

# CITY SAFE AWARD SCHEME APPLICATION FORM

## APPLICANT'S DETAILS

APPLICANT NAME	
PREMISES NAME	
PREMISES ADDRESS	
TELEPHONE NUMBER	
MOBILE NUMBER	
AREA MANAGER NAME	
AREA MANAGER ADDRESS	
TELEPHONE NUMBER	
MOBILE NUMBER	
E MAIL ADDRESS	

Please tick one of the following boxes, which you feel best, describes your premises:

<input type="checkbox"/>	<input type="checkbox"/> PUB	<input type="checkbox"/>	<input type="checkbox"/> RESTAURANT
<input type="checkbox"/>	<input type="checkbox"/> BAR	<input type="checkbox"/>	<input type="checkbox"/> HOTEL
<input type="checkbox"/>	<input type="checkbox"/> NIGHT CLUB	<input type="checkbox"/>	<input type="checkbox"/> BED AND BREAKFAST

## INDEX

- SECTION A - PREVENTION OF CRIME & DISORDER
  - Capacity
  - Security
  - Drinks/drunkenness
  - Drugs
  - Thefts/burglary
  - Disorder
  
- SECTION B - PUBLIC SAFETY
  - Fire
  - Event control
  - Glass
  - First aid
  - Building safety
  - Transport
  
- SECTION C - PREVENTION OF PUBLIC NUISANCE
  - Noise
  - Litter/waste
  
- SECTION D - PROTECTION OF CHILDREN FROM HARM
  
- SECTION E - GENERAL

**SECTION A**

**PREVENTION OF CRIME & DISORDER**

**CAPACITY**

A1 What is your actual capacity.....  
(Capacity based on fire and space standards)

A2 How do you manage your capacity?

Pay Desk	<input type="checkbox"/>	Clickers	<input type="checkbox"/>	Head Count	<input type="checkbox"/>
Comfort	<input type="checkbox"/>	Tickets	<input type="checkbox"/>		

A3 How do you monitor and react to any particular areas of your Premises which may become overcrowded?

**SECURITY**

A4 Do you hold regular meetings to review incidents?

Yes  No

If yes, describe how often and what format do they take?

A5 Are these reviews documented?

Yes  No

If yes, where and in what format?

A6 Do you employ door supervisors? If not go to A9

Yes  No

If yes, how do you ensure they are registered with the SIA?

A7 How do you decide how many to employ and at what times?

A8 Do you keep a Register of Door Supervisors on duty

Yes  No

A9 Have staff been given training in conflict resolution and control and restraint techniques? If so how regularly is this provided?

A10 If you do not employ door supervisors do you partake in any other security schemes

Pubwatch  Ring round  Radio system   
Texting  Other

If other, details

A11 Are any of the following incidents recorded by your staff? If yes, please indicate where

- Accidents
- Drugs
- Lost property
- Found property
- Thefts
- Banned Persons
- Injuries
- Allegations against Staff
- Other

A12 Which of the following have you adopted to ensure your staff are easily recognisable by customers, the police or others who may be required to inspect your premises?

- Name badge
- Photo id
- Uniform
- None
- Other

DRINKS / DRUNKENNESS

A13 how do you promote sensible drinking policies, giving careful consideration to the use of happy hours and drinks promotions, which may encourage binge drinking?

A14 On a day-to-day basis, what do you do to ensure your customers do not drink and drive? E.g. Highlight the "I'll be Des" campaign.

A15 Describe your staff-training package with regard to drunkenness. If this is documented, explain where

DRUGS

A16 Describe what policies are in place to prevent the use or supply of illegal drugs in your premises?

A17 Describe your staff-training package with regard to drugs. If this is documented, explain where

THEFTS / BURGLARY

A18 Do you have any of the following, which may assist you in reducing the number of thefts and burglaries from inside or outside your premises?

- |                          |                                   |                          |                         |
|--------------------------|-----------------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Mirrors                           | <input type="checkbox"/> | Theft warning Notices   |
| <input type="checkbox"/> | CCTV                              | <input type="checkbox"/> | Staff lockers           |
| <input type="checkbox"/> | Sufficient lighting in all areas  | <input type="checkbox"/> | Cloakroom               |
| <input type="checkbox"/> | Audible alarm                     | <input type="checkbox"/> | DJ announcements        |
| <input type="checkbox"/> | Personal attack alarm             | <input type="checkbox"/> | Property patrols        |
| <input type="checkbox"/> | Window locks                      | <input type="checkbox"/> | Regular Toilet Checks   |
| <input type="checkbox"/> | Staffed 24 hours/24 hour security | <input type="checkbox"/> | Crime prevention survey |
| <input type="checkbox"/> | Bag hooks under tables            | <input type="checkbox"/> | Roving security         |
| <input type="checkbox"/> | Toilet attendants                 | <input type="checkbox"/> | Other                   |

A19 Describe your staff-training package with regard to crime prevention. If this is documented, explain where.

DISORDER

A20 What do you do to prevent or keep incidents of disorder to a minimum? Where is this documented?

A21 what policy is in place should a knife or other weapons are found on your premises?

A22 what is your policy on banning troublemakers and who do you share information about problem customers with?

- |        |                          |                 |                          |                       |                          |
|--------|--------------------------|-----------------|--------------------------|-----------------------|--------------------------|
| Police | <input type="checkbox"/> | Pubwatch Scheme | <input type="checkbox"/> | Neighbouring Premises | <input type="checkbox"/> |
| PARC   | <input type="checkbox"/> | Other           | <input type="checkbox"/> |                       |                          |

A23 Describe your staff-training package / risk assessment with regard to disorder/conflict management. If this is documented, explain where

A24 CCTV (IF FITTED)

Analogue

How many days of tapes stored

Where stored

Secure Yes

No

Register of removed tapes

Yes

No

How frequently are tapes replaced?

Digital

How many days before re-write

Download/Burn Facility

Yes

Register for taken material

Yes

Which of your staff has access to your system to obtain evidential copies for criminal investigations?

## SECTION B

### PUBLIC SAFETY

#### FIRE

*As of October 2006 the Regulatory Reform (Fire Safety) Order 2005 came into force with the main emphasis of the change being self - regulation.*

*The Fire Safety Order applies to licensed premises*

*Devon and Somerset Fire & Rescue Service is the Enforcing Authority for the Fire Safety Order, and as such may inspect the premises at any reasonable time to ensure compliance with the order.*

*If the inspecting officer is of the opinion that there is a failure to comply with any part of the Order then appropriate Enforcement action may be taken.*

*Should the Fire Authority carry out an audit of your premises, as you have chosen to be a member of the City Safe Scheme, the findings of this report shall be sent to the City Safe Committee.*

*Under Article 9 of the Fire Safety Order the "responsible person" for each premises is required to carry out a fire risk assessment for the purposes of identifying the measures to be taken to comply with the Order and take steps to reduce or remove the risk. The Order requires that the 'significant findings' of the assessment and any measures which have, or will be, taken must be recorded along with any group of persons identified as being at risk and in LICENSED premises a safe occupancy figure based on the number, size and location of exits should also be included..*

*The Fire Risk Assessment should be regularly reviewed and updated, especially where the risk in the premises has been affected by alterations, changes in procedures, its' use or occupancy.*

*Information on how to carry out a risk assessment has been published by HM Government in the form of a series of Fire Safety Risk Assessment Guides for different use of premises. They are available at [www.communities.gov.uk](http://www.communities.gov.uk) or can be purchased from book shops.*

B1 who is responsible for carrying out any fire safety risk assessment?

Where is this kept?

When was this last completed?

When is the next date for review?

B2 Describe your fire detection / warning system?

B3 Do you have emergency escape lighting?

Yes  No

B4 Detail any equipment you have in your premises for fighting fire? (List any certified inspections of systems and equipment to the relevant British Standards)

B5 Is your fire safety equipment i.e. fire alarm, emergency lighting and fire fighting equipment, subject to routine testing and maintenance by suitably qualified and competent persons?

Yes  No

B6 Briefly outline the testing regime carried out by you or your staff for the above equipment

B7 Do you record details of the testing & maintenance of equipment in a log book?

Yes  No

B8 Describe your staff-training package with regard to fire safety training. If this is documented, please explain where

B9 What is the maximum occupancy of your premises?

B10 How did you arrive at this figure?

To estimate the occupancy of your premises you may use the following formula; - calculate the total floor area (excluding back of house, behind bar, stairways and corridors etc) and divide by the following factors -

- For areas within 2m of Bar area  $\div 0.3m$
- For other standing areas  $\div 0.5m$
- Fore seated areas  $\div 1m$

Example - A licensed premises with a floor area of  $100m^2$ , has  $20m^2$  of area within 2m of bar,  $50m^2$  of standing area, and  $30m^2$  of seated area. The maximum occupancy is calculated as;

$20 \div 0.3 = 66$  persons within 2m of bar area

$50 \div 0.5 = 100$  persons in standing area

$30 \div 1 = 30$  persons in seated area

Total occupancy =  $66 + 100 + 30 = 196$  persons

*Remember a safe occupancy figure is also based on the number, size and location of exits*

You need to take into account the number of exit doors within your premises. The largest exit must be discounted (due to fire) then each door/exit depending on its width will give you the maximum number of persons who can safely be evacuated.

Guidance on calculating exit widths etc can be found in Building Regulations Approved Document B page 37 Table 4.

Also in HM Government Fire Safety Risk Assessment Guide Small and Medium Places of Assembly (up to 300 persons) page 63-64, Large Places of Assembly (over 300) pages 71-72

B11 Outline your procedure for the safe evacuation of your premises in an emergency situation

### FIRST AID

B12 what first aid facilities do you have in your venue?

B13 Do you ensure at least one person is present during opening hours who is trained in first aid?

Yes  No

If yes, explain whom and to what level?  
(Minimum to be appointed person)

### EVENT CONTROL

B14 If you have any events, which may be different from your 'Normal' trading, (eg live music event, St Patrick's or St George's Day celebrations or televised live football) Do you carry out additional risk assessments for special events?

Yes  No

If yes, give details of what information is passed, notice Given and to whom

GLASS

B15 what type is in use?

Toughened	<input type="checkbox"/>	Safety	<input type="checkbox"/>	Plastic	<input type="checkbox"/>
Polycarbonate	<input type="checkbox"/>	Other	<input type="checkbox"/>	Details	<input type="text"/>

B16 how do you ensure the safe use of glass is maintained at all times?

Inside your premises

Any outside drinking areas

B17 what procedures do you use to ensure efficient glass collection at all times both inside and outside your premises?

B18 how do you ensure the effective management of customers is maintained at all times? (Include details of procedures regarding any checks, signs or additional policies)

Inside your premises

Any outside drinking areas

BUILDING SAFETY

B19 how are spillages identified and managed to prevent injury to customers? (E.g. slips etc.)

B20 how do you ensure your building is at all times, in good order to prevent injury to any customer or staff member?

B21 What provision do you have for ventilation of public areas?

B22 If doors & windows need to be shut to avoid noise nuisance, what mechanical means of ventilation do you have?

B23 Do you have gas appliances checked annually by a CORGI registered gas engineer?

Yes  No

B24 Do you have your electrical system & appliances periodically inspected by a competent electrical engineer in accordance with BS 7671 (NICEIC / ECA)?

Yes  No

B25 Do you provide a residual current device (RCD) for use by bands / DJs etc who bring their own electrical appliances?

Yes  No

B26 Would you contact Environmental Regulation Service before using special effects?

Yes  No

### TRANSPORT

B27 With regard to late night transport, do you make any of the following available to your customers?

- Public transport timetables/routes
- Information regarding reputable taxi services
- Booking service for taxis/freephone
- Other

## SECTION C

### PUBLIC NUISANCE

#### NOISE

- C1 Do you do any of the following to ensure noise from your premises is kept to a minimum?  
(For ease of marking, please first describe your surrounding area)

- Soundproofing
- Close all doors and windows at set time
- Display advice notices to customers re noise
- Use lollipops or similar to reduce customer noise
- Have place for customers to wait for taxis
- Deliveries/services carried out with consideration given to neighbouring residents or businesses
- Regular consultation with local residents/business
- Music policy adjusted to play 'chilled' music at the end of the evening to affect mood of customers
- Use of external lighting
- Walk around the neighbourhood to assess noise levels
- Other

- C2 Do you have a specific 'dispersal' policy with regard to customers leaving your premises at the same time? (I.E. Posters asking customers to leave quietly, music turned off 30 minutes before closing time.)

Yes  No

If yes, give details

#### LITTER / WASTE

- C3 Do you do any of the following to prevent or discourage customers from polluting the environment with waste/litter that may come from your venue?

- Litter bins at exits / outside
- Advice notices to customers
- Report offences to appropriate authorities
- Clear surrounding area of litter/flyers/cigarettes voluntarily or by way of scheduled work arrangements.

Other

C4 Do you have a designated smoking area outside your premises?

Yes  No

If yes please state how you will control the area regarding noise, public order, litter, disabled access, health and safety and fire safety.

If No, state how you will control the outside street/pavement area regarding noise, public order, litter, health and safety and fire safety.

## **SECTION D**

### **PROTECTION OF CHILDREN FROM HARM**

D1 what is your policy on allowing under 18s to enter your premises?

D2 If you allow under 18s to enter your premises, how do you ensure they are protected from harm?

D3 how do you ensure under 18s do not consume alcohol on your premises unless permitted to do so under S149(5) of the Licensing Act 2003?

D4 how do you ensure under 18s do not purchase alcohol from your premises?

D5 Describe your staff training package with regard to age/alcohol related offences.

D6 Which forms of identification do you accept as proof of age?

Passport	<input type="checkbox"/>	Driving Licence	<input type="checkbox"/>
Citizen Card	<input type="checkbox"/>	Portman Group Card	<input type="checkbox"/>
Validate UK Card	<input type="checkbox"/>	Other please specify	<input type="text"/>

**SECTION E**                      **GENERAL**

E1 Finally is there anything you wish to add which may support your application, which has not already been covered?

1. THE ASSESSORS DECISION WILL BE FINAL AND NO CORRESPONDENCE WILL BE ENTERED INTO.
2. ALL PREMISES REACHING AWARD STATUS WILL BE INCLUDED ON THE WEB SITE 'www.plymouthcitysafe.com.'
3. THE AWARDS ARE NON-TRANSFERABLE AND THERE IS NO CASH ALTERNATIVE.
4. AT THE TIME OF ASSESSMENT ACCREDITED PREMISES WILL HAVE MET THE REQUIRED STANDARD. IF THE STANDARDS FALL BELOW THOSE REQUIRED, AT ANY TIME, THE PREMISES MAY BE REFERRED TO THE CITY SAFE STANDARDS COMMITTEE AND THE AWARD WITHDRAWN.
5. AWARD STATUS DOES NOT GIVE IMMUNITY FROM PROSECUTION FOR ANY OFFENCES AND IS NO GUARANTEE OF THE SAFETY OF THOSE PREMISES.
6. ANY PREMISES FALLING BELOW THE REQUIRED STANDARD MAY BE REFERRED TO THE PLYMOUTH CITY SAFE STANDARDS COMMITTEE TO REVIEW THEIR MEMBERSHIP OF THE SCHEME.
7. ANY PLAQUES OR CERTIFICATES AND RELATED AWARD MATERIAL SUPPLIED BY PLYMOUTH CITY SAFE REMAINS THE PROPERTY OF PLYMOUTH CITY SAFE AND MUST BE RETURNED ON REQUEST.
8. THE AWARDS ARE MADE ON THE BASIS OF THE ANSWERS GIVEN. SOLE RESPONSIBILITY FOR THE TRUTH OF THE CONTENTS OF THE QUESTIONNAIRE LIES WITH THE APPLICANT. IN GRANTING ANY AWARD THE DEVON AND CORNWALL CONSTABULARY AND THEIR SERVANTS OR AGENTS DO NOT ACCEPT LIABILITY FOR THE TRUTHFULNESS OF THE ANSWERS IN ANY WAY.

September 2009

I ACCEPT THE ABOVE TERMS & CONDITIONS

PRINT NAME .....

SIGNATRURE: .....

PREMISES: .....

DATE: .....