

## Prevention of Crime and Disorder

8. A safe area for consumption of alcohol will be provided, only alcohol purchases at the bar can be consumed on the premises which will allow monitoring of any abuse.
10. When a Personal Licence holder cannot be present, a responsible person aged over 18 will be present who has written authorisation from the DPS to sell alcohol, this person will have been trained in Licensing matters, the nominated person will be fully competent to deal with all licensing issues that may arise at the premises. There are multiple members of staff employed at the premises who hold valid personal licences.
11. We will ensure there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The premises licence holder shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training for Alcohol, Fire and Risk Assessing.
12. We follow the current policy of Challenge 25 to ensure there is no underage drinking in our premises.
13. CCTV will be installed at the premises.  
Cameras will be sited to observe the entrance and exit doors both inside and outside, the bar areas and any external smoking area.

The CCTV system must be operating at all times whilst the premises are open for licensable activity. All equipment shall have a constant and accurate time and date generation.

Digital systems shall provide good quality playback images that give free flowing playback footage.

Recorded footage will be retained for a minimum of 31 days and will be made available to police immediately on request when investigating allegations of offences or criminal activity.

A trained member of staff will be able to operate the system and download images will be on duty during operating hours.

Any images recovered must be playable on a windows based computer system without the need for technical enhancement and there should be sufficient external lighting.

14. An incident book or computer log for refusals of service, ID checks and incidents shall be maintained by staff at the premises. These records shall be retained for a minimum of 1 year and be made available to the Police and other responsible authorities upon request.
15. A written record shall be retained at the bar area to list the staff that have been authorised to sell or supply alcohol following their training. This shall be made available to the Police upon request.

## **Public Safety**

16. A duty manager, supported by a trained fire warden and trained Fire Marshall will be available at every performance. The same will be available during the days on non performances. This team will be briefed on evacuation, fire measures, fire equipment and emergency lighting. All fire fighting equipment and lighting is maintained and checked on a 3 monthly basis to ensure full effectiveness. First Aid boxes are available at various locations throughout the buildings but principally at The Main Bars, Box Offices and stage managers desk.
17. A defib machine is located at the front of the building and is checked regularly.
18. The premises licence holder shall ensure that all drinking vessels including bottles are to be made of polycarbonate, aluminium or other unbreakable material. Alcohol and soft drinks that are not available in such drinking vessels including bottles shall be decanted into appropriate drinking vessels at the bar. The only exception being glass containers for the dispensing of wine and champagne for usage within the bar area only.
19. Our Box Office manager ensure that there are adequate stewarding in place to ensure a rapid evacuation if deemed necessary.

## **The Prevention of Public Nuisance**

20. A policy of good neighbours will encourage our patrons to leave the theatre quietly and in an orderly fashion and respect the needs of local residents. This will be promoted through clear, prominent signage.
21. Refuse will be disposed of indoors to prevent the spread of litter on site. Regular visits from FBC are in place to ensure refuse is disposed of in a timely safe and sanitary method.
22. Noise levels are monitored on an on going basis within the site and the closest neighbour points. Noise levels are not permitted to go over ambient noise levels.
23. Patrons are strongly advised not to park outside the theatre in the highway but to park in car park facilities provided. This information can be found on every ticket and is always emailed as a 'special advice' on sold out shows to all attendees.

## **The Protection of Children from Harm**

24. The company will ensure that all child performers have adequate chaperoning and supervision as per the guidelines set down in the Children (performances) Regs 1968 with particular importance being placed on venue, fire safety, special effects and care in the workplace.
25. All tutors, directors or helpers involved with Children under the age of 18 will be asked to supply the relevant DBS checks or to undergo a DBS check. All children under the age of 16 will need to be in the company of a parent or supervising adult and a rigorous ID system will be in place.

26. The premises will operate a Challenge 25 proof of age policy. Challenge 25 means that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving they are 18 years of age or older.

Acceptable identification for the purposes of age verification will include a driving licence, passport, photographic identification bearing the "PASS" logo and Military ID. The ID shall include the person's date of birth. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person. 'Challenge 25' posters shall be displayed in prominent positions at the premises.