but if the Supervisor is, for any reason, not available you must not sell alcohol for consumption by the person under 18 years of age.
4. If you have any doubt whatsoever as to the age of the person attempting to buy alcohol or the age of anyone for whom a person attempts to buy alcohol, whether proof of age is provided or not, **DO NOT SELL ALCOHOL AT ALL.**
5. When clearing tables or when in any part of the premises away from the bar you must always be on the lookout for persons under 18 consuming alcohol. If you have any suspicion that alcohol is being purchased at the bar for persons under 18 in any other part of the premises then you must immediately report your suspicion to the Supervisor and to all other Bar staff.

SALE OF ALCOHOL TO DRUNKEN PERSONS

It is an absolute offence for the holder of a justices' licence or a member of staff to sell intoxicating liquor to a drunken person. Therefore, **DO NOT** sell intoxicants to persons who are, or who appear to be, under the influence of alcohol.

In determining whether the customer is under the influence of alcohol, staff should have due regard to whether their behaviour is violent, quarrelsome or disorderly or whether the customer appears incapacitated in, or by his manner, speech or posture. If in doubt, you should

INSTRUCTIONS TO STAFF INVOLVED IN SALE OF PRODUCTS TO THE PUBLIC

"Passing-off" is the sale of a product with a different brand name to a person who has asked for a particular product by name. It is a breach of both the contract with the customer and with the supplier of the products concerned and can lead to legal proceedings being taken against you and the Company.

As an example, in a bar, a customer may ask for a "whisky". If he does, you can sell him any brand of whisky you stock but, if he asks for a "Teachers" and you do not stock Teachers whisky, you may not serve him any other brand unless you tell him that you do not serve Teachers but you can offer to supply him with the alternative brand or brands you do stock. Similarly if you stock Coca-Cola and a customer asks for a "Coke" or a "Cola" you can supply it without any comment. But, if he asks for a "Pepsi", you must tell him that you do not stock Pepsi-Cola, but you can offer him Coca-Cola. We display a disclaimer on entrance to the venue indicating that the Cola we serve is Pepsi Cola.

Many suppliers of products with brand names that are supported by expensive advertising, are very jealous of their names and do not hesitate to take legal proceedings if they consider that a retail outlet is not taking proper care to avoid passing-off their products as another brand. It is therefore vitally important that customers are made aware of the named product with which they are being served at all times.

DECLARATION

I confirm that I have read and understood these instructions and agree to comply with their terms. I also understand that failure to comply to these instructions may lead to statutory fines and/or dismissal.

SIGNED

DATE.....

- 1) Who can you serve?
- 2) What proof of age is legally accepted in this state?
- 3) List three types of customer that it is illegal to serve.
 -
 -
 -
- 4) Give two examples of 'passing off'.
 -
 -
- 5) The DPS of these premises is ?

Customers visit us for a variety of reasons and as you already know there are a myriad of types of customers out there. Irrelevant of their reason for visiting and their personality, all customers will have one thing in common - they will all purchase a drink.

"ALWAYS CHECK GLASSES FOR SMEARS, CHIPS, CRACKS, LIPSTICK AND WARMTH"

DRAUGHT PRODUCTS

Please complete the following table, by finding out what is available in your outlet:

PRODUCT	BRAND	ABV	GLASS
BITTER			
LAGERS			
CIDER			

"THE TOP HALF OF THE GLASS BELONGS TO THE CUSTOMER, THE BOTTOM HALF OF THE GLASS BELONGS TO YOU!!!!"

SPIRITS

Please complete the following tables, by finding out what is available in your outlet:

PRODUCT	BRAND	MLS	PRESENTATION
VODKA			
GIN			
BRANDY			
WHISKY			
RUM			
OTHER SPIRITS			

"ALWAYS ENSURE THE CHAMBER IS FULL ON THE OPTIC AND THE THIMBLE MEASURE IS FULL TO THE TOP"

Complete the following table, by finding out what is available in your outlet:

PRODUCT	BRAND	ABV	GLASS
BOTTLED LAGERS			
BOTTLED CIDERS			
PREMIUM PACKAGED SPIRITS			

"ALWAYS OFFER A GLASS AND ASK THE CUSTOMER WHETHER THEY WOULD LIKE YOU TO POUR THE DRINK. PRESENT THE BOTTLE WITH THE LABEL FACING THE CUSTOMER"

WINES

Please complete the following tables, by finding out what is available in your outlet:

PRODUCT	BRAND	MLS	PRESENTATION

"NEVER POUR A BOTTLED MIXER INTO A SPIRIT"

MINERALS

Please complete the following tables, by finding out what is available in your outlet:

PRODUCT	BRAND/ FLAVOUR	GLASS	ICE/ LEMON
FRUIT JUICE			
SPLIT MINERALS			
POST MIX			
MINERAL WATER			
OTHER MINERALS			

"ALWAYS SHAKE JUICES BEFORE SERVING TO THE CUSTOMER"

The policy is designed to protect all employees, customers and visitors from exposure to second hand smoke and to assist compliance with the smoke free provisions of the Health & Safety Act 2006.

Exposure to second hand smoke is passive smoking and increases the risk of lung cancer, heart disease and other illnesses.

Where is smoking prohibited?

What do you do if you observe someone smoking on the premises?

Who should you tell if you see someone smoking in the premises?

What should be visible within the premises to ensure employees, customers and visitors understand we are non smoking premises?

- 1) Control of stock is important. If a drink is unwanted you should attempt to sell it on to another member of the public. If this cannot happen you must record the details onto the wastage sheet provided.
- 2) If for any reason a transaction has been incorrectly recorded into the till, you must inform your supervisor/member of management. "If it goes over the bar it MUST go in the till"
- 3) You understand that you are not to leave your allocated work area at any time without the prior permission of your supervisor/manager.
- 4) When you sign in it must be at the correct time, and you must be on the bar ready to commence work.
- 5) You are your own timekeeper. If you fail to sign in or out, we reserve the right not to pay you.
- 6) Note checking is extremely important in a business such as this
 - All £50 notes must be checked and initialled by a supervisor or member of management
 - We provide note checking UV machines by each till point. These must be used to check that the note has the correct UV markings on it, if not available at the very least the note must be checked against the till screen.
 - The texture of the note is important when identifying a fake, and sometimes just feeling over the queens head can identify a problem
 - IF IN DOUBT, ASK YOUR SUPERVISOR/MANAGER .
- 7) You are responsible for the float within the till you have been allocated. Please ensure that you stay on the till to which you have been assigned and notify a supervisor/member of management immediately if there is a problem with the till. Till shortages and surpluses should not occur, and if they do over a reasonable amount (£1) the company reserves the right to take disciplinary action.
- 8) You willingly agree, as part of your contract, that the company reserves the right to deduct from my pay and costs or expenses incurred as a result of negligence, carelessness or deliberate vandalism to stock or company property, and that furthermore I may be asked to reimburse the company for such a loss.
- 9) You are required to give 1 weeks' notice if you choose to leave. If you leave without notice this can damage the company and its ability to trade effectively. Therefore if you leave without notice we reserve the right to deduct an equal amount of pay relevant to the number of shifts not worked from any termination pay.

**I CONFIRM I HAVE READ AND UNDERSTAND THE
ABOVE PROCEDURES**

NEXT OF KIN FORM

STAFF MEMBER

NEXT OF KIN

RELATIONSHIP

ADDRESS

POSTCODE

HOME TEL
NUMBER

WORK TEL
NUMBER

MOBILE TEL NUMBER

INDUCTION CHECKLIST

Please ensure that the following is ticked prior to the staff member going onto the bar

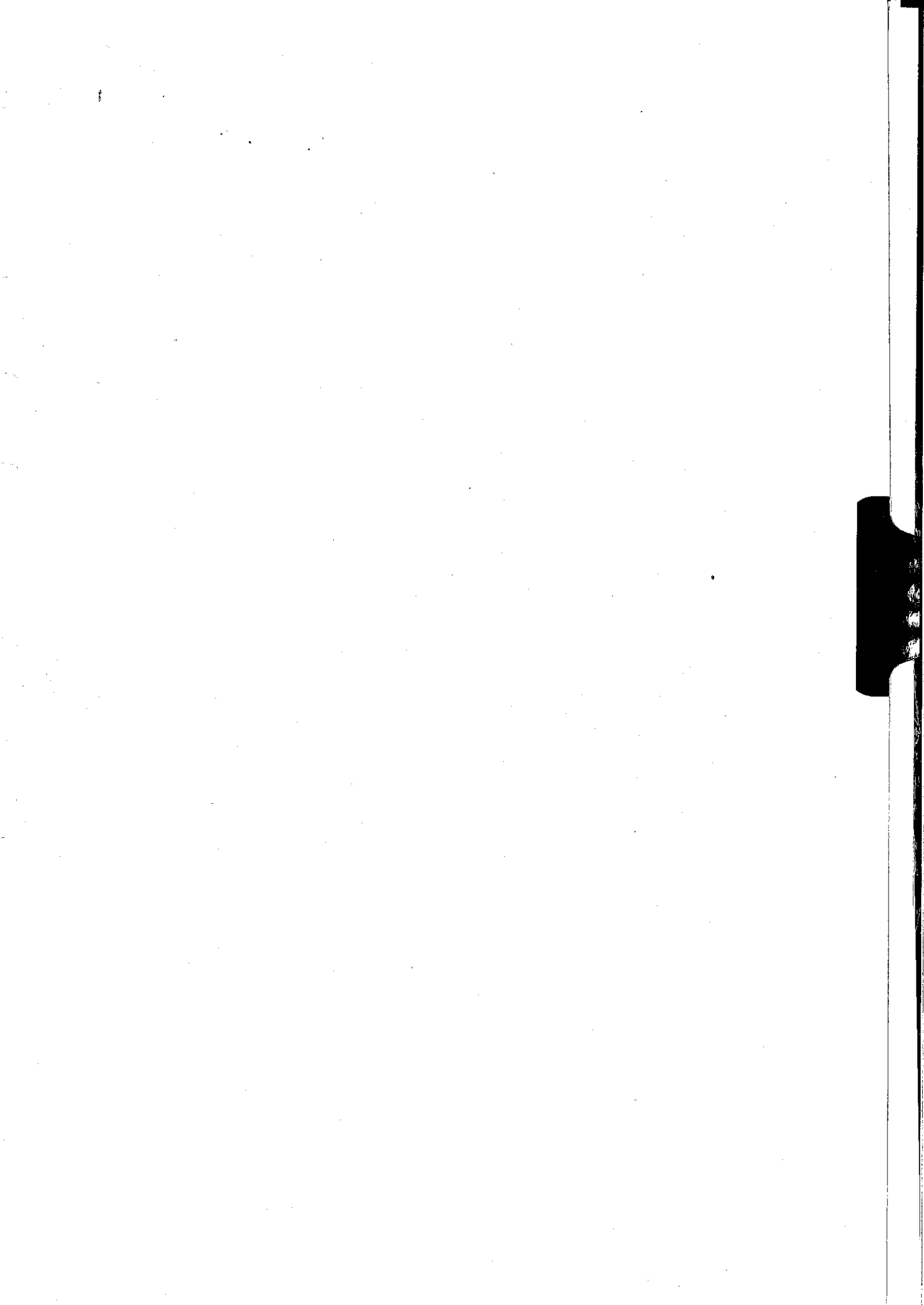
Fully Completed Application Form	
P46/P45	
Tour of the building	
Completed Employee Workbook	
Authority to Serve document updated and displayed on front door	
Bar Tariff/Pricing Policies explained and understood	
Bar procedures and service standards demonstrated for each category of drinks	
Bar Buddy allocated for first shift	

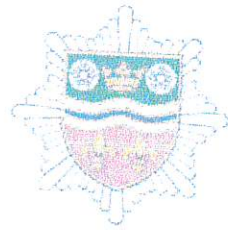
I agree that the above have been completed

_____ Employee

_____ Inducting Manager/Supervisor.

_____ Date





HUMBERSIDE
Fire & Rescue Service

Our Ref: FS/PC/RM/RLA1/S2/000131 (609063)
Date: 18 December 2020

Jason Benstead
Oscars Bar
6 Gilliatt Street
Scunthorpe
North Lincolnshire
DN15 6EY

BUSINESS SAFETY SOUTH
Laneham Street
Scunthorpe
North Lincolnshire
DN15 6JP
www.humbersidefire.gov.uk
The person dealing with this matter is:
Patrick Connelly
Business Safety Inspector
Tel: 01724 295914
E-Mail: pconnelly@humbersidefire.gov.uk

oscars.entertainment2020@gmail.com

Dear Sir

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
LICENSING ACT 2003 - TYPE OF LICENCE
PREMISES LICENCE CERTIFICATE
NEW APPLICATION (GRANT)
PREMISES: OSCARS BAR
GILLIATT STREET
SCUNTHORPE
DN15 6EY**

LICENSING ACT 2003

The application and enclosures in relation to the above mentioned premises which were received in this office on the 18 November 2020 are acknowledged and the Fire Authority make the following comments.

From the information provided the proposals with regards to Public Safety are considered **acceptable** to the Fire Authority.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Fire Risk Assessment

It is a requirement that the responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions which are necessary to comply with the requirements and prohibitions imposed on him by or under this order and record the prescribed information

The following should be considered as essential to any such fire risk assessment:

Means of Escape

All final exit doors/gates must be quickly and easily openable in the event of a fire without the use of a key or code.

Exit routes must be kept clear from obstructions at all material times.

Means of Giving Warning of Fire

The fire alarm system should be designed and installed to a minimum British Standard 5839-1:2017

Emergency Lighting

The emergency lighting system should be designed and installed to British Standards 5266-1:2016, or equivalent.

Fire Fighting Equipment

Portable fire fighting equipment should be provided within the premises. The size and type determined by the hazards identified within your fire risk assessment.

Signage

Escape signs and notices should be provide of adequate size to comply with the health and Safety (Signs and Signals) Regulations 1996, generally signs containing symbols or pictograms which conform to BS 5499-1:2017 satisfy these regulations.

The premises will form part of the Fire Authority's "risk based" assessment and inspection programme and therefore the application will be held on file for reference purposes. In the meantime your attention is drawn to the publication 'Fire Safety Risk Assessment – large places of assembly which provides information for the responsible person about The Regulatory Reform (Fire Safety) Order 2005. This publication is available from The Stationery Office or by downloading it from the Internet at:

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

Should the application include a change of use, structural alterations or change of the internal layout that affects the means of escape, you are advised to consult the Local Authority Building Control Department for further advice.

If you are not the responsible person for these premises, you should ensure that this letter and its contents are forwarded to that person.

If the above matters are not rectified to the satisfaction of the Fire Authority, the Fire Authority reserve the right to request a review of the Premises Licence Certificate.

If you require further advice or clarification of any of these matters, please contact the Fire Safety Inspector at the address overleaf.

Yours faithfully

Patrick Connelly

FOR THE CHIEF FIRE OFFICER & CHIEF EXECUTIVE

Copy to: Local Authority Licensing

THE COMPANY DOOR POLICY.

The Company has a door policy in place to make sure all staff and customers know what is expected from them. The Company tries to do every thing to make sure everybody is happt to be in the venue.

The door policy in this venuse first and for most is two things,

- All customers must be **OVER 18** years of age.
- We have a Challenge 25policy in place, (if a customer does not look 25 they must be as for ID)
- If you are working on the bar and you are unsure of the customers age you **MUST** ask.

REMEMBER IF YOU SERVE A PATRON WHO IS UNDERAGE YOU COULD BE FINED AND SO COULD THE COMPANY. ASK FOR ID (IT DOES NOT MATER IF IT WAS ASK FOR AT THE DOOR ASK AGAIN)

IF THEY DO NOT HAVE ID DO NOT SERVE THEM TELL MANAGEMENT OR DOORSTAFF

IF YOU SERVE UNDERAGE IT WILL BE CLASSED AS GROSS MISCONDUCT.

- Doorstaff and barstaff should remember that in some groups you may find some underage check them all if they do not look 25.
- We do not have a dress code but all customers should look smart / smart casual not dirty work clothes or blood on them at all.
- During the day from 11am - 9pm we will allow work clothes as we are a public house but not a nite club but after 9pm **NO WORK CLOTHES**
- If customers have come from another venue and they are fighting or had to much to drink or drugs (REMEMBER YOUR DUTY OF CARE)are they still safe, do we need to help them to keep them safe, If you are **NOT** happy turn them away, we want to keep the place as safe as possible, remember to put it in your log.
- The doorstaff have a log sheet these must be used for all incidents, logging underage, no ID, fight, ect. These must be filled in every night if needed.
- Always remember to fill out the log with what happen, the name of the person if known and what they look like.
- Time and date the log so we can match it up with the CCTV if needed.

REMEMBER NEVER PUT YOURSELF AT RISK IF YOU ARE UNSURE YOU MUST ASK.

Staff Member Sign.....

Date.....

Doorstaff Mission Statement

Oscars Bar Scunthorpe

Confidentiality Statement

This is a controlled document and is strictly confidential and must not be moved from the premises or communicated to anyone than management and authorised representative.

It must not be reproduced in whole or part by any means including photocopying ,scanning and recording without a formal and prior written permission from Oscars Bar Scunthorpe.

If any of the above is performed in any way without the written permission this could lead to the dismissal of your employment and contacting and reporting any breach to the S.I.A and the police as this would be a breach on the information Act.

.....

Site Details

Oscars Bar Scunthorpe.

6 Gilllatt Street

Scunthorpe

DN15 6EY

.....

Site Management

Report to JASON BENSTEAD

.....

- | |
|--|
| <ul style="list-style-type: none">• To deliver a professional, first class standard of service to all our customers.• To keep the staff and customers safe at all times.• To make sure that all the covid 19 guildlines are followed to best are you and the company can.• All customer are challenged 25 at the door but this may be different for private parties. (management will inform you if this is needed. |
|--|

The Company and its Approach to the Business.

The Company purpose to offer the best possible service to the patrons who use our venue.

All persons are vetted and deemed fit and proper to work before the commencement of their employment with the Company. The Company ensures that every employee has been trained and granted the relevant licences through the Security Industry Authority (S.I.A) which is an independent body reporting to the Home Secretary, established in 2003 under the terms of the Private Security Industry Act 2001.

Please sign to indicate you have read the Mission Statement and this will be kept private and confidentially in your personnel file with the Company.

Name

Signature

Date

Manager Signature

Door Supervisor Log

All door Supervisors must sign in and out on this sheet for wages and Fire Safety. If you hear the Fire Alarm this form should be taken to the assembly point.

Door Supervisors Name	Badge Number	Time in	Time out	Managers Signature

All door supervisors must know how many customers we have in the premises, the door supervisor on the main door will log the number of people in the premises every 30 minutes by the way of an IN clicker and a OUT clicker (this includes patrons going out for a cigarette)

Time	In	Out	Total
21.00			
21.30			
22.00			
22.30			
23.00			
23.30			
00.00			
00.30			
01.00			
01.30			
02.00			
02.30			
03.00			

The main door will not let anybody in after 3am and Patrons who leave for a cigarette after 3.30 should be advised that if they do they will not be allowed back into the premises, signs stating this is around the venue.

Drunk people refused	Number of challenge 25 checks	Ejected patrons	Disorderly Patrons	Searches Drugs / Weapons

Please use a incident log sheets to log any of the five things above so management can see if there is a problem which need to be looked in or reported to the Local Police or Licensing Department or any other department which is needed

REMEMBER WE ARE A ZERO TOLLERANANCE VENUE ON DRUGS AND DISORDERLY PATRONS.

Search Incident Report Sheet.

It is Company Policy that we have a zero tolerance to any kind of drugs or weapons to be allowed in the venue and as a door supervisor you will be the first defence at the main door.

The door supervisors are asked to do random searches on patrons who use the venue.

If you are conducting a search make sure you have a second person with you. (for females customers you must have a female member of staff with you for your safety.)

Date of search	Time of search	Person conducting the search	Witness to the search	Male / female searched	Search No
DETAILS OF SEARCH					
Details of any immediate action needed –					
Management informed	Yes / No	Date / Time	Person Reported to	CCTV Downloaded	Yes / No
Police informed	Yes / No	Date / Time	Pc No	Station	Crime Ref
Name and address of any witnesses and there telephone number		Witness 1		Witness 2	

All searches where anything is found must be reported on this form and the CCTV should be downloaded and placed with this search form so it can be used for the Police or the Licensing Authority. Anything which is found must be bagged and logged and placed in the drugs safe.

AS A COMPANY WE HAVE A ZERO TOLERANCE ON ANY DRUGS IN THE VENUE

INCIDENT REPORT SHEET

Log no

DATE OF INCIDENT	TIME OF INCIDENT	EVENT OFFICER NAME	BADGE NUMBER
ASSIGNMENT NAME	ASSIGNMENT ADDRESS	ASSIGNMENT REF	

DETAILS OF INCIDENT

DETAILS OF ANY IMMEDIATE ACTION

DETAILS OF ANY FURTHER ACTION NECESSARY

CLIENT INFORMED	YES	NO	DATE/TIME	POSITION		
POLICE INFORMED	YES	NO	DATE/TIME	PC NO	STATION	CRIME REF

DETAILS OF INJURIES RECEIVED

NAME AND ADDRESS OF ANY WITNESSES OR TEL NUMBERS	WITNESS 1	WITNESS 2

Any breaches of security must be reported immediately and recorded on this form



CRIME PROVENTION IN THE WORKPLACE.

Crime Provention in the work place can be a number of things, work in the pub and nite club trade can make it harder as people have had alcohol and or Drugs, We as a Company WE DO NOT ALLOW DRUGS ON THE PREMISES IN ANY FORM.

Staff must be aware of any kind of crime/ crime provention while they are at work or on the premises

- Fights - staff must not put them self in harms way people get help from doorstaff or management.
- Lost/ found property must be handed in to the doorstaff or management to be logged and locked away till it can be collected.

IF YOU FIND SOMETHING FROM A FREIND OR SOMTHING ONE YOU KNOW HAND IT IN TO MANAGEMENT TO BE LOGGED IT SHOULD NEVER LEAVE THE PREMISES .

- If you are walking around the venue and you find somthing unattended (bag or somthing like that) Never pick it up always tell you manager or a doorstaff.
- If you see a customer that you feel is not acting as a normal person would please tell someone Remember we are here to keep customers safe.
- Remember if you can hear customer who are raising there voices it could be a sign that something may happen so tell some one.

REMEMBER WE ARE HERE TO KEEP YOU SAFE AND THE CUSTOMERS ALL MANAGEMENT AND DOORSTAFF HAVE RADIEOS TO COMUNACATE.

AS PART OF KEEPING THE STAFF SAFE WHEN YOU LEAVE WORK NEVER LEAVE ALONE.

Member of Staff Sign.....

Date.....

Member Staff refresher training date.....

SMOKING POLICY.

The company has a no smoking policy in the whole of the premises. If you find a member of staff or a customer smoking in the premises you must tell management or a door staff. If a customer would like to go for a smoke they must go outside the main door to the left or the right and never block the entrance for safety and the well being of the customers who do not smoke.

Staff should never leave the premises for a smoking break without the manager saying it is ok, because management need to know where you are just in case there was an emergency like a fire.

The main points of the legislation are as follows:

- The legislation, introduced on the 1st July 2007, now makes it illegal to smoke in all public enclosed or substantially enclosed areas and workplaces.
- The ban includes smoking on vehicles which serve the public and / or are used for work purposes.
- Appropriate no smoking signs must be clearly placed in all smoke free premises and vehicles.
- Under the legislation in place work smoking rooms and areas are no longer permitted. All smokers must take their smoke breaks outside.
- The owners / managers of any premises have to take reasonable steps to ensure that all staff and/or visitors are aware of the ban and to uphold the ban.
- Smokers looking for an appropriate place to smoke may check the no smoking signs in and around premises to easily see which areas are restricted or ask a staff member.

When The Smoke Free Law is Broken

Your local council as opposed to the police are in charge of enforcing the Smoke Free law. Don't be complacent however as if you are found to be ignoring legislation you will be breaking the law.

Fixed penalties and the maximum fine amounts are as follows:

- Smoking at Work or in a Vehicle Classed as a No Smoking Area- fixed penalty £50, reduced to £30 if paid within fifteen days of issue. If prosecuted by court the maximum fine limit is £200.
- Not Adhering to Signage Regulations (owners / managers)- fixed penalty £200, reduced to £150 if paid within fifteen days from issue. Court prosecuted cases hold a maximum fine level of £1000.

As part of the company policy on no smoking in the premises, **Vapping** will be classed as smoking on the premises for customers and staff.

FIRE SAFETY

As part of the Company you as an employee have right to work in a safe place, so we all have to work together and know how we deal with fire safety.

When you are employed by the Company you will be shown around the premises and while we are doing this you will be shown where all the fire call points are and all the fire fighting equipment.

- There is a call point in every room customers do not use.
- You will find Co2 in the DJ box
- There is a fire equipment of water / powder in the cellar.
- There is water behind both bars
- There is water in the cloakroom

As an employee you will get to hear the fire alarm before you start to work for the company.

If you fire alarm fire alarm do not panick stay where you are if it is safe, the management will find out where the problem is and come and tell you. If you are in danger find the closest exit and meet at the Fire Point (**in the main car park at the back of the building.**)

If you see a fire **NEVER SHOUT FIRE** as this would cause customers to worry and rush out and some body could get hurt

Never stop to pick up your belongings (your life is more important)

THE COMPANY SAFE WORK IS (MR SANDMAN IS IN THE BUILDING.)

Member of Staff Sign.....

Date.....

Refresher training date.....

HYGIENE AT WORK

The importance of hygiene at work is not only from the customers point of view, but also from a hygiene point of view that everyone who works in our outlets present themselves in a clean and professional manner. Cleaning your work clothes before you are required to go to work is as great start as customers and your working team should look and be clean before work and if you a new staff inform please ask a member of the management team we will be happy to help you.

Your uniform is,

A black T shirt / or top (provided by your employers)

Black bottoms provided by you.

Black safe shoes (flat) provided by you.

Clean up as you go.

As part of you working life with us cleaning is a big part of the job because this will make your working time cleaner and safer. Wiping down the bar area and the glass wash area as much as possible as the customers will have to be provided with clean glasses and a clean area to be served from, always use the cleaning sprays provided at the bar. All glass shelf's should be sprayed and wiped over after any spillage or if the shelf is empty of glasses to keep the bar as clean as possible.

Remember to wash and clean any plastic glass mats before you replace the clean glasses back on the bar (clean, clean, clean. Empty hands are unhappy hands.

Washing of hands.

Washing of hands is very important, NOW we have the covid 19 even more so, you should wash your hands after going to the toilet or a cigarette break the more you wash your hands the better. You will also find a small hand sanitizer near your till you can use as much as you like. PLEASE REMEMBER THE BOTTOM OF ANY GLASS IS FOR YOU TO TOUCH AND THE TOP IS FOR CUSTOMERS.

ICE IS A FOOD.

Ice is classed as a food and should be treated with care NEVER PUT THE GLASS IN THE ICE BUCKET always use the tongs provided if you have a problem with the ice bucket please empty it and clean it and refill with NEW ice from the machine.

CLEANING SCHEDULES.

Cleaning schedules are very important to make sure the premises is as clean as possible and as we work as a team there should be more than one of you cleaning during the hours of work so you can tell what has been cleaned and what need to be done.

EMPTY BOTTLES AND RUBBISH.

Empty bottles and rubbish should be cleared away as soon as possible for your safety and the customers safety. All bottle bins are behind the bar and safe from customers if you are filling the fridges REMEMBER TO FILL NEW TO BACK OLD TO FRONT and then break down the boxes and place in a bin FOR CARDBOARD ONLY as this will give you more space in the bottle bins and you will see if there is any broken glass in the bin.

All bins should be emptied at the end of the night and all bins should be washed out with disinfectant.

At the end of your shift or the end of the night the whole bar should be wiped down and cleaned will all bottles put back after. The glass washer must be emptied and wiped over as the same with all sinks and doors. The floor will be brushed and mopped as the last thing you do on the bar.

Toilets will be checked by management or door supervisors and then they should be brushed and wiped over and then mopped. The Cleaner will be hear in the morning to clean them again but it is so much better if they smell better before we close for you and the customers.

Staff Member Sign.....

Date.....

THE CCTV SYSTEM

The Company has a CCTV system which runs 24 hours a day and 7 days a week. All parts of the premises is covered by the CCTV, even if the lights are out or it is dark the cameras will pick you and the customers up.

This is to keep every body safe from fights, trips and falls. The CCTV is controled by the management and NO body can look at it (just for fun) it is illegal it is there to keep you safe.

The only part of the venue which is not covered by the CCTV is the staff and public toilet this is for yours and the customers private time to use them.

If you are working you should check the toilets every 30 mins to make sure they are clean and everybody using them is ok, if you are unsure ask for help we are here to help you.

NEVER TRY TO DEAL WITH SOMETHING ALONE MAKE SURE YOU ARE SAFE

REMEMBER TO FILL OUT THE TOILET CHECK SHEET AND SIGN THEM.

Staff Member Sign.....

Date.....

Refresher training Date.....

GLASS AND SPILLAGE POLICY

Working in this trade has a lot of things that can hurt you, because you are working with people who may have had a bad day or they are angry with someone. Keeping the premises clean helps to keep you safe and the people you work with.

During the day we are allowed to use glass and bottles for the customers to use so you should be watching all the time for empty glasses and bottles and remove them as soon as you can to keep the place clean and tidy, this also helps if there is a person who would like to fight with them

NO LATER THAN 7PM SHOULD ANY GLASS DRINKING VESSEL OR BOTTLES LEAVE THE BAR.

AFTER 7PM ALL DRINKS SHOULD BE POURED INTO A PLASTIC GLASS AND THE BOTTLE PUT IN THE BIN.

During your shift you should be watching for glasses and bottles all the time, and people who are drinking do have spillages so they need to be cleaned up as soon as possible. Always use the mop bucket and the wet floor sign, this is for your safety and the customers.

If you have some broken glass never use your hands to pick it up, always use the dust pan and brush. There is a bin just for broken glass if you are not sure please ask a member of staff to help you.

Glass cleaning if you are a glass collector / barstaff you must use the baskets for collecting glasses for your safety. Always empty any glasses with drink in down the sink behind the bar and check the glasses for cracks if so throw it away, if you find a glass/ plastic with lipstick wipe it off and then wash it in the glass washer provided behind the bar, let the glasses drain and cool down before putting back on the bar to be used. **MAKE SURE ALL GLASSES ARE CLEAN BEFORE USE.**

Member of Staff Sign.....

Date.....

PREMISES MANAGEMENT GENERAL SAFETY

STAFF INFORMATION STEET.

The Company does it level best to keep all partons and the Staff working for us as Safe as possible, but if you are working for this company you have to be a where there are some situations that can but you at Risk. You have to follow the training you are give before you are employed with the Company to keep yourself safe and the people you work with.

All paperwork you are given before you start your empoyment must be read and you must understand the information you are given. If you do not understand the information in your starter workbook you must see the management and we will go though it will you.

This is to keep you and the team safe and in turn the customers will always get the best time we can give them.

If you are at work and there is a situation you are not sure how to deal with please tell the management and we will work with you to solve the problem.

STAFF MEMBER SIGN TO SAY THEY UNDERSTAND THE INFORMATION

TO ALL STAFF NEVER FEEL YOU ARE ALONE WE AS A COMPANY ARE HERE TO HELP.

Staff Member Sign.....

Date.....

Refresh training date.....

Oscars Bar

As part of your Employment we have to inform you that you will be working in a premises which can provide loud music and people who can affect your hearing in the long term as part of your Employment we have to offer you ear defenders to you, It is your choice if you use them but we will not let you start work with us if you do not fill out this form.

I WISH TO USE THE EAR DEFENDER WHICH IS OFFERED BY THE COMPANY AND I WILL USE THEM WHEN I AM AT WORK.

DATE.....

I WOULD LIKE TO USE THE EAR DEFENDERS	SIGN
---------------------------------------	------

IF YOU SIGN TO SAY YOU WOULD NOT LIKE TO USE THE EAR DEFENDERS WHILE YOU ARE AT WORK THIS MEANS YOU HAVE DONE THIS ON YOUR OWN AND THE COMPANY CAN NOT BE RESPONSIBLE FOR ANY HEARING LOSS IN LATER LIFE.

I DO NOT WANT TO USE EAR DEFENDER WHILE AT WORK.	SIGN
--	------

STAFF TRAINING ACCESS FOR THE PREMISES.

COMPANY POLICY.

The Company has a responsibility to provide all patrons with the best time we can give them. We all know that our customers come from all walks of life with different needs to give them the best time we can.

Access to this building is hard because it is an old premises, but all members of staff should be aware they are here to provide the best service to all the people who visit the venue. We are a venue that is on a number of levels and some customers may not be able to use them all because of disability or something we can not see.

If a customer asks for your help and you are unsure, you must come to the management and we will help you. NEVER TAKE IT AS THERE IS NOTHING WRONG. Some customers need more help than others. Remember without the patrons we would not be open.

BE POLITE TO EVERY CUSTOMER AS MUCH AS YOU CAN IF YOU NEED HELP ASK.

Please sign and date to say you understand Company policy.

Anyone found not following this will be disciplined and may face gross misconduct.

Member of Staff.....

Date.....

Retrain the staff date.....

CHILD PROTECTION

If you are employed with this Company protecting Children from Harm is one of the most important things you must know and follow, in this kind of work we talk about children as any body under the age of 18 years of age.

IF YOU DO NOT FOLLOW THESE RULES YOU WILL BE DISMISSED FROM EMPLOYMENT.

These premises are set in to three types of working environment but alot of the rules will follow over to all three of them.

The Public House from time of opening till 8pm (for the children).

The premises has a childrens licence which we can use but we have to be so carefull to make sure they are safe.

- Children must be with a adult over 25 or there parent.
- Children must never sit at the bar not even with the parent.
- Children are only allowed pop, orange, blackcurrat or pepsi and lemonade,
- Children should never be given alcohol at all not even by there parents, energy drinks or shandy.

Private parties for children (only if planned by management)

- Children be with an adult over 25 or there parent.
- Children must never sit at the bar not even with the parent.
- Children should never be given alcohol at all not even by there parents, energy drinks or shandy.
- Children should leave the premises ONLY WITH THERE PARENTS
- There should be 1 member of doorstaff per 50 children.
- All private parties should be pre-booked and and a form must be filled out.

Childrens parties age resticted private bookings only.

If we are providing a party for this age group (13 - 17 years of age) the rules will change as parents do not always come to these parties.

- All alcohol will be removed from the bar, including energy drinks.
- All fridges will be locked and turned off so you can not see inside.
- There will be 1 doorman per 50 children plus 1 extra for safety.
- No children will be allowed out the premises to got to the shop or to smoke.
- All parent should put up there children if the party finshes after 8pm.

After 9pm we run as a nite club and we run it with a challenge 25 policy if you are unsure of the customers age DO NOT SERVE them. Ask for there ID if you refuse to serve a customer write it on the sheet behind the bar with the reason why and sign it

Member of Staff Sign.....
Date.....

DRINK AND DRUGS

The Company have to take a strong stand on this we are here to give a good time to all the partons who would like to use our venue. We have to stay in the limits of the law or this could effect your job and the Company.

ance abuse

- **Alcohol, drugs and substance misuse: an introduction**
- **Employers' responsibilities**
- **Policy**
- **Screening**
- **Alcohol, drug and substance abuse and the law**
- **Counselling and support**
- **What to do if you feel that your alcohol consumption is affecting your working life**
- **What to do if you find someone is abusing alcohol or taking drugs at work**
- **Action for UNISON reps**

Alcohol, drugs and substance misuse: an introduction

The misuse of drugs, including alcohol and other substances, can be a serious problem for the abuser, co-workers and the organisation itself.

Alcohol, drugs and other substances have a strongly negative effect on the brain and the body, impairing judgement and concentration and putting the abuser and co-workers at risk.

Staff who misuse drugs or alcohol are more likely to take time off, display poor performance and increase the risk of accidents. These factors weaken an organisation's overall performance.

[Click here for more about accidents at work.](#)

Most drugs are illegal, which means that anyone in possession of drugs at work may risk prosecution or disciplinary action.

Employers' responsibilities

Employers have a legal responsibility to look after employees' wellbeing, health and safety. A good employer will want to help employees. In some cases, alcohol or drug misuse may be used to help cope with work-related stress. If there is a problem with alcohol or drug misuse in your workplace then this may be part of a wider stress problem.

Some employers treat alcohol and drug misuse as a medical rather than a disciplinary matter. In this case, the chances of overcoming the problem is assessed and a reasonable period of time off for recovery is agreed.

They may also consider appropriate help to treat the employee (for example, by contributing towards the cost of counselling), treat any absence for treatment and rehabilitation as normal sick leave and review the person's work to ensure that their workload is not contributing to the problem.

Policy

Even if there is no evidence of their use, organisations can benefit from a policy on drugs, alcohol and other substances in consultation with staff or health and safety representatives.

Any policy must be suitable for the organisation. In some workplaces it will form part of the overall health and safety policy but may also be part of an occupational health policy. In some organisations a separate policy on alcohol and drugs is developed

ACAS has produced the following checklist on what should be included within a policy on drugs misuse at work:

- the purpose of the policy – for example: ‘This policy is designed to help protect workers from the dangers of drug and other substance misuse and to encourage those with a drugs problem to seek help’;
- a statement that the policy applies to everyone in the organisation;
- the rules on the use of drugs and other substances at work;
- a statement that the organisation recognises that a drugs problem may be an illness to be treated in the same way as any other illness;
- the potential dangers to the health and safety of drug misusers and their colleagues if a drugs problem is untreated;
- the importance of early identification and treatment;
- the help available – for example, from managers, supervisors, company doctor, occupational health service or outside agency;
- the disciplinary position – for example, an organisation may agree to suspend disciplinary action, where drug misuse is a factor, on condition that the worker follows a suitable course of action;
- the provision for education on drug misuse;

- a statement that the policy will be regularly reviewed, has the support of top management and that, where appropriate, worker representative have been consulted.

Having an agreed policy helps ensure the issues are dealt with as legitimate workplace matters in a non-judgemental way.

It is important that managers and staff all know how the organisation will deal with drug and alcohol related issues.

Alcohol, drug and substance abuse and the law

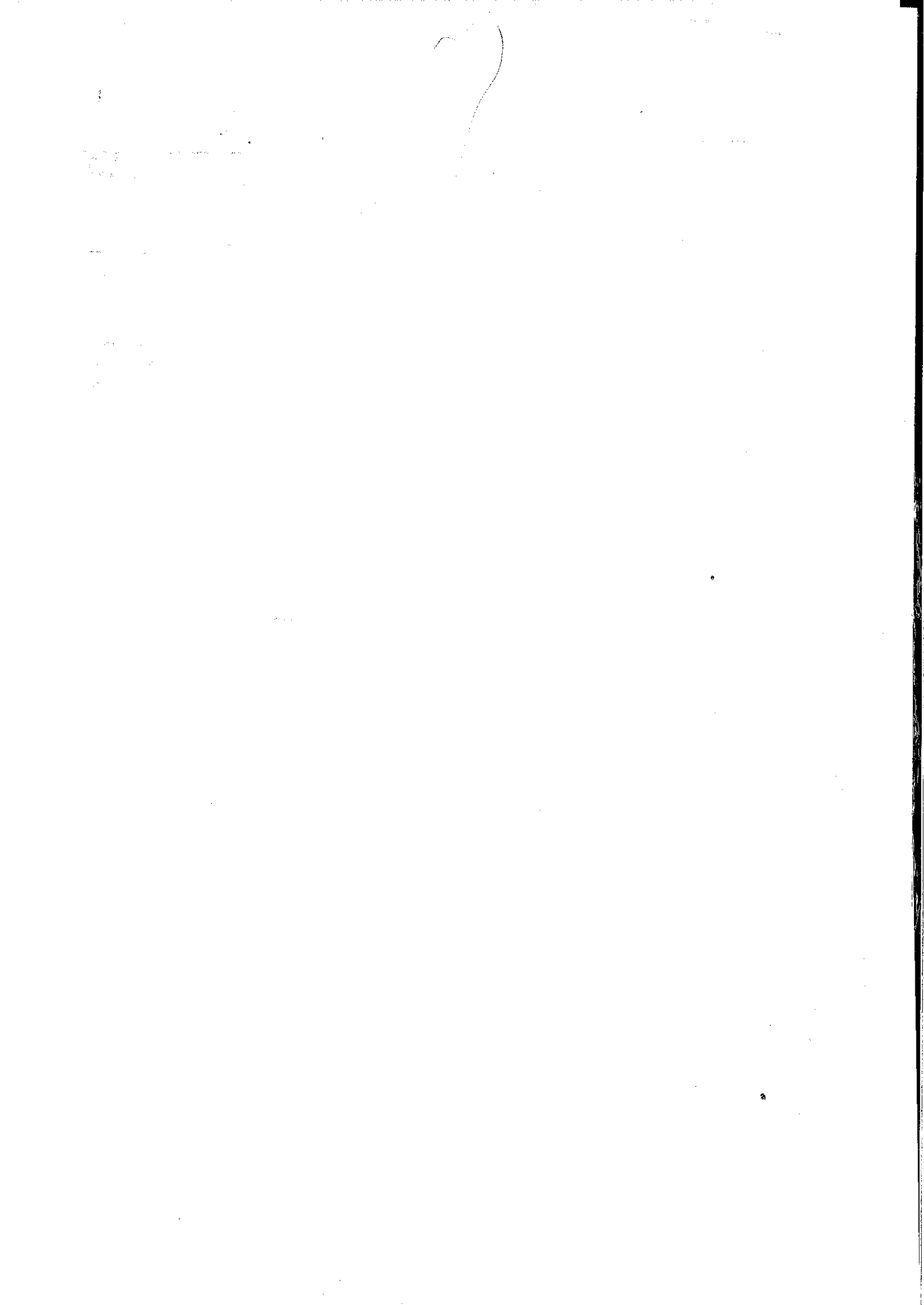
Employers could be acting illegally if they knowingly allow drug-related activities to go on at work but do not act. They should also know the implications of not tackling abuse.

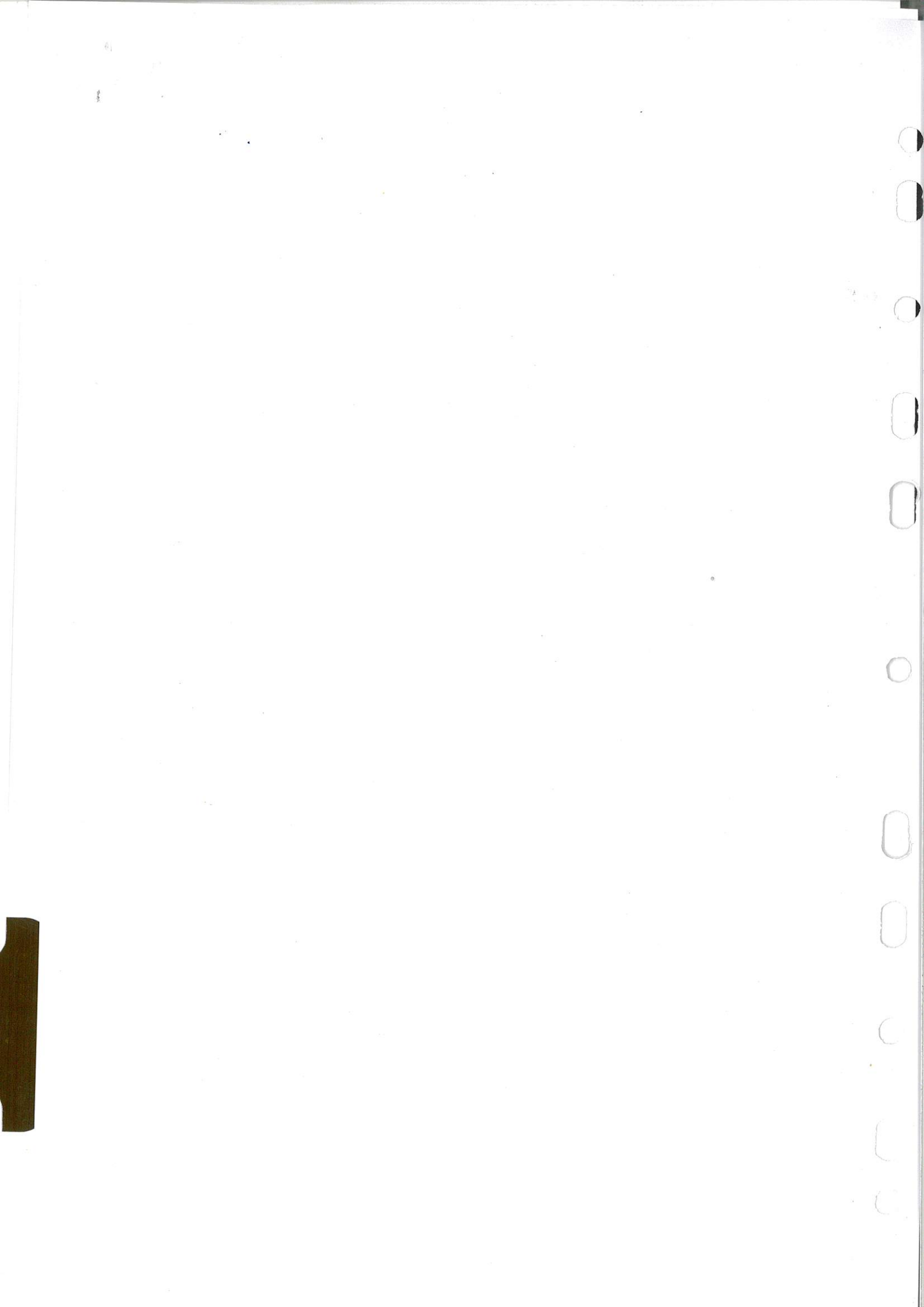
It is illegal if:

- an employee under the influence of excess alcohol is knowingly allowed to work (Health and Safety at Work Act);
- controlled substances are produced, supplied or used on an employer's premises (The Misuse of Drugs Act);
- drivers of road vehicles and transport system workers are under the influence of drugs while driving or unfit through drugs while working (The Road Traffic and the Transport and Works Act).

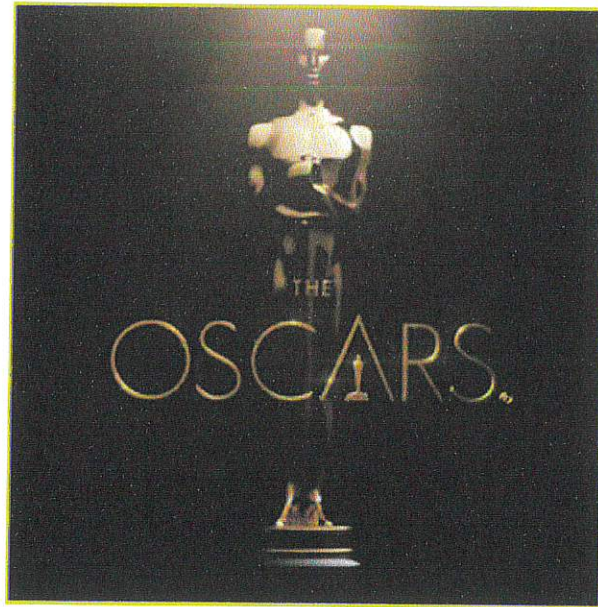
This may sound like we are talking about employee but we are here to help our customers to so this company has a zero tolerance policy of drugs and we have to make sure we control the level of alcohol a customer can drink in a matter of time.







Oscars Bar



HEALTH AND SAFETY MANAGEMENT
SYSTEM

OSCARS BAR

HEALTH AND SAFETY MANAGMENT SYSTEM

SECTION 1

HEALTH AND SAFETY

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OSCARS BAR

HEALTH AND SAFETY POLICY STATEMENT

The Health and safety at work etc. Act 1974 imposes a statutory duty on employers to ensure in so far as it is reasonably practicable the health and safety of their employee whilst at work. This duty also extends to other who may be affected by that work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts and omissions.

To ensure these duties are carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at the levels within the Company structure.

1. We will so far as reasonably practicable, ensure that:

- Adequate resources are provided to ensure the proper provision can be made for the health and safety.
- Risk assessments are carried out and periodically reviewed.
- Systems of work are provided and maintained that are safe and no risk to health.
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health.
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- Where appropriate, health surveillance will be provided for employees.
- The provision and maintenance of all plant, machinery and equipment is safe and without risk to health.
- The working environment of all the employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The place of work is safe and there is safe access to and from work place.

- Monitoring activities are undertaken to maintain agreed standards.

2. It is the duty of the employees at work:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with us in fulfilling our statutory duties.
- Not to interfere with or misuse anything provided in the interest of health and safety.

3. General

- This health and safety policy will be reviewed at least annually, amended and updated as and when necessary. Communication of such changes will be made to all employees.
- There are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health and safety and welfare.

Printed name.....

Sign name.....

Position in Company.....

Date.....

Oscar Bar

Management Structure for the Health and Safety

Managing Director

Public House Manager

Security

Assistant Manager

Staff on site

Catering and Bar Supervision

Employees

Coroner Consulting

OSCARS BAR

Health and safety Performance Audit - To be carried out by Company director or the public house manager at least once a quarter.

QUARTERLY	DATE
JAN – MAR	
APR – JUN	
JUL – SEPT	
OCT – DEC	

DOCUMENTATION REQUIRED BY LAW	YES	NO	N/A	ACTION REQ'D	BY
All the documents required by law available and or displayed where necessary.					
Do you have risk assessments for fire, manual handling, COSHH, and other work activities.					
ACCIDENT/INCIDENT- MANAGEMENT AND RECORDING.					
Are all accidents reported in the accident book.					
Do you know which accidents and incidents have to legally be reported to the Environmental Health Department.					
FIRE SAFETY & EMERGENCY SITUATION MANAGEMENT.					
Do you have fire detection and alarm system.					
Do you test the fire alarm, using different call point every week & make a record of the test.					
Is there a maintenance contract for the alarm					
Do you test the emergency lighting system and keep a record.					
Is the emergency lighting system regularly maintained by a contractor.					
Do you regularly check that all fire extinguishers are free from obstruction and wall mounted on brackets.					
Do you check everyday that all the fire doors are unlocked and escape routes are unobstructed?					

	YES	NO	N/A	ACTION REQ'D	BY
Are the emergency evacuation notices displayed in the staff areas.					
Are all the staff trained in the action they must take in the event of a fire or other emergency (eg gas leak or a bomb threat)					
Have you recorded this training. (All training is recorded on the staff files)					
Have you had a fire drill within the last 6 months and did you record it.					
FIRST AID - PERSONNEL AND FACILITIES					
Is there a notice displayed within the staff areas identifying the Appointed persons for first Aid.					
Do you have trained first aiders with a current first aid certificate.					
Is there a first aid box containing all the items required by law, including blue plasters.					
HAZARDOUS SUBSTANCES					
Do you have a risk assessment covering all the hazardous substances, such as cleaning materials, bottled gas etc.					
Do staff use protective equipment, such as gloves, eye protection etc when using hazardous substances.					
ELECTRICAL SAFETY					
Do you visually check all electrical equipment on site for signs of damage to plugs or cables etc.					
Is all electrical equipment inspected regularly (for example once a year) by a competent person and is there a record to show that this has been done.					
Are plugs sockets , used by DJs or other entertainers fitted with RCDs or earth leakage circuit breakers.					
SECURITY – SYSTEMS AND MANAGEMENT					
Do you have a security procedure for handling cash.					
Are potential violence and verbal abuse incidents recorded in the incident book?					
	YES	NO	N/A	ACTION REQ'D	BY
CELLAR					
Is the storage within the cellar suitable and sufficient for the quantities of					

goods stored and in use.					
Are you aware of the rules for storing and securing gas cylinders?					
Are you and your staff aware of the action to take in the event of a leakage from a gas cylinder.					
Are structural standards in the cellar satisfactory? (ie good standard or repair, no tripping hazards, good decoration.					
Is there a written scheme available for the pressurised drinks dispensing systems? (to comply with the pressure system regulations 2000.)					
Is the cellar maintained in a clean and tidy condition?					
	YES	NO	N/A	ACTION REQ'D	BY
WELFARE – REST AREAS					
Are walls, floors woodwork ect in good repair and decoration- To enable them to be kept in a clean condition? To ensure the safety of customers and staff.					
Are staff protected against “passive smoking” risks (All parts of the premises is a non smoking venue.)					
Are staff toilets equipment with washing facilities including hot and cold water, soap and hand drying facilities.					
Are there suitable and secure storage facilities for staff clothing and personal items?					
TRAINING					
Has training of relevant staff been undertaken to cover					
• Induction					
• Security..					
• Fire.....					
• Hazardous substances					
• Food hygiene					
• Cleaning (covid 19)					
Hand sanitizers for staff (covid 19)					
Do you have records of this training?					
BARS					
Are good standards of cleanliness and housekeeping maintained behind the bar?					
Are all washbasins equipped with hot water, soap and paper towels?					
Do all staff wash there hands after using the toilets and after smoking?					
Are there notices displayed to remind them?					
Is the a procedure for broken glass?					
	YES	NO	N/A	ACTION REQ'D	BY
MAINTENANCE –GENERAL (INCLUDING ENVIRONMENTAL CONDITIONS)					
Do you know if there is any asbestos in your pub and where it may be located?					
Have employees been issued with health and safety rules?					
Are procedures in place (if appropriate) that risk assessments are undertaken for pregnant workers / new parents working in the venue?					
Is all equipment , including catering equipment maintained in good repair and in a safe condition?					

FOOD SAFETY - GENERAL					
Is there a cleaning schedule to cover all food storage and preparation areas?					
Are food rooms clean ?					
Have all food handlers received appropriate food hygiene training (basic food hygiene certificate) and do they have the certificate?					
Are daily food temperature monitoring records being maintained(hot, cold and frozen)?					
Are stock control procedures working effectively and can you Demonstrate this (by records, labelling ect).					
Is the extraction ventilation system working efficiently?					
Are grease filters and the ducting to the ventilation system cleaned regularly ?.					
	YES	NO	N/A	ACTION REQ,D	BY
FOOD SAFETY - GENERAL					
Is clean protective over clothing always worn by catering staff?					
Are there sufficient controls in place to prevent pests (insects, rodents, etc) gaining access to food rooms?					
Do you have procedures, equipment and space to prevent cross contamination of foods – raw and cooked foods.					
NOISE					
If you have loud amplified music – do you know what the levels of noise staff are being exposed to ? (Daily exposure levels should not exceed 85dB to comply with the noise and work regulations.					

Note to staff and managers.

Action any item that you can. Refer any item that you are unable to action this must be taken to the managing director and this should be signed off by the managing director.

THINGS THAT NEEDS TO BE ACTION REQUIRED	

Staff member sign.....

Date

Managing director sign.....

OSCARS BAR

RELEVANT LEGISLATION

- The health and safety at work Act.
- The Management of Health and Safety at work Regulations.
- The local Government (Miscellaneous Provisions) Act .
- The Fire Precautions Act.
- The Fire Precautions (Workplace) Regulations.
- The Food Safety Act.
- The Food Safety (general food hygiene Regulations.
- The Control of Substances Hazardous to Health Regulations.
- The Provision and use of work equipment Regulations.
- The Electricity at work Regulations.
- The Personal Protective Equipment at work Regulations.
- Manual Handling Operations Regulations.
- The Health and safety (safety, signs and signals) Regulations.
- The Compulsory Employer's Liability Insurance Act.
- The Consultation with Employees Regulations.
- Chemicals (hazard information) Reg 2002 chips.

OSCARS BAR

Documentation Required to be Kept by Law.

REGISTERS

Accident Book – BI 510

Fire Precautions Log Book

NOTICES

Employers Liability Insurance Certificate.

Health and Safety poster

Emergency Aid notice

Premises Licence part B

List of notices displaying,

- The name of the licensee (Company Name)
- Type of business for which the licence has been granted, for example that the licence is for the sale of intoxicating liquor of all descriptions both on and off the premises – this should be displayed in a conspicuous place, usually in the main reception area.
- Details of hours subject to a restriction order
- A special hours certificate
- The measure used for the sale of “Whisky, Gin, Rum and Vodka
- Price Lists

MANDATORY NOTICES SHOULD BE PROMINENTLY DISPLAYED AND EASY TO READ

DOCUMENTS

- Public Entertainments Licence
- Health & Safety Policy General Statement of Intent
- Risk Assessment
- Covid 19 Risk Assessment

- Gaming Licence
- OSCARS BAR

Control of the Substances Hazardous to Health.

The control of Substances Hazardous to Health (COSHH) Regulations 2002 require the health of employees and others to be protected, where they are exposed to hazardous substances, as part of their work activity.

Substances or Preparations that are regarded as hazardous, are those which:

- Are classified as toxic, harmful, corrosive or irritant.
- Contain substances which are listed in the health & safety executive guidance note EH40
- Are microbiological and are capable of causing harm i.e. pathogens
- Are generated as a dust in substantial concentrations
- Create a comparable risk to those identified above

The following steps should be taken when complying with the COSHH Regulations

- Suppliers safety data sheets should be obtained on all substances previously identified.
- All safety data sheets should be reviewed to see if the product they refer to is regarded as hazardous. Safety data sheets which refer to as not hazardous only need to be kept for information. The COSHH regulations do not apply to the use of these products.
- Operations / Processes which use products that are regarded as hazardous need to be assessed
- Where these assessments identify risks to employees and others OSCARS BAR must take steps to control them
- NOTE –

In controlling risks to the health of employees and other, OSCARS BAR can only resort to using Personal Protective Equipment and / or Respiratory Protective Equipment if it is not reasonably practicable to use other techniques, use of extraction, modifying systems of work etc.

- Employees should receive training in the assessment which are relevant to their work activities. This training should be documented.
- Employees should have ready access to the suppliers safety data sheets, as these identify the action to be taken in any emergency situation, eg spillages.
- Employees have a duty to use control measures provided to protect their health and to report any defects or loss of equipment, OSCARS BAR should ensure its employees are aware of this duty.

OSCARS BAR

Control of Substances Hazardous to Health (ACTION PLAN)

List all the Substances used

**Ask Suppliers- head office to supply
Hazard data sheets for each substance**

Are they potentially hazardous?

NO

YES

A risk assessment must be carried out

List the hazards that can cause harm

No further action

**List what you do/how you use the
Substance to prevent harm**

YES

Does this action cover all hazards

NO

List the extra controls needed

Put the controls in place

OSCARS BAR

Enquiry form to Suppliers

You can use this form if you use a substance/product that may be hazardous and you do not have the hazard data sheet from the Supplier. There is no need to use this form if you already have this information.

Request for information from supplier under the provisions of section 6 of the health and safety at work act 1974.

Supplier Name	Product Name & trade mark
Supplier Address	Use by date
Telephone Number	% Ingredients
Email:	Mobile Number
Chemical Composition (All ingredients)	Occupational Exposure Limits
PHYSICAL PROPERTIES	
<ul style="list-style-type: none">• Physical Nature• PH of Concentrate• Auto-ignition temp oC• Explosive limits in Air (%v/w) Lower Upper	Boiling Point oC Melting Point oC Flash Point (Abel closed Cup)oC PH of Working Solution Solubility/Miscibility with Water Specific Gravity
HAZARDS	
What potential hazards are associated with the storage, transportation/use and disposal of the product and its contact with other substances?	Please provide details and supply any toxicological / reactivity data available.

OSCARS BAR

PRECAUTIONS	
Safe use	
Safe storage	
Treatment of spillage	
Method of disposal	
Extinguishing agents	
NOTE- Please include above details of any relevant statutory requirements.	
FIRST AID / MEDICAL	ADDITIONAL INFORMATION
Ingestion	Details of container
Inhalation	Enclose a copy of the label or a transcript of the information on the container.
Skin contact	Type
Eye contact	Size
	Standard pack size
IMPORTANT NOTE	
Any future changes in the information of the product referred to above (MUST BE NOTIFIED IN WRITING) to:	
OSCARS BAR 6 GILLIATT STREET SCUNTHORPE DN15 6EY	
Name	
Location	
Position	
Telephone	
Email	
Date	
Signed	

OSCARS BAR

Hazardous Substance Assessment Record – Example

OPERATION/ACTIVITY	
Dishwashing and Glass washing	
LOCATION UNDERTAKEN	
Kitchen and Bars	
HAZARDOUS SUBSTANCE IN USE	
Dishwashing detergent and rise Aid	
PERSONS EXPOSED	
User – staff changing and handling the detergent and rise Aid	
Others - NO	
CONTROL MEASURES IN FORCE	
Most users have been trained and are aware of the hazards.	
Data sheets have been obtained from the supplier.	
We comply with the instructions listed on the container.	
Gloves are worn to prevent contact with the skin	
Eye protection is worn to prevent splashing in the eyes.	

OSCARS BAR

ASSESSMENT OF EXPOSURE	
Users- There should not be a risk to users if the control measures listed are complied with. However some staff have not been trained. Splashing of detergent in the eyes could be cause serious injury and loss of sight. Others – There should not be a risk to other people.	
ACTION REQUIRED	RESPONSIBILITY OF
Instruct staff not to change dishwasher detergent until they have been trained.	
Carry out instruction and training and make a record in the staff files.	
PREVISION OF INFORMATION, INSTRUCTION AND TRAINING	MANAGEMENT TO PROVIDE TRAINING AND SIGNED TO SAY IT IS DONE
Staff to be trained to ensure they are aware of the need to wear gloves and eye protection.	Training given and in staff files Signed
Others – not applicable	
DATE OF ROUTINE REASSESSMENT	
DATE REASSESSMENT CARRIED OUT	
NAME	
POSITION	
SIGNATURE	
DATE	
DATE ANY ISSUES ARE REPORTED TO THE MANAGING DIRECTOR	

OSCARS BAR

Hazardous Substance Assessment Record

OPERATION / ACTIVITY	
LOCATION UNDERTAKEN	
HAZARDOUS SUBSTANCE IN USE	
PERSONS EXPOSED	
USERS	
OTHERS	
CONTROL MEASURES IN FORCE	

OSCARS BAR

ASSESSMENT OF EXPOSURE	
USERS	
OTHERS	
PROVISION OF INFORMATION, INSTRUCTION AND TRAINING	
OTHERS	
RESPONSIBILITY OF	
DATE OF ROUTINE REASSESSMENT	
DATE REASSESSMENT CARRIED OUT	
NAME	
POSITION	
SIGNATURE	
DATE	

OSCARS BAR

Manual Handling Information

DESCRIPTION

Manual handling means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

A person working alone or in a team of two or more persons may achieve this.

The safe working guidance is not relevant to lifting of persons. Additional information on this is provided within separate guidance.

MAIN HAZARDS

Injuries may be caused by adopting an incorrect method of lifting, attempting to lift something which is too heavy or of an awkward shape or an object which is sharp or is contaminated with harmful chemicals. Difficulties may also be created if the load is of such a size as to obscure vision in such circumstances trips and falls may result.

CONTROL MEASURES

A specific risk assessment is required to be carried out to identify any risks to employees from the manual handling of loads.

PRECAUTIONS

Manual Lifting Procedure

- The lift

Just because a person has been lifting heavy objects all their working life does not necessarily mean that they have been doing it correctly.

The key factors in safe lifting are:

- Balance
- Positioning of back
- Positioning of the arms and body
- The hold

BALANCE

Since balance depends essentially upon the position of the feet, they should be apart about shoulder breadth with one foot advanced, pointing in the direction of travel, giving full balance sideways and forward without tension.

In taking up this position, lifting should be done by bending at the knees instead of bending forward from the hips with the knees straight, and the muscles that are brought in to use are those of the thigh and not the back.

POSITION OF THE BACK

Straight – not necessarily vertical

The spine must be kept straight, but not necessarily vertical. This coupled with the bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

POSITION OF THE BODY AND ARMS.

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbows must at all times be close to the body. One hand should be advanced to the other, whichever foot is placed forward the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

ARMS CLOSE TO THE BODY

The further the weight is away from the centre line of gravity of the lifter, the greater the strain.

At all times the lifter should get close to the weight and try to make it part of them.

THE HOLD

When grasping a weight a good hold should be obtained. A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand. Never forget that the size and build has not bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to exceed them. If in doubt get help, it is far better to be safe not sorry.

Besides these key factors, there are other important points to remember.

CENTRE LINE OF GRAVITY

It is essential that the weight of the object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

TESTING THE WEIGHT

When in the initial position for the lift, the lifter should test the weight of the object, look for any weight markings and determine the heavy end to make sure it is within his capability and not too heavy for one person to lift. Many accidents happen when the person raises an object a few inches off the floor, realises it is too heavy and lets go.

THE SHAPE OF THE WEIGHT

The shape of the object should be considered. It should be turned, if possible, so that the shortest measurement of the object is nearer to the centre line of gravity.

OSCARS BAR

Manual Handling Risk Assessment Check Sheet	Location
Jobs covered by the assessment	
Personnel involved	
Assessor	Date of Assessment

As the assessor, you should consider all the following questions. If the answer is YES place a tick against the question and use your judgement to assess the level of risk.(i.e. the probability of injury occurring) is low, medium or high. Also consider what if any, remedial action should be taken to reduce the risk and record this on the sheet.

Questions to consider.....	YES	LOW	MED	HIGH	Possible remedial action/further information
Does the task involve.....					
Hold the load away from the body.					
Stooping forward.					
Twisting the waist.					
Reaching above shoulder height.					
Excessive lifting distances.					
Carrying the load for more than 10m.					
Strenuous pushing and pulling.					
Frequent/repetitive handling.					
Are the loads					
Heavy (outside guideline figures)					
Bulky					
Difficult to grip					
Unstable/ floppy					
Hot/ cold					
Have sharp edges etc.					
Dirty/slippery					
Does the work area have.....					
Restricted workspace					
Obstructed/slippery floors					
Stairs /ramps					
Poor lighting					
Extremes of temperature					
Individual capability – does the job...					
Require above average strength					
Present a hazard to those with a health problem					
Present a hazard to those who are pregnant					
Require special training.					
Summary of Conclusions					
Is there a significant risk of injury					
If the job involves a significant risk can be avoided or can precautions can be taken.					

List the remedial steps in order of priority					
--	--	--	--	--	--

After remedial action has been completed – check its effectiveness by carrying our re-assessment.

OSCARS BAR

Electrical Safety Information

All electrical equipment must be examined and tested to comply with the law. Some of this can be undertaken in house and some has to be undertaken by a competent person, such as a electrician.

PORTABLE ELECTRICAL EQUIPMENT

All portable electrical equipment (all electrical equipment fitted with a cable and a plug) should be checked regularly. Staff should undertake this be visually looking at the equipment and its cable and plug to check they are fitted properly and they are not damage. Particular attention is required for the equipment that is often moved or where cables are likely to be damaged more easily, such as electric kettles, food mixers, vacuum cleaners etc. Cables should be firmly gripped at the point of entry to equipment and the plugs and there should not be any of the inner conductors showing on the outside.(i.e the brown, blue or green & yellow sheathed conductors).

Damage equipment should be taken out of use immediately. All staff be aware of this requirement.A more detailed examination and testing is also needed to comply with the law. This is usually carried out by an electrician or other competent person. A record of this examination/ test should be made. Every piece of equipment should be separately identified (eg. With a reference number) so that can be checked by the records. It is usual to do this once a year but some equipment may need to be checked more often and the static equipment, that is never moved, at mush longer periods. The competent person should recommend a date for the next check. Usually it is more convenient to carry out the checks at the same time.Records and of the next inspection check are often put on the label on the equipment or the plug. Cables should be kept in a tidy condition. Out of the way so they do not cause a trip hazard or be easily damaged. Multipoint adaptors should never be used. They can cause damage to the socket and electrical overloading that could be the cause of fire. Sufficient socket outlets should be provided to avoid there use.Outsiders, such as entertainers, bring there own equipment, should be asked for proof that their equipment has been tested and when.

FIXED INSTALLATION

The fixed wiring system should be inspected and tested by a qualified electrician. There should be a copy of the report of examination on the premises.

This needs to be undertaken at least every 3 years BUT the conditions of the public entertainment licence (PEL) may require this to be carried out annually.

Damage sockets, loose and unclipped wiring, are not acceptable and should be reported for repair.

If fuses blow, or circuit breakers trip, regularly there is probably something wrong with the installation that needs to be investigated.

RESIDUAL CURRENT DEVICES (RCDS)

RCDs are circuit breakers that turn off the power when there is a leakage of electricity to earth. They are an important safety device. RCDs should be used whenever electrical supplies are used outside or in damp conditions. They must also be fitted to sockets used by entertainer including DJs, live bands and amplifiers etc.

OSCARS BAR

Electrical Check List

Have you visually checked for defective equipment, plugs, sockets in the last week?	
Did you report this on your weekly report sheet?	
Have you a record of tests/examinations for all portable equipment on the premises?	
Were the tests carried out within the last 12 months or within the recommended by the competent person who last carried out these test/examinations?	
Is there a certificate of inspection by a competent person covering the main electrical wiring installation?	
Was the inspection carried out within the 3 years or within the time period specified in the public entertainment licence, if less.?	
Do you test RCDs before use and make a record of the test?.	
Do you ensure that entertainers equipment has been examined/tested before they use it on the premises?.	
Are all sockets used by entertainment fitted with RCDs?.	
Are staff aware of the need to report damaged equipment, cables, plugs, ect?.	
Is faulty equipment taken out of use immediately ?.	
Are defects reported to the manager/ supervisor for action to be taken?.	

OSCARS BAR

Record of Inspection and Test of Portable Electrical Appliances.

These records could be filed here. If they are not their location should be recorded so that they can easily be found if requested by someone from the relevant Enforcing Authority.

OSCARS BAR

HEALTH AND SAFETY MANAGMENT SYSTEM

SECTION TWO

FIRE

OSCARS BAR

CONTENTS (FIRE)

FIRE SAFETY INFORMATION AND TRAINING
DAILY FIRE PRECAUTIONS CHECKS
INSTRUCTION AND TRAINING EVACUATION DRILL
INSTRUCTION AND TRAINING USE OF FIRE FIGHTING APPLIANCES
FIRE ALARM SYSTEM THOROUGH SERVICES AND CHECK BY CONTRACTOR
EMERGENCY LIGHTING SYSTEM RECORD AND TESTS AND MAINTENANCE
FIRE ALARM WEEKLY CHECK BY IN HOUSE MANAGEMENT
FIRE ALARM WEEKLY CHECK BY IN HOUSE MANAGMENT
EMERGENCY LIGHTING SYSTEM RECORDS AND TESTS
FIRE BEAMS INFORMATION
FIRE BEAMS RECORD AND TESTS RECORD

OSCARS BAR

Fire Safety Information and Training

FIRE INDUCTION TRAINING

All new staff must go through induction training programme to cover the action that they need to take in the event of fire. This is to familiarise them with the exit routes: the method of raising the alarm, and the evacuation of the premises, including evacuation of customers and visitors.

It is important that all employees are able to recognise the different types of fire extinguishers that are in the premises. Using the wrong extinguisher could be extremely dangerous, for example a water based fire extinguisher on a oil or fat fire would probably cause an explosion that would make the fire worse. The same extinguisher on a electrical fire may result in the operator receiving a electric shock that could be fatal. Record of staff training should be kept to demonstrate that training has been given. The fire Officer may demand to see these records.

FIRE EVACUATION DRILLS

Fire drills are part of the training programme. They should be undertaken at least once every 6 months and at least once a year without any prior warning. A record of the fire drill should be made, including the date, the time taken to fully evacuate the premises, and also any members of staff who are present.

FIRE ALARM

There must be a suitable means of raising the alarm in the event of a fire. Usually this means installing an electric fire alarm system. Where there is a possibility of a fire starting in a location where it may initially go un-noticed, there may be a need for some form of fire detection system to automatically operate the alarm, such as a smoke and heat detectors.

TESTING AND MAINTAINING THE ALARM SYSTEM

The fire alarm system must be tested regularly and it must be maintained. The law requires this, there is a standard that applies.

Weekly alarm test

The fire alarm should be tested every week using one or more of the call points. Each week a different call point should be used in rotation so that eventually all parts of the system are tested. If there are more than 13 call points the test should be undertaken from more than one call point. This is to ensure that all call points receive a test at least 4 times a year, to comply with current standards. It is best to carry out the test at the same time and day each week. Employees should then know that it is a test. If the alarm continues to sound the premises should be evacuated in the normal way.

An up to date record of the weekly test including the date and time, the call point(s) used , and the signature of the person undertaking the test should be made at the time the test is made. Any faults should be reported to the manager so that arrangements can be made to rectify them. Non –operation of the fire alarm system can be a reason for Enforcement Officers to close the premises and may be a contravention of any Public Entertainment Licence (PEL).

MAINTAINANCE

The alarm system must be maintained by a competent person. Again there are standards that apply. It is important that a contract is in place with an alarm maintenance contractor. Maintenance records should be available and may be requested by the Fire Officer or Licensing Officer for the PEL

Emergency Lighting

Emergency lighting is required within the premises. It must also be tested and maintained. There should be emergency lighting units at exits and any changes in direction in rooms, passageways, stairs etc.

Testing of the Emergency Lighting

In house testing of the emergency lighting system should be carried out monthly and a record of the test should be made.

This tests amounts to checking that the luminaires operate when they are switched on and when the main electrical system fails, faults should be rectified as soon as possible. Further testing of the lighting by a Contractor should be undertaken at 6 monthly, yearly an 3 yearly intervals by a competent person, who is usually a specialist contractor.

ESCAPE ROUTES

Escape routes and exits must be kept free from any obstructions when the premises are occupied. Exits must be unlocked.

Daily checks should be made to ensure that these standards are maintained. Checks are expected to be carried out prior to opening and during opening times.

Escape routes should always be kept free from combustible materials.

Escape routes and exits should be signed. It should be possible for a stranger to the premises to be able to establish the nearest route from any point in the premises. (TEXT ONLY SIGNS) are no longer permitted they are required to be "pictogram signs" with arrows and a picture of a running man.

RECORDS

Records generally a legal requirement , managers should ensure that they are kept up to date and completed at the right time of the event.

The following pages can be used as a fire log book.

Oscars Bar

Daily Fire Precautions Checks

Week ending

BEFORE OPENING	MON	TUE	WED	THU	FRI	SAT	SUN
Key chain off and shutters up							
Emergency Exits not blocked							
Emergency Lighting and Exit signs working							
Extinguishers in position							
Fire doors Closed							
DURING OPENING HOURS	MON	TUE	WED	THU	FRI	SAT	SUN
Carpet and seating							
Exits not blocked							
Bar skips and storage clear as much as possible							
Fire doors closed							
Emergency exit signs working							
AFTER CLOSING PREMISES	MON	TUE	WED	THU	FRI	SAT	SUN
Carpets, bench seating and covers checked for tears and damage							
All unnecessary power switched off							
All cigarettes in smoking bin at front door emptied at the end of the night							
Building including toilets checked							
Fire doors closed							
Exits secured							

Report any problems (please give details)

This must be placed in the folder which is kept in the office at all times. If you find any problems you must report this to the manager so problems can be fixed as soon as possible.

OSCAR'S BAR

Fire & Fire Alarm Instructions

As part of working for OSCARS BAR it is part of the Health and Safety Management System that all employees must be instructed in the what to do on as follows,

- Hearing the Fire Alarm
- Sounding the Fire Alarm
- Where the call points are in the premises
- Where the Fire fighting equipment are
- Which Fire fighting equipment should be used for, eg (Co2, Powder and Water)
- Where you need to go if you hear the fire Alarm (Fire assembly Point)
- Helping Customers if you hear the Fire Alarm
- The importance to sign in and out at the main door

If you are at work and you hear the Fire Alarm stop what you are doing and make sure the area you are working is safe. (make sure everything that should be turned off is made Safe). If you are in any part of the building you must make sure if you are the last person to leave a room make sure you close any door behind you (As this will help to slow down the fire to other areas of the premises) Then make you way to the fire exits on the way you are asked to help any customer to leave the premises in a calm and orderly manner.

You should never use the word Fire if you hear the Alarm as this would make people panic and this could get staff or customers hurt. Customers should be asked to put down there drinks and walk slowly to the exits and more away from the premises to a safe place

On hearing the fire alarm the music will be cut off and the DJ will say (MR SANDMAN IS IN THE BUILDING) this is to keep the customers calm and to let the staff know there is a fire in the premises.

If you see a Fire in the premises (Break the nearest Call Point) to where you are if it is **SAFE** to fight the fire with the fire equipment then do so but (NEVER PUT YOURSELF OR ANYBODY ELSE IN DANGER) The building can be replaced you CAN NOT.

You will be should where all the Call Points are in the premises as part of you training before you start to work for the Company as part of this training you will be told what Fire equipment should be used on which kind of Fire.

- Fire Extinguisher - Co2 this should be used on Electrical Fires
- Fire Extinguisher – Powder this should be used for Oil Fires or liquid Fires
- Water Extinguisher – should be used for seating, chairs, stools etc.

REMEMBER ONLT FIGHT THE FIRE IF IS SAFE TO DO SO

The Fire Assembly Point that all staff should meet at is in the main Car Park behind the premises and wait there an till you have a role call for your manager.

This is why in is very important that you must sign in and out when you are at work as if you do not we will not be able to pay you and if there is a fire alarm/fire we need to know that all staff are safe and out the building.

If you need to leave the building during your work hours you must ask your manager as then it can be marked on the signing sheet / fire sheet.

The Managers and the Door Supervisors will be the last to leave the Premises as we need to make should the building to empty and all the doors are closed.

(NEVER STOP TO PICK UP ANY PERSONAL BELONGING AND NEVER RE- ENTER THE BUILDING TILL YOU ARE TOLD TO BY YOU MANAGER OR THE FIRE DEPARTMENT)

Staff Members Name

Position in Company

Date

Sign.....

OSCARS BAR

HEALTH AND SAFETY MANAGEMENT SYSTEM

SECTION THREE

SECURITY

CONTENTS

EMPLOYEE SECURITY
INFORMATION FOR EMPLOYEES ON PERSONAL SECURITY
EMPLOYEE SECURITY CHECK LIST
PREVENTING VIOLENCE TO EMPLOYEES – ACTION PLAN
EMPLOYEE SECURITY INCIDENT REPORTS
EMPLOYEE SECURITY INCIDENT REPORT – EXAMPLE

OSCARS BAR

Employee Security. - Introduction

Oscars Bar has a legal duty under Section 2 of the Health and Safety at Work Act 1974, to ensure so far as is reasonably practicable the health, safety and welfare at work of our employees. This duty also extends to protecting employees from violence such as assault and verbal abuse.

There is always a heightened potential for aggressive incidents in the entertainment industry.

We have a interest in reducing violence at work because apart from the obvious effects, violence can lead to low morale among employees and a poor image for Oscars Bar. This may make it difficult to recruit and retain staff. It can also mean extra costs with absenteeism, higher insurance premiums and compensation payments.

For employees, violence can cause pain, suffering and even disability or death. Physical attacks are obviously dangerous but serious and persistent verbal abuse or threats can also damage employees health through anxiety or stress.

WHAT IS VIOLENCE

The Health and Safety Executive define violence as "any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment." Verbal abuse and threats are most common types of incident. Physical attacks are comparatively rare, but heightened within entertainment environments with alcohol is being provided as part of the general service.

WHO IS AT RISK

The following types of job can present a potential risk to employees.

- Handling money or valuables, Cashiers, Door Supervisory or Security Staff.
- Bar Staff or Customer Services Personnel.

The type of work employees are involved in should be considered to determine whether they could be at risk, so far as reasonably practicable.

OSCARS BAR - ACTION PLAN

The best way to tackle the problem of potential violence is for management and employees to work together in determining the strategy for dealing with the problem.

The following steps should be taken when deciding what action, if any, is needed.

Investigate Risk

- The problem of violence at work may not be immediately apparent. Employees may not inform anyone that they have been faced with a violent situation, some may accept that facing aggressive behaviour is part of the job and that reporting the incidents may reflect badly on them.

The easiest way to find out is to ask the employees. This can be done informally by managers or supervisors or by asking employees to complete a short questionnaire.

It is important that employees are informed of the results of the investigation so that if there is a problem they will realise it is recognised and if a problem does not exist any fears will be put to rest.

Even if no problem is found it is wise to check the position again from time to time as situations may change.

Record and Categorise Incidents

- By keeping a detailed record of all incidents a picture can be built up of the problem. A report form can be used to get the details of what happened, where, when, who was involved and any possible causes.

Employees should be encouraged to report all incidents and having a report form for this purpose will help show that this is what you expect. In some situations, embarrassment may be experienced and a degree of confidentiality should therefore be provided.

- A sample incident report is enclosed within this section.
- This form should be used for all incidents relating to the Oscars Bar unusual incident reporting procedures that involve an injury to customers or result in common assault.
- Details on the incident report forms can be used to check for patterns. Look for areas and times of incidents also common causes.

OSCARS BAR

It may be useful to categorise the incidents as this may help target the plan of action initially where it is needed most,

A simple classification now follows to help identify how serious incidents are,

Type of injury	Outcome
<ul style="list-style-type: none">• Physical Contact• Serious or Persistent threats or verbal abuse or harassment	<ul style="list-style-type: none">• Fatal Injury• Major Injury• Major Injury / Shock• Shock• Stress – Feeling of being at risk

Note – Record any first aid treatment, hospital treatment including out – patient treatment, counselling and number of days absent from work.

ASSESS HAZARD

Once a formal reporting procedure has been instigated and all incidents are being recorded and categorised it is then possible to make an assessment of the degree of risk faced by employees.

Also it should be possible to determine which types of work and areas of work leave employees exposed to these risks.

It will then be necessary for the preventative measures to be examined and a strategy to be devised to minimise the risks and protect employees.

CONSIDER PREVENTATIVE MEASURES

Consider measures, which would be effective in reducing the risks of violence to employees. It may mean that physical changes to the workplace are necessary such as the installation of security screens, panic buttons, security locks etc.

Better lighting may be necessary in some areas particularly if there are secluded areas around the buildings which form part of the premises.

All Oscars Bar staff will be escorted off site or where deemed necessary provided with secure transport.

Another measure for preventing potentially violent situations at work is to train employees. The aim of the training should be to give employees more knowledge and confidence to enable them to deal with aggression generally, by spotting early signs and avoiding or coping with it.

A mix of measures will often work best. Balance the risks of employees against any possible side effects arising from the preventative actions. An atmosphere that suggests that employees are worried about violence can sometimes increase its likelihood.

PUT MEASURES INTO PRACTICE

Whatever measures are adopted must be comprehensive and easily understood to enable our employees to take the appropriate actions. It is important that employees co-operate, follow the procedures properly and report any other incidents.

MONITOR EFFECTIVENESS

Once steps have been taken to reduce the potential for violence at work. Their effectiveness should be monitored. Evidence of this will be seen in the reduction of serious incidents and in the improvement in morale.

Information for Employees on Personal Security.

Abuse, Threatening Behaviour and Assault.

Angry customers and other persons, can present a risk to staff. They can cause stress and if the angry person becomes before violent can result in physical injury that can have serious consequences.

We have a responsibility to our staff and we will do what we can to limit this risk and prevent you being harmed. Obviously we cannot control this completely because we cannot completely control the actions of member of the public who might be intent on causing trouble.

The Health and Safety Executive have a definition of violence that includes "abuse and threatening behaviour" you may as part of your job, be regularly subject to verbal abuse. However if the abuse is threatening then you should take it seriously and it should be recorded as an incident, regardless of whether you were physically assaulted or not.

Record any incidents or get the manager to report if for you. Record keeping is important, no matter if the incident is relatively minor. If you do not record incidents, we do not know that there is a problem and we will be less likely to be able to take action.

One way of reducing the risk of violence is the why you might interact with a customer. Training may be required, but generally if you try and remain calm and keep your cool there will be less chance of the incident getting worse and therefore less chance of more violent confrontation. If you get angry, the other person will get worse.

Cash Handling.

There is a risk of robbery if you cash handle, especially if you are someone who has to take cash to the bank. This can often involve severe physical violence.

The premises should have a procedure for cash handling. You should be aware of the procedures, as they relate to your job and you should follow them as instructed.

Counselling.

Sometimes when people suffer from a violent incident it can cause a degree of stress. This is quite normal and if you feel that you require help, you should ask for help from your Manager.

OSCARS BAR

Employee Security Check List.

DO YOU KNOW THAT YOU SHOULD REPORT AND RECORD ALL INCIDENTS INVOLVING THREATENING ABUSE, WITH OR WITHOUT ANY PHYSICAL ASSAULT.
HAVE YOU HAD ANY TRAINING (NOT SELF DEFENCE TYPE TRAINING) IN HOW TO INTERACT WITH AN AWKWARD AND POTENTIALLY VIOLENT CUSTOMER.
IF YOU HANDLE LARGE AMOUNTS OF CASH, HAVE YOU BEEN INFORMED OF ANY CASH HANDLING POLICY.
IF YOU HAVE BEEN A SUBJECT OF VIOLENTS AT WORK, DO YOU KNOW THAT ITS OK TO ASK FOR THE HELP SUCH AS COUNSELLING.

OSCARS BAR

Preventing Violence to Employees – Action Plan

Action 1	INVESTIGATE INCIDENTS AND POTENTIAL HAZARDS.
Action 2	RECORD AND CATEGORISE INCIDENTS
Action 3	ASSESS RISKS
Action 4	CONSIDER PREVENTATIVE MEASURES
Action 5	PUT MEASURES INTO PRACTICE
Action 6	SEE IF THEY ARE EFFECTIVE (IF NOT REIEW THEM AGAIN)

OSCARS BAR

Employee Security Incident Report.

Date of Incident	Day of the week
Employee Name	Position
Address	Activity at time of incident
Department	Time of incident
DETAILS OF ASSAILANT(S)	WITNESSES
Name Address	Name Address
Age	Other Details
Male / Female	
Description	
WHAT HAPPENED	GIVE AN ACCOUNT OF THE INCIDENT, INCLUDING AND RELEVANT EVENTS LEADING UP TO THE INCIDENT.
OUTCOME	INJURY-VERBAL-ABUSE ANTI-SOCIAL BEHAVIOUR
TIME LOSS FROM WORK	DAMAGE TO PERSONAL/OTHER PROPERTY

DETAILS OF LOCATION OF INCIDENT	ATTACH SKETCH OR PHOTO (IF POSSIBLE)
OTHER RELEVANT INFORMATION	
REPORTED TO THE POLICE	
YES / NO	TIME
NAME	STATION
DATE	SIGNED BY

OSCARS BAR

Employee Security Incident Report. - EXAMPLE

Date of Incident	14 June 2002	Day of the week	Friday
Employee Name	Joe Bloggs	Position	Bar Staff
Address	61 Any Road Any Town Anywhere	Activity at time of incident	Clearing Glasses
Department	Main Bar	Time of incident	10.45pm
DETAILS OF ASSAILANT(S)		WITNESSES	
Name	not known	Name	Betty Smith
Address		Address	15 Every Rd Any Town Anywhere
Age	about 23 years	Other Details	Regular Customer
Male / Female	Male		
Description	white, dark hair, approx 6'		
WHAT HAPPENED		GIVE AN ACCOUNT OF THE INCIDENT, INCLUDING AND RELEVANT EVENTS LEADING UP TO THE INCIDENT.	
I was clearing drink glasses. I went over to this		mans table and took away his glass. He claimed	
that he had not finished and started to shout at		me. I tried to keep calm and apologised even tho	
his glass was almost empty. He stood up and		threatened to hit me. He didn't hit me but he	
stuck his finger in my chest when he was		threatening me.	
OUTCOME		INJURY-VERBAL-ABUSE ANTI-SOCIAL BEHAVIOUR	
TIME LOSS FROM WORK		DAMAGE TO PERSONAL/OTHER PROPERTY	

Verbal abuse and threatening behaviour.	
No time off work (it scared me at the time)	No
DETAILS OF LOCATION OF INCIDENT	ATTACH SKETCH OR PHOTO (IF POSSIBLE)
OTHER RELEVANT INFORMATION	
Not a regular customer and the premises	
REPORTED TO THE POLICE	
YES / NO not this time	TIME
NAME	STATION
DATE	SIGNED BY

OSCARS BAR

HEALTH AND SAFETY MANAGEMENT SYSTEM

SECTION FOUR

NOISE

OSCARS BAR

CONTENTS

NOISE AT WORK
PUBLIC HOUSE NOISE ASSESSMENT
RECORD OF TRAINING
STAFF TRAINING HANDOUTS

OSCARS BAR

Noise at Work – General Introduction To The Regulations

The Noise at Work Regulations are in force to reduce and control the amount of noise (including Music) than an employee is exposed to in the workplace.

High levels of noise can cause hearing loss and deafness. The process is slow and it may be years after the exposure that symptoms are noticed (there is no cure)

ENFORCEMENT

The Regulations are part of the health and safety at work Act 1974 and are therefore, subject to the same penalties i.e. up to £20,000 fine or six months imprisonment.

MEASURING NOISE

Noise, or sound is measured in decibels (dB) The Regulations refer to A-weighted noise. This means that the measurement is adjusted to reflect the response of the human ear which is more responsive to some frequencies than others. The sound level meter measurement need to be in dB(A).

The Regulations also refer to the Personal Noise Dose. This is calculated from the level of noise the employee is subjected to over a working day. The working day is assumed to be 8 hours. If the is longer or shorter the personal noise dose calculations are adjusted. The symbol for personal noise dose is Leb.d.

ACTION LEVELS

As the personal noise dose increases, the action that we have as employers have to take increases. In the Regulations there are three Action Levels,

First Action Level	85dB (A) Lep.d
Second Action Level	90dB (A) Lep.d
Peak Action Level	200 Pascals (unlikely to be exceeded in a pub)

HOW DO YOU KNOW WHAT THE LEVELS ARE.

The only way that you can tell what the levels of exposure are in the premises is to be measure them with a suitable sound level meter. You will need a special "integrating" sound level meter to do this properly. You will also need to be a "competent" and so these assessments are usually carried out by someone qualified in noise assessment.

As a "rule of thumb" if you have to raise your voice to speak to someone who is about a metre away from you, it is likely that the First Action Level is being reached. If this is the case you will need to carry out a noise risk assessment to determine the exposure levels of staff who may be exposed to the noise.

Exposure levels are about a combination of the time a person is exposed to a noise and the level of the noise measure in decibels.

HOURS ADJUSTED ACTION LEVELS

An independent survey was made though out the discotheque industry by the Sound Practice on behalf of the British Entertainment and Discotheque Association (BEDA). This survey concluded that the average employee works five hours shifts, three times a week, with the average term of employment being three months (with the exception of management.)

The sound levels in Bars usually varies dramatically during the operational day, daytime operation up to a watershed of around 8pm this is very low key background music and then builds up in volume to closing time.

Noise from amplified music can often well exceed 100 dB(A). This level is about 10 times the level of noise and potential for causing hearing damage than a level of 90 dB(A).

FIRST ACTION LEVEL REQUIREMENTS

Once the sound level exceeds the First Action, certain requirements come into force,

- A noise survey of the premises be made by a competent person.
- Staff training on noise and its affects needs to be carried out. This training can be recorded on the training sheet provided.
- Ear defenders must be provided on request to staff, issue of ear protectors should be recorded.

SECOND ACTION LEVEL REQUIREMENTS

When the levels of exposure go above 90 dB(A) the Regulations require,

- Noise levels to be reduced where possible.
- Suitable ear protection must be worn.

OSCARS BAR

Noise Assessment Checklist.

IS LOUD AMPLIFIED MUSIC FROM Djs AND / OR ENTERTAINERS REGULARLY PLAYED IN THE PREMISES.
WOULD YOU NEED TO RAISE YOUR VOICE TO SOMEONE ABOUT 1 METRE AWAY FROM YOU TO BE HEARD.
IF " YES " YOU WILL YOU NEED A NOISE ASSESSMENT, HAVE YOU A NOISE ASSESSMENT.
WHERE IS IT KEPT.
DO LEVELS EXCEED THE ACTION LEVELS QUOTED IN THE NOISE WORK REGULATIONS.
DO EMPLOYEES KNOW WHAT THEIR EXPOSURE LEVELS ARE.
HAVE YOU ACTIONED ALL THE ACTION POINTS IN THE ASSESSMENT.
DOES IT NEED TO BE REVIEWED.

OSCARS BAR

STAFF TRAINING HANDOUT – NOISE

Why bother about noise

Sound and noises are an important part of everyday life. In moderation they are harmless, but if they are too loud they can permanently damage your hearing. The danger depends on how loud the noise is and how long you are exposed to it. Amplified music is a major source of high level exposure to noise.

The damage builds up gradually and you may not notice the changes from one day to another, but once the damage is done there is no cure.

The affects may include,

- Sounds and speech become muffled and not so clear.
- Permanent ringing in the ears (called tinnitus)
- A distorted sense of loudness (some noises sound just as loud- others cannot be heard)
- Needing to turn up the television volume or finding it hard to use the telephone.

If you experience a “hissing” or a “ringing” sound in your ears after been exposed to loud noise, the levels are properly causing damage to your ears.

You should not have to suffer damage of this sort because of noise at work. It can be prevented by reducing noise levels, or by wearing ear protection if it is not practical to reduce noise to a safe level.

WHAT THE LAW REQUIRES

The Noise at Work Regulations details what you and your employer must do. The danger is only likely to be controlled effectively if you and your employer co-operate to make sure noise levels are assessed and the control measures work properly.

WHAT DO EMPLOYERS HAVE TO DO ABOUT NOISE

Your employer must have the noise assessed wherever you exposure might reach one on the “Action Levels” of the Noise at Work Regulations.

If you have to shout or raise your voice to someone, it is likely that those levels are been reached. You should be told what the noise levels are and what your daily exposure level is. The employer is required to carry out a noise assessment and show the results.

WHAT SHOULD YOU DO

- Use ear protectors, where this necessary.

Do not neglect your hearing. If you think there is something wrong with your hearing see a Doctor. Remember to tell him / her that you work in a noisy area.

OSCARS BAR

HEALTH AND SAFETY MANAGEMENT SYSTEM

SECTION SIX

TRAINING

CONTENTS

OSCARS BAR POLICY
EMPLOYEES PERSONAL SAFETY TRAINING
INDUCTION PROGRAMME
HEALTH AND SAFETY POLICY AND PROCEDURES
FIRE PRECAUTIONS AND PROCEDURES
FIRST AID PROVISIONS
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
MANUAL HANDLING
DISPLAY SCREEN EQUIPMENT

OSCARS BAR

Oscars Bar Policy.

We have a responsibility under Section 2 of the Health and Safety at Work Act 1974, to provide training for employees to ensure their health and safety at work.

It is our policy to ensure that all our employees are adequately trained in health and safety policies and procedures as well as being trained to undertake any task they are expected to carry out for any emergency that may arise during their employment.

Training includes the identification of risks associated with any hazardous substances they may come into contact with as well as the procedures associated with those substances and the use of hazard data sheets.

Training is given in the risks associated with fire fighting, the use of fire fighting equipment, the way to give the alarm should a fire occur and the means to evacuate the building to the assembly point.

Training schedules are written and relevant records are kept by Management.

INFORMATION

Responsibility of Oscars Bar.

We have a responsibility under Section 2 of the Health and Safety Act 1974, to instruct and train employees to ensure their health and safety at work.

Training will prepare employees to work safely as well as effectively reducing accidents civil damage claims, complaints from members of the public and reduce the likelihood of criminal prosecution by an enforcing authority.

We will develop and carry out the training in the following general areas,

- Contents of their Health and Safety Policy
- Their safe working procedures
- Management / Supervisor safety training
- Induction training
- Training to meet specific requirements of legislation
- Regular refresher training as appropriate

RESPONSIBILITY OF THE EMPLOYEE

All employees have a legal responsibility to co – operate with their company training programme so that its objectives are met. Employees are expected to attend training courses and must put into practice any new instruction or guidelines provided.

Employees must also follow any revised working procedures once they are given the appropriate information, instruction and training.

TAKING ACTION TO TRAIN

Training programme

Employees must receive training in the four health and training areas as follows,

- Induction training
- Health and Safety policy and procedures
- Fire precautions and procedures
- Use of equipment, plant and safe systems of work as is relevant to their work.

Additional training must be given as appropriate in the control of substances hazardous to health and in first aid for those taking on the duties of the first aider or appointed person. Also where specific legislation requires, additional training will be arranged.

TRAINING SCHEDULES

A suitable training schedule should be prepared for each subject where training is required. This schedule should detail what the course contents should be and the subjects, which should be covered. Sample schedules are included.

A competent person should carry out the training either in house or from a recognised training organisation.

The above list of training subjects is not exhaustive, other safety training must be arranged as and when necessary.

MONITORING THE EFFECTIVENESS OF TRAINING

We will continuously monitor the effectiveness of their training programme. Where necessary, this should be revised and updated for example,

- On the introduction of new machinery
- On the introduction of new substances
- When there is a change in operations and / or processes
- On the promotion of employees to other duties

Immediate Line Managers have a responsibility for identifying and arranging safety training as required.

TRAINING RECORDS

A central record should be kept of all training received by employees. This should be updated as necessary. Employees must be requested to sign the record on completion of their training.

OSCARS BAR

TRAINING REQUIRMENT

Induction Programme

INDUCTION

Induction training is carried out as soon as possible after an employee commences employment, ideally on arrival .

The objective of the training is to ensure new employees are familiar with all fundamental aspects of health and safety, which relates to their employment.

New employees or contract personnel are requested to complete and sign an induction form to confirm they have received the training.

AREAS TO BE COVERED

Instruction and training covers the following areas,

- The Health and Safety Policy including the organisation and arrangements
- Fire procedures including means of giving warning of a fire, action to be taken upon receiving warning, fire exit, escape route locations and assembly points.
- The names and locations of the person responsible for first aid and the location of the first aid boxes
- The location of any prohibited or hazardous areas
- The smoking area
- The general responsibilities of employees in relation to health and safety
- Specific job safety training as required
- Details of further training

OSCARS BAR

Training Requirement

Health and Safety Policy and Procedures

INTRODUCTION

All employees are made aware of OSCARS BARS commitment to health and safety and the existence of the Health and Safety Policy and Procedures for safe working.

Areas to be covered,

Instruction and training covers the following areas,

- Definition of health, safety and welfare
- The existence of the Health and Safety at work Act 1974 and its general content
- OSCARS BARS commitment to health and safety
- The location and general content of the policy statement and its importance
- The duties of the employer as stipulated within the legislation and policy
- The duties of the employee as stipulated within the legislation and policy
- OSCARS BARS organisational structure for health and safety and the employees place within it
- The existence of the general arrangement for health and safety and of instructions relating to particular tasks
- The reporting relationships of the employee as regarding accidents and incidents
- OSCARS BARS disciplinary procedures undertaken upon discovery of a breach of employees duties

OSCARS BAR

Fire Precautions and Procedures

INTRODUCTION

It is important that all employees receive training and instruction in what to do in the event of fire, and to ensure that the fire precautions and procedures are understood. The instruction given is based on written procedures.

All persons receive instruction and training appropriate to their responsibilities in the event of an emergency. Any persons engaged on regular duties outside normal working hours (eg cleaners, maintenance) are also included in these training sessions.

Areas to be covered

Instruction and training covers the following areas,

- The action to be taken upon discovering a fire
- The action to be taken upon hearing a fire warning
- Actions of door supervisors and bar staff
- How to raise the alarm, including the location of any alarm call points, internal fire alarm, telephone, alarm panel where appropriate
- The correct methods of calling the fire brigade
- The location and correct use of fire fighting equipment including fire extinguishers
- The location of escape routes
- Assistance of customers to exit the premises
- The importance of fire doors and the need to close all doors at the time of a fire, or on hearing the fire warning
- Isolating power supplies
- Evacuation of the licence premises (where members of the public and visitors) are present this will include reassuring them and escorting them to exits and assembly points.

Instructions are given by a competent person, at regular intervals (3 months)

Records are to be kept of all instruction given and entries are made in the relevant section of the fire precautions log book

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Training Requirement

First Aid Provisions

INTRODUCTION

The Health and Safety (first aid) Regulations 1981 require OSCARS BAR to provide such equipment and facilities as are adequate and appropriate to provide first aid should employees sustain injury or become ill at work.

Selected employees receive training in first aid as appropriate,

AREA TO BE COVERED

Instruction and train covers the following areas,

- The purpose and limitations of first aid as provided within the workplace
- The duties of the appointed persons and of first aiders, their qualifications and the difference between the two posts
- The names, positions and locations of all relevant persons responsible for first aid
- The location of the first aid boxes
- How to get assistance
- Precautions against infection

OSCARS BAR

Training Requirement

Control of Substances Hazardous to Health

INTRODUCTION

There are various precautions to be observed by persons whose duties bring them into contact with hazardous substances.

People engaged in the handling, storage, transport, use or disposal of such a substance will be adequately trained to carry out their particular function with minimal risk to health.

In addition, relevant persons are instructed in the procedure to be undertaken in an emergency.

AREAS TO BE COVERED

Instruction and training covers the following areas,

- Assessing the hazards of the substances
- Recognition of the physical state of the substance
- Information upon its toxicity and particulars of its affect on the body
- Physical characteristics
- Incompatibility with other substances including its stability in air
- Flammability
- General precautions to be adopted
- Storage recommendations
- Handling procedures
- Disposal procedures
- Issue, correct usage and purpose of the protective clothing and equipment
- First Aid measures
- Emergency procedures

OSCARS BAR

Training Requirement

Manual Handling

INTRODUCTION

According to the Health and Safety Executive's annual accident statistics manual handling injuries account for approximately one third of all reported three day injuries. Injuries can be caused by a variety of factors including poor lifting technique, attempting to lift something, which is too heavy, too bulky or intrinsically hazardous (eg, objects which have sharp edges or which are contaminated with hazardous substances etc.)

Section 2 of the Health and Safety at Work Act 1974 requires employers to their employees with information and training relating to their work activity. In the case of manual handling activities this training also include reference to the findings of any specific risk assessments carried out under the Manual Handling Operations Regulations 1992.

Employers should not assume that the provision of training and information is sufficient to ensure safe manual handling. When attempting to reduce the manual handling risks within the work place priority should be given to optimising the design of the operations themselves by improving the task, the load and the working environment as appropriate.

It should be stressed however, that effective training does have an important part to playing reducing the risk associated with handling when complementing a safe system of work.

AREAS TO BE COVERED

Manual handling training should be designed and delivered to ensure that the operatives clearly understand,

- How to recognise potentially hazardous handling operations eg. Beer delivery operations
- How to deal with unfamiliar manual handling situations, eg entertainment activities
- How to use handling aids provided
- The importance of good house keeping i.e. cellars bar areas etc
- The correct use of personal protective equipment (PPE)
- Those features of the working environment that affect the manual handling safety
- Factors which affect individual capability
- Good handling techniques

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Noise Policy Statement for England (NPSE)

March 2010

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Noise Policy Statement for England

- 1.1 The Government is committed to sustainable development and Defra plays an important role in this by working to secure a healthy environment in which we and future generations can prosper. One aspect of meeting these objectives is the need to manage noise for which Defra has the overall responsibility in England.
- 1.2 The Government recognises that the effective management of noise requires a co-ordinated and long term approach that encompasses many aspects of modern society.
- 1.3 The aim of this document is to provide clarity regarding current policies and practices to enable noise management decisions to be made within the wider context, at the most appropriate level, in a cost-effective manner and in a timely fashion.
- 1.4 The document seeks to clarify the underlying principles and aims in existing policy documents, legislation and guidance that relate to noise. It has been developed following discussions with stakeholders regarding the effects on the noise environment of current policies and practices.
- 1.5 This Noise Policy Statement for England (NPSE) should apply to all forms of noise including environmental noise, neighbour noise and neighbourhood noise. The NPSE does not apply to noise in the workplace (occupational noise).
- 1.6 This Noise Policy Statement for England (NPSE) sets out the long term vision of Government noise policy:

Noise Policy Vision

Promote good health and a good quality of life through the effective management of noise within the context of Government policy on sustainable development.

- 1.7 This long term vision is supported by the following aims:

Noise Policy Aims

Through the effective management and control of environmental, neighbour and neighbourhood noise within the context of Government policy on sustainable development:

- **avoid significant adverse impacts on health and quality of life;**
- **mitigate and minimise adverse impacts on health and quality of life; and**
- **where possible, contribute to the improvement of health and quality of life.**

- 1.8 The vision and aims of NPSE should be interpreted by having regard to the set of shared UK principles that underpin the Government's sustainable development strategy.

Guiding principles of sustainable development

Ensuring a Strong Healthy and Just Society – Meeting the diverse needs of all people in existing and future communities, promoting personal wellbeing, social cohesion and inclusion, and creating equal opportunity for all.

Using Sound Science Responsibly – Ensuring policy is developed and implemented on the basis of strong scientific evidence, whilst taking into account scientific uncertainty (through the precautionary principle) as well as public attitudes and values.

Living Within Environmental Limits – Respecting the limits of the planet's environment, resources and biodiversity – to improve our environment and ensure that the natural resources needed for life are unimpaired and remain so for future generations.

Achieving a Sustainable Economy – Building a strong, stable and sustainable economy which provides prosperity and opportunities for all, and in which environmental and social costs fall on those who impose them (polluter pays), and efficient resource use is incentivised.

Promoting Good Governance – Actively promoting effective, participative systems of governance in all levels of society – engaging people's creativity, energy and diversity.

Source: Securing the future – delivering UK sustainable development strategy, HM Government, March 2005.

Noise Policy Statement for England Explanatory Note

Why do we need a Noise Policy Statement for England (NPSE)?

- 2.1 Noise is an inevitable consequence of a mature and vibrant society. For some the noise of city life provides a desirable sense of excitement and exhilaration, but for others noise is an unwanted intrusion that adversely impacts on their quality of life, affecting their health and well being.
- 2.2 The management of noise has developed over many years as the types and character of noise sources have altered and as people's attitude to noise has changed. The Noise Abatement Act came into law in 1960 and the Report from the Committee on the Problem of Noise was published in 1963 (the Wilson report). Since then, examples of noise management can be found in many areas including reducing noise at source; the use of the land use and transport planning systems, compensation measures, the statutory nuisance and licensing regimes and other related legislation.
- 2.3 Furthermore, the broad aim of noise management has been to separate noise sources from sensitive noise receivers and to 'minimise' noise. Of course, taken in isolation and to a literal extreme, noise minimisation would mean no noise at all. In reality, although it has not always been stated, the aim has tended to be to minimise noise 'as far as reasonably practical'. This concept can be found in the Environmental Protection Act 1990, where, in some circumstances, there is a defence of 'best practicable means' in summary statutory nuisance proceedings.
- 2.4 By describing clear policy vision and aims the NPSE provides the necessary clarity and direction to enable decisions to be made regarding what is an acceptable noise burden to place on society.

What types of noise are addressed by the Noise Policy Statement for England?

- 2.5 The intention is that the NPSE should apply to all types of noise apart from noise in the workplace (occupational noise). For the purposes of the NPSE, "noise" includes:
 - "environmental noise" which includes noise from transportation sources;
 - "neighbour noise" which includes noise from inside and outside people's homes; and
 - "neighbourhood noise" which includes noise arising from within the community such as industrial and entertainment premises, trade and business premises, construction sites and noise in the street.

What will the Noise Policy Statement for England achieve?

- 2.6 The application of the NPSE should mean that noise is properly taken into account at the appropriate time. In the past, the opportunity for the cost effective management of noise has often been missed because the noise implications of a particular policy, development or other activity have not been considered at an early enough stage.
- 2.7 In addition, the application of the NPSE should enable noise to be considered alongside other relevant issues and not to be considered in isolation. In the past, the wider benefits of a particular policy, development or other activity may not have been given adequate weight when assessing the noise implications.

2.8 In the longer term, the Government hopes that existing policies could be reviewed (on a prioritised basis), and revised if necessary, so that the policies and any noise management measures being adopted accord with the vision, aims and principles of the NPSE.

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How should the Noise Policy Statement for England be used?

2.9 Noise management is a complex issue and at times requires complex solutions. Unlike air quality, there are currently no European or national noise limits which have to be met, although there can be specific local limits for specific developments. Furthermore, sound only becomes noise (often defined as 'unwanted sound') when it exists in the wrong place or at the wrong time such that it causes or contributes to some harmful or otherwise unwanted effect, like annoyance or sleep disturbance. Unlike many other pollutants, noise pollution depends not just on the physical aspects of the sound itself, but also the human reaction to it. Consequently, the NPSE provides a clear description of desired outcome from the noise management of a particular situation.

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2.10 The guiding principles of Government policy on sustainable development, (paragraph 1.8), should be used to assist in its implementation. The development of further principles specifically to underpin implementation of noise management policy will be kept under review as experience is gained from the application of the NPSE.

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What does the vision of the Noise Policy Statement for England mean?

2.11 There are several key phrases within the NPSE vision and these are discussed below.

"Health and quality of life"

2.12 The World Health Organisation defines health as a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity, and recognises the enjoyment of the highest attainable standard of health as one of the fundamental rights of every human being.

ussed below.

2.13 It can be argued that quality of life contributes to our standard of health. However, in the NPSE it has been decided to make a distinction between 'quality of life' which is a subjective measure that refers to people's emotional, social and physical well being and 'health' which refers to physical and mental well being.

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2.14 It is recognised that noise exposure can cause annoyance and sleep disturbance both of which impact on quality of life. It is also agreed by many experts that annoyance and sleep disturbance can give rise to adverse health effects. The distinction that has been made between 'quality of life' effects and 'health' effects recognises that there is emerging evidence that long term exposure to some types of transport noise can additionally cause an increased risk of direct health effects. The Government intends to keep research on the health effects of long term exposure to noise under review in accordance with the principles of the NPSE.

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- 2.21 Extending these concepts for the purpose of this NPSE leads to the concept of a significant observed adverse effect level.

SOAEL – Significant Observed Adverse Effect Level

This is the level above which significant adverse effects on health and quality of life occur.

- 2.22 It is not possible to have a single objective noise-based measure that defines SOAEL that is applicable to all sources of noise in all situations. Consequently, the SOAEL is likely to be different for different noise sources, for different receptors and at different times. It is acknowledged that further research is required to increase our understanding of what may constitute a significant adverse impact on health and quality of life from noise. However, not having specific SOAEL values in the NPSE provides the necessary policy flexibility until further evidence and suitable guidance is available.

The first aim of the Noise Policy Statement for England

Avoid significant adverse impacts on health and quality of life from environmental, neighbour and neighbourhood noise within the context of Government policy on sustainable development.

- 2.23 The first aim of the NPSE states that significant adverse effects on health and quality of life should be avoided while also taking into account the guiding principles of sustainable development (paragraph 1.8).

The second aim of the Noise Policy Statement for England

Mitigate and minimise adverse impacts on health and quality of life from environmental, neighbour and neighbourhood noise within the context of Government policy on sustainable development.

- 2.24 The second aim of the NPSE refers to the situation where the impact lies somewhere between LOAEL and SOAEL. It requires that all reasonable steps should be taken to mitigate and minimise adverse effects on health and quality of life while also taking into account the guiding principles of sustainable development (paragraph 1.8). This does not mean that such adverse effects cannot occur.

The third aim of the Noise Policy Statement for England

Where possible, contribute to the improvement of health and quality of life through the effective management and control of environmental, neighbour and neighbourhood noise within the context of Government policy on sustainable development.

- 2.25 This aim seeks, where possible, positively to improve health and quality of life through the pro-active management of noise while also taking into account the guiding principles of sustainable development (paragraph 1.8), recognising that there will be opportunities for such measures to be taken and that they will deliver potential benefits to society. The protection of quiet places and quiet times as well as the enhancement of the acoustic environment will assist with delivering this aim.

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Response	Examples of outcomes	Increasing effect level	Action
No Observed Effect Level			
Not present	No Effect	No Observed Effect	No specific measures required
No Observed Adverse Effect Level			
Present and not intrusive	Noise can be heard, but does not cause any change in behaviour, attitude or other physiological response. Can slightly affect the acoustic character of the area but not such that there is a change in the quality of life.	No Observed Adverse Effect	No specific measures required
Lowest Observed Adverse Effect Level			
Present and intrusive	Noise can be heard and causes small changes in behaviour, attitude or other physiological response, e.g. turning up volume of television; speaking more loudly; where there is no alternative ventilation, having to close windows for some of the time because of the noise. Potential for some reported sleep disturbance. Affects the acoustic character of the area such that there is a small actual or perceived change in the quality of life.	Observed Adverse Effect	Mitigate and reduce to a minimum
Significant Observed Adverse Effect Level			
Present and disruptive	The noise causes a material change in behaviour, attitude or other physiological response, e.g. avoiding certain activities during periods of intrusion; where there is no alternative ventilation, having to keep windows closed most of the time because of the noise. Potential for sleep disturbance resulting in difficulty in getting to sleep, premature awakening and difficulty in getting back to sleep. Quality of life diminished due to change in acoustic character of the area.	Significant Observed Adverse Effect	Avoid
Present and very disruptive	Extensive and regular changes in behaviour, attitude or other physiological response and/or an inability to mitigate effect of noise leading to psychological stress, e.g. regular sleep deprivation/awakening; loss of appetite, significant, medically definable harm, e.g. auditory and non-auditory.	Unacceptable Adverse Effect	Prevent

