

**Thomas Dunn**

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**From:** Mike.Constable@met.police.uk  
**Sent:** 23 March 2021 08:53  
**To:** Thomas Dunn; Arif Kokkoz  
**Cc:** Pam Riley; [REDACTED]  
**Subject:** RE: Public Protection Objection - 21/00014 - Canova Hall, 250 Ferndale Road and Objection - 21/00015/TEN : Cattivo, 207 Ferndale Road

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Good morning all.

Thanks for the response, however this does not address my concern.

This will be the second weekend after indoor hospitality reopening (assuming still going ahead) and on a bank holiday weekend. We strongly anticipate for the night time economy within Brixton and other areas to be highly popular. With that in mind how would both the premises manage this high demand?

I'm best emailed at this moment in time for any other questions.

Kind regards,

Mike Constable | PC 1596 AS

**MPS Central South BOCU  
Neighbourhoods Policing- Partnership & Prevention**

**Lambeth Licensing & Night Time Economy**

**Mobile** [REDACTED]  
**Team Email** ASMailbox.LambethLicensing@met.police.uk  
**Address** Civic Centre, 3<sup>rd</sup> Floor, 6 Brixton Hill, SW2 1EG

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**From:** Thomas Dunn <TDunn@lambeth.gov.uk>  
**Sent:** 23 March 2021 08:38  
**To:** Arif Kokkoz <AKokkoz@lambeth.gov.uk>; Constable Mike - AS-CU <Mike.Constable@met.police.uk>  
**Cc:** Pam Riley <PRiley@lambeth.gov.uk>; Darren Rumbelow [REDACTED]  
**Subject:** RE: Public Protection Objection - 21/00014 - Canova Hall, 250 Ferndale Road and Objection - 21/00015/TEN : Cattivo, 207 Ferndale Road

Hi both,

As you would have seen, Darren has provided a further response below.

If this addresses your concerns, please let me know. Alternatively Darren has offered to discuss this matter over the phone, contact number can be found in Darren's signature.

Kind regards,

Tom Dunn  
Licensing Officer  
London Borough of Lambeth  
Public Protection and Regulatory Services  
Resident Services  
Lambeth Council  
3<sup>rd</sup> Floor Civic Centre  
6 Brixton Hill  
London, SW2 1EG

**Phone:** 020 7926 1866

**Email:** [tdunn@lambeth.gov.uk](mailto:tdunn@lambeth.gov.uk)

**Website:** <http://www.lambeth.gov.uk/licensing/>

**Items by post should be sent to:**

London Borough of Lambeth, Public Protection, PO Box 734, Winchester SO23 5DG

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We are working with our partners to build a #BetterLambeth - find out more at <http://love.lambeth.gov.uk/better>

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**From:** Darren Rumbelow [REDACTED]  
**Sent:** 18 March 2021 17:13  
**To:** Thomas Dunn <[TDunn@lambeth.gov.uk](mailto:TDunn@lambeth.gov.uk)>  
**Cc:** Pam Riley <[PRiley@lambeth.gov.uk](mailto:PRiley@lambeth.gov.uk)>; Arif Kokkoz <[AKokkoz@lambeth.gov.uk](mailto:AKokkoz@lambeth.gov.uk)>; Constable Mike - AS-CU <[mike.constable@met.police.uk](mailto:mike.constable@met.police.uk)>  
**Subject:** RE: Public Protection Objection - 21/00014 - Canova Hall, 250 Ferndale Road and Objection - 21/00015/TEN : Cattivo, 207 Ferndale Road

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Hi Tom,

Completely understand where you guys are coming from. The TEN is not for anything out of the ordinary or a large scale event.

I am happy to send across our COVID RA and licencing policy again to anyone that may require it. This details how we manage people in our venues but let me know if there is something specific you require more detail on? All COVID restrictions will be managed, our management teams are well versed at this, we have had plenty of practice.

We simply wanted to open later due to the bank holiday. Incidentally we will be open until 1/2am the night prior to this, and indeed the Friday prior as there are no restrictions on closing times as I understand it, the government has removed the curfew after 17<sup>th</sup> of May, and our venues will all open to licenced hours from this date. The night in question should carry no more risk than these trading sessions, and actually will be quieter in terms of footfall.

Happy to discuss with any of those that may have objections to put their mind at rest, or if there really is a contravention of the licencing objectives I will withdraw the applications if necessary. We obviously would not want to put the public at risk.

Please pass my telephone number on to anyone that may wish to discuss. The last licencing hearing we attended for a TEN, the committee were a little confused as to what the objections were, and why we had gone all the way to a hearing.

Thanks for getting back to us. Let me know if there is anyone I can call, or if they prefer to call me?

Darren.

**DARREN RUMBELOW**  
OPERATIONS DIRECTOR

ALBION & EAST LTD  
2 PARK ROAD  
NB 8TD

MARTELLO HALL | CANOVA HALL | SERATA HALL | ALLORA HALL  
CATTIVO | TINY TOWER BAKERY | TINY TOWER LIQUOR



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**From:** Thomas Dunn <[TDunn@lambeth.gov.uk](mailto:TDunn@lambeth.gov.uk)>

**Sent:** 18 March 2021 16:42

**To:** Darren Rumbelow [REDACTED]

**Cc:** Pam Riley <[PRiley@lambeth.gov.uk](mailto:PRiley@lambeth.gov.uk)>; Arif Kokkoz <[AKokkoz@lambeth.gov.uk](mailto:AKokkoz@lambeth.gov.uk)>; Constable Mike - AS-CU <[mike.constable@met.police.uk](mailto:mike.constable@met.police.uk)>

**Subject:** Public Protection Objection - 21/00014 - Canova Hall, 250 Ferndale Road and Objection - 21/00015/TEN : Cattivo, 207 Ferndale Road

Dear Darren,

Further to your additional information, we have received the following comments from the responsible authorities who raised objections, outlining that they still have concerns.

**Police**

*Furthermore there is no information provided on how they will manage their patrons especially as this will take place in the early hours of the morning. There is the expectation that due to relaxation in restrictions there will be an overwhelming amount of people wishing to go out. How will this be monitored and dealt with?*

**Public Protection**

*My objection's still stand as there is lack of information on how customers will be managed and Monitored.*

We are in the process of arranging a Sub-Committee meeting for Members to consider your applications, however in the meantime please let me know if there is any further information you wish to share with the responsible authorities.

Kind regards,

Tom Dunn  
Licensing Officer  
London Borough of Lambeth  
Public Protection and Regulatory Services  
Resident Services  
Lambeth Council  
3<sup>rd</sup> Floor Civic Centre  
6 Brixton Hill  
London, SW2 1EG

**Phone:** 020 7926 1866

**Email:** [tdunn@lambeth.gov.uk](mailto:tdunn@lambeth.gov.uk)

**Website:** <http://www.lambeth.gov.uk/licensing/>

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**From:** Darren Rumbelow [REDACTED]

**Sent:** 10 March 2021 12:40

**To:** Arif Kokkoz <[AKokkoz@lambeth.gov.uk](mailto:AKokkoz@lambeth.gov.uk)>; Constable Mike - AS-CU <[mike.constable@met.police.uk](mailto:mike.constable@met.police.uk)>; Licensing <[XDESLICENSE@lambeth.gov.uk](mailto:XDESLICENSE@lambeth.gov.uk)>

**Cc:** Bina Patel <[BPatel@lambeth.gov.uk](mailto:BPatel@lambeth.gov.uk)>; Daniel Vacciana <[DVacciana@lambeth.gov.uk](mailto:DVacciana@lambeth.gov.uk)>; [SNTLX-Ferndale@met.police.uk](mailto:SNTLX-Ferndale@met.police.uk); [ASMailbox.LambethLicensing@met.police.uk](mailto:ASMailbox.LambethLicensing@met.police.uk)

**Subject:** RE: Public Protection Objection - 21/00014 - Canova Hall, 250 Ferndale Road and Objection - 21/00015/TEN : Cattivo, 207 Ferndale Road

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Hi Guys,

We have received 2 objections.

Completely understand your concerns.

A few bits from our end.

- There was no request for a capacity number or COVID RA, but we are obviously happy to provide for both, for both applications. Please note these would be the maximum numbers (if every table was sat max 6 persons), it will likely however be around 30% less.  
Canova Hall – 150 all seated  
Cattivo – 120 all seated
- All persons will be seated with table service only (as they have been for some time now and as per legislation). I attach our original base COVID RA's for you. This will have been changed several times at site

as the government made changes to legislation. I can get to site on Friday to get you the latest version signed by the team if you need it? This will have some amendments to these templates. The attached is the original starting point from a year ago. It outlines the main points. We are well versed now in operating track and trace, distancing, masks, sanitiser, and rule of 6.

- We will be operating until 2am on all Friday and Saturdays in both sites after the 17<sup>th</sup> of May. As I understand it, as it stands, there will be no restrictions on closing times after the 17<sup>th</sup> May? Clearly if this changes it will supersede any TEN if granted. In short the 2 day's previous to the Sunday applications we will be trading to these hours, as we will be all other Friday and Saturdays after opening on the 17<sup>th</sup> May.
- I appreciate that lots can change as can restrictions but assuming we are allowed to open with similar distancing and numbers restrictions, we wanted to get the applications in for all our sites early as is usually requested.

I attach our site licencing policy's in addition.

If we can do anything to address any concerns please do let us know. Our objective at the moment is to try and save some jobs and remain trading. I appreciate the circumstances are a little different this year, we have applied for extensions every year for this date and have never before been refused. We are simply asking to trade this day to Saturday hours. Happy to call anyone to discuss if required.

Many thanks indeed as always. Let me know if you require anything else.

Darren.

**DARREN RUMBELOW**  
OPERATIONS DIRECTOR

ALBION & EAST LTD  
2 PARK ROAD  
N8 8TD

MARTELLO HALL | CANOVA HALL | SERATA HALL | ALLORA HALL  
CATTIVO | TINY TOWER BAKERY | TINY TOWER LIQUOR



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**From:** Arif Kokkoz <[AKokkoz@lambeth.gov.uk](mailto:AKokkoz@lambeth.gov.uk)>

**Sent:** 09 March 2021 17:17

**To:** Constable Mike - AS-CU <[mike.constable@met.police.uk](mailto:mike.constable@met.police.uk)>; Licensing <[XDESLICENSE@lambeth.gov.uk](mailto:XDESLICENSE@lambeth.gov.uk)>; Darren Rumbelow

**Cc:** Bina Patel <[BPatel@lambeth.gov.uk](mailto:BPatel@lambeth.gov.uk)>; Daniel Vacciana <[DVacciana@lambeth.gov.uk](mailto:DVacciana@lambeth.gov.uk)>; [SNTLX-Ferndale@met.police.uk](mailto:SNTLX-Ferndale@met.police.uk); [ASMailbox.LambethLicensing@met.police.uk](mailto:ASMailbox.LambethLicensing@met.police.uk)

**Subject:** Public Protection Objection - 21/00014 - Canova Hall, 250 Ferndale Road

Hi All

Please find objection attached.

Regards

**Arif Kokkoz**  
*Public Protection Officer*

Public Protection, Assurance & Regulatory Services  
*Environment Directorate*  
*Resident Services*

London Borough of Lambeth  
( 0207 926 5000 )  
[Arif.kokkoz@lambeth.gov.uk](mailto:Arif.kokkoz@lambeth.gov.uk)

LB of Lambeth  
Civic Centre  
6 Brixton Hill  
SW2 1EG

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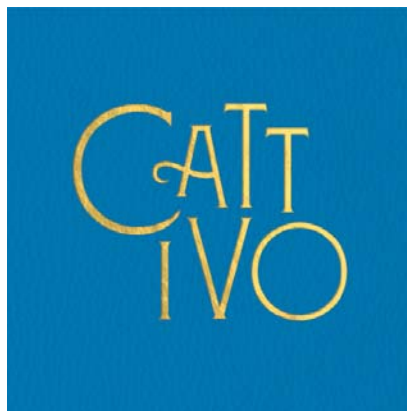
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## **COVID19 Site specific risk assessment**

**Company name: Cattivo– Ferndale Road Brixton**

**Assessment carried out by: Darren Rumbelow**

**Date of next review: Ongoing Week 1 daily thereafter weekly**

**Date assessment was carried out: 29/6/20**

**Please Place a copy of this risk assessment in the staff area. All staff to sign the last page to state they have read and understand the measures imposed to prevent the spread of COVID19. A brief summary of this RA will be posted on our website for our customers.**

Additional Documentation for referral attached - COVID-19 secure guidance for employers, employees and the self-employed 23 June 2020

***Risk assessment as per HSE recommended hospitality format.***



General Rules introduced		What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Current entry restrictions Summary</b>		<ul style="list-style-type: none"> <li>• Maximum 12 persons per table</li> <li>• From 2 households max</li> <li>• Tables min 1M apart</li> </ul>	Site Managers all levels	4 <sup>th</sup> July onwards	
<b>Current PPE Policy</b>		<ul style="list-style-type: none"> <li>• For those that wish to wear a mask one will be provided.</li> <li>• Staff can wear their own mask should they wish.</li> <li>• Gloves will only be worn for cleaning, cutlery or by chefs where the food preparation requires gloves.</li> <li>• Constant hand washing is essential.</li> </ul>	All staff	4 <sup>th</sup> July onwards	
<b>Track and Trace Policy</b>		<ul style="list-style-type: none"> <li>• We will hold the details of at least one person on each booking / table for the purpose of track and trace should these details be required.</li> <li>• Details to be held for min 21 days.</li> </ul>	Management teams / host	4 <sup>th</sup> July onwards	
<b>Current Capacity's</b>		<ul style="list-style-type: none"> <li>• Ladies toilet persons at 1 time _____</li> <li>• Gentleman's toilet persons at 1 time _____</li> <li>• Cellar persons at 1 time _____</li> <li>• Managers office persons at 1 time _____</li> </ul>	Management team at site	4 <sup>th</sup> July onwards	
<b>Bar service</b>		<ul style="list-style-type: none"> <li>• Persons may be seated at the bar only 1M apart minimum.</li> <li>• Customers may not approach the bar to order food and drinks.</li> </ul>	Bar staff Management teams	4 <sup>th</sup> July onwards	
<b>General Instruction to all staff</b>		<ul style="list-style-type: none"> <li>• Wash hands at least every 20 mins</li> <li>• Sanitise hands before taking any food and drink to tables.</li> <li>• No embracing / touching / high 5's</li> <li>• Maintain min 1M distancing from other staff and customers wherever possible</li> </ul>	All staff	4 <sup>th</sup> July onwards	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Virus spread through touch surfaces including.</b>					
<b>Tables</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Only leave menu postcards, coloured disks and sanitiser on the tables.</li> <li>• Sanitise tables after every guest.</li> <li>• Sanitise tables again on guest arrival.</li> <li>• Hand sanitiser on all tables</li> </ul>	Management / Staff / Host	4 <sup>th</sup> July onwards	
<b>Menus</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• QR menu code on all tables for those that do not want to touch a menu.</li> <li>• Menus available on request (to be cleaned before every use)</li> <li>• Hand sanitiser on all tables.</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
<b>Bannisters</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Allocated staff member to clean on rotation every hour during peak periods.</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
<b>Door Handles / push handles</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Allocated staff member to clean on rotation every hour during peak periods.</li> <li>• Hand sanitiser on all tables.</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
<b>Cutlery</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Cleaned by 1 person only using new gloves and boiling water.</li> <li>• Stacked on oval plates or cutlery pots.</li> <li>• Taken to table when required.</li> <li>• Not left on tables / pre set</li> <li>• Hand sanitiser on all tables</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
<b>Salt / Pepper / Sugar</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• No use of grinders.</li> <li>• Sachets kept in ramekins to be provided on customer request.</li> <li>• Hand sanitiser on all tables.</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Virus spread through touch surfaces continued.</b>					
<b>Crockery/ Glass wear</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Cleaned in pot washer and dishwasher above 80 deg.</li> <li>• Sanitation of hands before any item is delivered to table.</li> <li>• Only touch the rim of each plate and avoid touching the top section of any glass.</li> <li>• When delivering water to the table discard any glass which has been touched on the rim.</li> <li>• Wash all water bottles after use in the glass washer.</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
<b>Laptops</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Use the probe wipes to clean down any laptop before you use it.</li> </ul>	Management / Host / Staff	4 <sup>th</sup> July onwards	
<b>Tills</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Use sanitiser spray to clean the tills in use in every 20 minutes.</li> <li>• Cleaning allocated person to clean all tills on rotation.</li> <li>• Soap by all handwash sink.</li> <li>• Multiple sanitiser points.</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
<b>Card Machines</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Use the probe wipes to clean the card machine before each use at the table Infront of the customer.</li> <li>• Apple pay increased to £100</li> <li>• Contactless increased to £45</li> <li>• Business to be cashless until further review.</li> <li>• Hand sanitiser on all tables</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Virus spread through close proximity customer to customer</b>					
<b>Entry</b>	Customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Signage at front entrance to inform all persons of venue rules.</li> <li>• Host and management teams to ask persons to keep their distance.</li> <li>• Barriers to control any Q system where appropriate.</li> <li>• Hand sanitisation point on entry for all persons entering the premises.</li> </ul>	Management / Staff / Host	4 <sup>th</sup> July onwards	
<b>Toilets</b>	Customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Signage displayed to remind customers of toilet restricted capacities.</li> <li>• Q management outside toilets on busy sessions to maintain distancing.</li> <li>• Hand sanitiser station positioned outside toilet areas in addition to hand soap inside toilet areas.</li> <li>• Wash hands signage displayed</li> <li>• Toilets checked every 30 mins for soap and sanitary conditions</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
<b>Venue pinch points</b>	Customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Site plan with narrow pinch points attached to this RA.</li> <li>• Staff asked to wait when traffic is high in these areas.</li> <li>• Tables moved to alleviate where possible.</li> </ul>	Management	4 <sup>th</sup> July onwards	
<b>Table proximity</b>	Customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Tables to have green and red markers displayed to show tables in use and tables not in use.</li> <li>• Host to only seat tables where 1M distance is in place.</li> <li>• All staff to be aware of this system.</li> </ul>	Management / Host	4 <sup>th</sup> July onwards	
<b>Coughing / sneezing / talking loudly</b>	Customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Customers shouting or displaying any symptoms will be approached by a manager only.</li> <li>• Outcome of any interactions recorded in the COVID19 incident report book.</li> <li>• Music played at lower levels.</li> <li>• No DJ's to be employed until further notice.</li> </ul>	Management only	4 <sup>th</sup> July onwards	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Virus spread through close proximity staff to customer / customer to staff</b>					
<b>On arrival / Entry</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Signage at front entrance to inform all persons of venue rules.</li> <li>• Host and management teams to ask persons to keep their distance.</li> <li>• Barriers to control any Q system where appropriate.</li> <li>• Hand sanitisation point on entry for all persons.</li> </ul>	Management / staff / host	4 <sup>th</sup> July onwards	
<b>Whilst ordering</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Staff will take orders from 1M distance.</li> <li>• Optional mask face covering can be worn by the server.</li> <li>• Use of handheld tills to restrict EPOS system sharing.</li> <li>• Optional Website QR code menus for the customer.</li> <li>• Cutlery, salt and pepper and water glasses to be bought to the table after seating</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
<b>Whilst moving around the venue</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Staff will be reminded to be alert to circumstances when passing customers and other staff in the venue.</li> <li>• Customers that do not remain seated (except to visit the toilet) will be approached by a member of the management team.</li> <li>• Such incidents will be recorded in the COVID 19 incident book.</li> </ul>	Management / staff / host	4 <sup>th</sup> July onwards	
<b>Whilst Paying</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Staff member to keep as much distance as possible when presenting the card machine.</li> <li>• Probe wipes to be used to clean the machine before customer use if not contactless.</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Coughing / sneezing / talking</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>Customers shouting or displaying any symptoms will be approached by a manager only.</li> <li>Outcome of any interactions recorded in the COVID19 incident report book.</li> <li>Music played at lower levels.</li> <li>No DJ's to be employed until further notice.</li> </ul>	Management only	4 <sup>th</sup> July onwards	
<b>Staff attending workplace with COVID19 symptoms</b>	Staff and customers. Contracting or passing COVID19	<ul style="list-style-type: none"> <li>Staff displaying or reporting any symptoms must be sent home immediately for 14-day isolation</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Virus spread through close proximity staff to staff.</b>					
<b>Bar</b>	Staff Contracting or passing COVID19	<ul style="list-style-type: none"> <li>Side to side working wherever possible.</li> <li>Distances maintained 1M wherever possible.</li> <li>Hand washing thoroughly every 20 minutes as a minimum.</li> <li>No embracing or touching of other persons in the team.</li> <li>Use separate stations per person.</li> <li>Use separate tills per person.</li> <li>Stick to staffroom capacity number.</li> </ul>	Bar staff / Management	4 <sup>th</sup> July onwards	
<b>Floor</b>	Staff Contracting or passing COVID19	<ul style="list-style-type: none"> <li>Distances maintained 1M wherever possible.</li> <li>Hand washing thoroughly every 20 minutes as a minimum.</li> <li>No embracing or touching of other persons in the team.</li> <li>Maintain distance of min 1 M whilst waiting to use the till, collect food or drinks from the dispense stations or entering the glasswash / pot wash areas.</li> <li>Stick to staffroom capacity number.</li> <li>Clean tills and PDQ equipment before use.</li> </ul>	Floor staff / Management	4 <sup>th</sup> July onwards	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Virus spread through close proximity staff to staff continued....</b>		<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Kitchen</b>	Staff Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Side to side working wherever possible.</li> <li>• Wherever possible stick to workstations and minimise crossover.</li> <li>• Handwashing before and after each food task.</li> <li>• No embracing or touching of other persons in the team.</li> </ul>	Kitchen staff / KP staff / Management	4 <sup>th</sup> July onwards	
<b>Staff Room</b>	Staff Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Limit entry to this area. For capacity see section 1 of RA above.</li> <li>• Ensure hand sanitation facilities and sanitiser in this area at all times.</li> </ul>	All staff	4 <sup>th</sup> July onwards	
<b>Office</b>	Staff Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Limit entry to this area. For capacity see section 1 of RA above.</li> <li>• Ensure hand sanitation facilities and sanitiser in this area at all times.</li> </ul>	Management	4 <sup>th</sup> July onwards	
<b>Cellar</b>	Staff Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Limit entry to this area. For capacity see section 1 of RA above.</li> <li>• Ensure hand sanitation facilities and sanitiser in this area at all times.</li> </ul>	All staff	4 <sup>th</sup> July onwards	
<b>Staff attending workplace with COVID19 symptoms</b>	Staff Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Staff displaying or reporting any symptoms must be sent home immediately for 14-day isolation</li> </ul>	Management / Staff	4 <sup>th</sup> July onwards	
<b>General</b>	Staff Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• No phones on shift to prevent screen touching whilst working.</li> </ul>	All Staff	4 <sup>th</sup> July onwards	
<b>Whilst on breaks</b>	Staff Contracting or passing COVID19	<ul style="list-style-type: none"> <li>• Suitable area allocated where distance can be, maintained.</li> <li>• Wash hands before and after breaks.</li> <li>• Adhere to same dining protocol as per customers.</li> </ul>	All Staff	4 <sup>th</sup> July onwards	

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Bespoke Site-specific additions</b>					
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		* * *			
		* * *			
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		* * * * *			



What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Additions and amendments to this RA amendments and additions COVID19 post 4<sup>th</sup> July</b>					
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# Albion and East *Cattivo* Safety, Security & Licensing Policy

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Capacity Street Level – 110  
Capacity Below Ground -110  
Total Capacity – 220

On Friday and Saturday evenings Door Staff will check Capacity regularly. If at any point capacity is reached a waiting system will be managed by SIA door staff from the Ferndale Road entrance with the line going towards the high street. Barriers will be in place to contain those waiting. No entry will be allowed after 1am.

# 1. BACKGROUND – SAFETY, SECURITY AND LICENSING

## INTRODUCTION

The management at Cattivo are committed to protecting our employees, customers and property through creating a safe and secure environment that is drug, weapon and crime free. The legislation that governs operating procedures and practice in licensed premises is found in the Licensing Act 2003.

## FOUR OBJECTIVES OF THE LICENSING ACT 2003:

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm

The policy and guide that follow are designed to assist our managers and their teams in understanding and proactively supporting Safety, Security off and on our premises

## IMPLICATIONS OF THE LICENSING ACT 2003

Police and local authorities have broad powers in ensuring there is compliance with the Act. Below are some critical points:

- Rights of entry and inspection of licensed premises
- Powers to close premises
- Refusal of service to a person who appears drunk
- Refusal to serve under 18s

### **Rights of entry and inspection of licensed premises**

- A police officer or authorised Environmental Health Practitioners/Fire Officer/Health and Safety Officer may at any time enter any premises if they have reason to believe that the premises are being or about to be used for a licensable activity.
- A police officer may enter and search any premises at any time if they have reason to believe that an offence under the Licensing Act has been or is about to be committed. No search warrant is required.
- Customs and Excise officers have the right to enter licensed premises and remove goods liable to forfeiture. If entry is demanded at night, officers must be accompanied by a police officer.

## **Background Continued.....**

### **Power to close premises**

- Senior police officers and Environmental Health Practitioners have the power to close a premise if:
  - They believe that there is disorder at the premises
  - Disorder is imminent and closure is necessary in the interests of public safety
  - They believe that a nuisance is being caused by noise from the premises
  - They believe there is the production or supply of Class A drugs
  - Public nuisance is being caused by noise coming from the premises
- (Should you receive a request or be advised to close the premises by a police officer below the rank of inspector you must first obtain authorization from Darren Rumbelow.

### **Refusal of service to a person who appears to be drunk**

An offence is committed if a personal license holder or anyone authorised to sell alcohol knowingly sells alcohol to a person who is drunk or who appears to be drunk. Other offenses are:

- Serving alcohol to the companion of a person who is drunk for the drunken person's consumption
- Allowing alcohol to be sold to a person who is drunk
- Obtaining alcohol for a person who is drunk.

Failure to comply with the above could result in a fixed penalty notice to the person that served alcohol in any of the above circumstances.

### **Refusal to serve under 18s**

It is an offence to purchase or attempt to purchase alcohol for anyone under the age of 18 and knowingly allow the sale of alcohol to someone under 18.

Acceptable forms of ID under current licensing laws are:

- Photo driving license
- Passport

We adhere to the Challenge 25 initiative so if a person looks under 25 they will be asked for ID.

## 2. Review Periods

### CORE PRINCIPLES:

- The General Manager or Operations director should review the below policy not less than annually
- Should the premises have a rise in non-serious incidents the policy should be reviewed.
- After any serious incident, the policy will be reviewed.
- At the request of the licencing authority (police or council) the policy should be reviewed.
- It is the responsibility of all employees to ensure the implementation of policy.
- Albion and East and the DPS will work in partnership with the responsible authorities to achieve the licensing objectives.

## 3 . SECURITY, SEARCH, SEIZURE, ARREST AND SAFETY

### Security

- All door security will be SIA registered
  - Badge status can be checked through the SIA website [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) for any member of door staff who has not previously worked at the venue.
  - The full 16-digit badge numbers are to be displayed on security signing in sheet on arrival.
  - Door staff will display SIA badges in a high visibility armband at all times while on duty.
  - The ratio should be as follows on weekend trading sessions.
  - 0 – 250 = 2 members of door security
  - 250 + customers = 3 members of door security
  - More security staff may be employed on event nights or in accordance with any risk assessment.

### Security staff will

- Ensure customers entering and exiting the building do so in a safe and orderly manner.
- Ensure security team maintain their allocated stations
- There will be on evenings with security personnel, a door register at all times. Such register to include the name, registration number and agency supplying security team, as well as recording the date, security duty times, entry refusals and ejection log, such information will be made available to the police on request.

## **Security search seizure continued....**

### **Search**

- A random search policy of all customers may be implemented depending on prevailing conditions, risk assessment or police advice.
- Where a search policy exists, it is our policy to publicise that persons entering the premises are liable (with their consent) to be searched and that agreement to search is a condition of entry.
- All searches will be recorded on CCTV.
- Any search or subsequent detainment shall comply with the Human Rights Act 1998. Persons refusing to consent will be denied entry. Additionally, the police may be called if drugs or weapons are suspected or found

### **Seizure**

If drugs or weapons are found during a search the following procedures will be adhered to:

- The person in possession will be given the opportunity to explain (if there are any doubts the police should be called).
- The duty manager or DPS must be informed.
- Numbered bags will be used to safely and securely store drugs or weapons in the safe.
- Whenever possible the bag should be sealed and signed in the presence of the person from whom the drugs or weapons were seized.
- It is good practice to bring the finding to the attention of a colleague immediately for corroboration.
- Management should never handle drugs without wearing protective gloves.
- All seizures are to be fully recorded by the CCTV system.
- All seizures are to be entered into the Drugs Register, counter signed by another member of management / security, sealed in a bag and dropped into the safe.
- At the earliest opportunity, this should be handed to the police / taken to the local police station.
- An incident report is to be filled out in full in all circumstances.

### **Safety**

- The DPS will actively participate in any PubWatch scheme where one exists.
- The capacity of the premises will be advised by the responsible authorities. A counting scheme will be operated on busy evenings and this number will not be exceeded.
- The external area shall be regularly checked by SIA door staff when on duty and staff / glass collection staff in the evenings.



## **4. DRUGS**

Our seizure is in line with the Misuse of Drugs Act 1971. Managers and Door staff have a level of discretion when dealing with the possession of a controlled substance.

### **Seizure**

If any substances are found they should be seized, placed into an evidence bag, sealed, signed and placed into the safe at the venue. No entry will be allowed to any person found in possession of drugs.

It is felt that three (3) or four (4) wraps or pills, or up to two (2) bags of Cannabis may constitute personal use. More than that may constitute possession with intent to supply, if a mixture and quantity of controlled substances is found Police would expect to be contacted. Suspects should be detained by door staff until Police arrive as long as it is safe for them to do so.

### **Retention**

A written record will be made in the venue incident book. This will include Date, Time, Signature of finder, a brief description of the suspect (or a picture from CCTV) and if in the venue safe signature of the manager.

### **Collection**

An e mail will be sent to police for small amounts notifying them of any confiscation.

## **5. WEAPONS**

- It is our aim to prevent any weapon (guns, knives, CS spray and other offensive weapons) being taken into our premises.
- It is our policy to ensure employees receive training in how to safely deal with customers who have been identified carrying a weapon and thereafter the safe storage until the police are notified and take charge of the scene
- Any weapons should be stored within the safe while police are contacted

### **Knives**

Can only be carried in public if they have a folding blade of less than three inches, people carrying such a knife commit no offence; however, our policy is to deny admittance to people carrying these items.

## **Weapons Continued....**

### **CS Gas**

Although legal in other countries it is classified as a firearm in the UK. Many tourists carry CS gas for self-defense believing it to be legal. Any CS gas found should be handled carefully and the police informed.

### **Offensive Weapons**

Adapted articles can be more difficult to detect. Such as sharpened pens, belt buckles and jewelry. If any of these items give you cause for concern, then access to the bar should be denied.

### **Guns**

If found during search customers must be denied access and the police called immediately.

If a gun is found it must be (as far as safely possible) left where it is (it may be part of a crime scene – see crime scene management). Once the police have arrived they will take charge of the scene and preserve evidence. Weapons should not be handled; if unpreventable protective gloves are to be worn.

## **6. CCTV**

- All managers are to be trained in the operation and usage off CCTV system.
- A person with understanding in the operation and usage off CCTV system shall be onsite during trading hours or in extreme cases will be able to contact a capable operative.
- We will, as deemed appropriate, ensure that CCTV is installed (to responsible authority requirements) to both interior and exterior areas and maintain one month's history of recordings.
- We will ensure CCTV systems are operated in accordance with the Data Protection Act 1998.
- The CCTV system will be maintained in good working order. Any faults will be rectified without delay and recorded in the incident log.
- Should there be a delay in repairing the system we will notify the appropriate authorities.
- CCTV will be operational on a continual 24hr period
- If any CCTV footage is taken from the premises by any of the responsible authorities a receipt must be obtained and entered into the incident book.
- CCTV instructions are to be displayed within the vicinity of the CCTV unit

## 7. INCIDENT LOG

A register of known incidents that occur on or near the premises will be kept. This log will include:

- All crime reported.
- All ejections or barring of patrons
- Any complaints received relating to Licensing Policy.
- Any incidents or disorders.
- Seizure of drugs or offensive weapons and their location.
- Any faults on the CCTV.
- Any visit by a responsible authority.
- Date, time and description of the incident and persons involved (if known).
- The time and date if reported to the police and any follow up conclusion from the incident.
- The register will be available for the police to inspect.
- Any CCTV footage given to the police (a receipt must be obtained)

## 8. CRIME SCENE MANAGEMENT

- In the event of any serious incident taking place we will treat this, the immediate surrounding area and any other associated area as a crime scene. The area will be cordoned off and every effort be made to preserve it.
- All access to the area with the exception of attending to any victim will be denied. Contact details of witnesses will be taken and suspects detained if it is safe to do so.
- As soon as it is practicably reasonable management will complete a log of events in the incident logbook.

**\*Note** There could be more than one crime scene: An example of this would be if a person were assaulted at the bar (crime scene 1). That person goes to the toilet to attend to the injury and drips blood (crime scene 2). Consideration must be given to crowd control and also consider whether or not all or part of the venue can stay open. Any item, no matter how small can provide vital evidence. In serious cases it is essential that items such as cigarette butts and glasses are preserved. Remember that all customers and staff are potential witnesses.

## **9. RESPONSIBLE ALCOHOL RETAILING**

It is our intention to ensure we promote an environment of responsible drinking and support sensible drinking messages.

- We operate a Challenge 25 policy, any person who appears to be under the age of 25 will be asked to provide an acceptable form of identification (Passport or photo driving license) to prove they are over 18 years old. These checks either successful or no will be recorded on the till system.
- All alcohol service staff will be trained on the above. Records will be held to demonstrate the training and a session will be held on the process every 6 months for all staff.
- No alcohol will be dispensed directly into a person's mouth
- Small measures of spirits (25ml) and wine (125ml) shall be available at all times
- Free tap water will be provided at all times.
- We operate a strict door policy to refuse entry to any persons who appear drunk
  - Any such refusals by bar staff will be recorded on our till system.
- Every effort to ensure any person who is asked to leave the premises is dealt with and helped in a responsible manner.
- Dancing on tables is prohibited.
- The company will ensure that no promotion of alcohol that could be deemed irresponsible will be undertaken.
- No off sales as takeaway will be permitted at any time and no drinks will be allowed to be taken

## **10. WITNESS AND VICTIM SUPPORT**

If an incident occurs, we will ensure:

- Appropriate emergency services called in a timely manner if appropriate
- Any witness or victim will be given details of the appropriate support if appropriate.
- Victims of theft should be given support and assistance in phoning credit card companies to report theft and cancel their cards.

Generally, victims will fall into one of four areas: harassment, drunkenness theft and drugs. In every instance we will ensure victims are dealt with sympathetically and in a planned and structured way.

## **Witness and victim support continued.....**

### **Harassment**

To deal with harassment in a professional way, you should do the following:

- See if the person needs any medical attention.
- Take to a private or quieter part of the bar.
- Investigate the incident with all parties concerned.
- Ask the person responsible for the harassment to leave the premises (call door team if necessary and available).
- The victim should be helped in every possible way, which may include arranging a taxi, phoning a friend, relative or colleague.

### **Drunkenness**

The signs to look for are customers talking too loudly, slurring their words, becoming excitable and possibly unstable on their feet.

The following steps should be taken:

- Avoid victim feeling foolish or embarrassed. Stop alcohol intake immediately and offer water.
- Ascertain level of comprehension by asking for their name and who they are with.
- The victim should be helped in every possible way, which may include arranging a taxi, phoning a friend, relative or colleague.

### **Theft**

If a customer claims they've been a victim of theft, you should do the following:

- Ensure the person is not injured.
- If need be, take them to a quiet area away from the public as the person maybe visibly upset (if this happens ensure your own safety and possibly go in twos).
- Give the customer use of a phone so they can call either a friend, family member or work colleague and call credit card companies and their bank if need be to cancel any cards.
- The site will hold a list of numbers to assist in this circumstance.
- Make a note of the theft / loss in the lost property log and complete the report making certain you get all their details.
- The victim should be helped in every possible way, which may include arranging a taxi, phoning a friend, relative or colleague.
- Advise customer of the local police contact so that they can report the crime, record the crime number in this instance.

## **Witness and victim support continued.....**

### **Injury**

If a customer or employee is injured in any way through cuts, sprains etc the level of injuring should be ascertained

- Provision of immediate first aid
- If more serious the ambulance service should be called.
- Accident reports will be completed in all such incident

### **Drugs**

If you suspect someone of taking drugs ensure your own safety as well as theirs. The signs of drug taking in general are uncontrollable nodding, can't focus their eyes, very slurred speech, erratic or shallow breathing or very heavy vomiting. If you suspect someone of having taken drugs, ensure the following steps are followed:

- If the person is conscious ask them or a friend what they have taken.
- The victim should be helped in every possible way, which may include arranging a taxi, phoning a friend, relative or colleague.
- If unconscious cordon off area and call an ambulance and put person in recovery position is possible.
- Assign a person to stay with the victim until the ambulance arrives.
- Record all details in the incident book.

## **12 Dispersal Smoking area and Crowd Management.**

### **Smoking and Crowd Management**

- A smoking area will be created on Friday and Saturday evenings from 9.30pm.
- The outside chairs will be used as barriers to contain those smoking.
- The area will not go beyond the first pillar on Ferndale road from the Ferndale Road Entrance. This area is outlined on the premises license.
- At no point will there be any more than 10 persons in the smoking area at any one time.
- All other outside furniture will be rendered unusable and stacked from 9.30 to 10pm at the latest as per the license condition.
- From 10pm the SIA door staff member positioned on the corner entrance with the double doors, will direct all smokers to the Ferndale Road entrance for entry, exit and smoking, except in the event of overcrowding or safety concerns at this entrance or in the event of an emergency.
- Doors and windows will be kept closed after 23.00 except for persons arriving, leaving or using the smoking area.

## **Dispersal**

We will operate a Dispersal Policy which has been formulated to ensure that the business does not have an adverse impact on neighboring premises, businesses or residents. We are conscious that Brixton Road is a very busy road, day and night, with both local businesses and residents in the immediate vicinity on Ferndale road and indeed Nursery road. Ferndale Road itself is a possible route to and from the O2 Academy.

If the policy is revised all team and Management will be made aware and fully trained in any new procedures.

A key element to ensuring that customers behave in a responsible and socially aware manner as they leave is the way in which they are managed, whilst they are in our premises and more significantly during their departure.

There are a number of pro-active measures we will exercise towards and at the end of the evening to encourage the efficient, controlled and safe dispersal of our customers during our closing period, which are outlined in our pro-active Dispersal Policy below.

## **PRO-ACTIVE DISPERSAL**

### **OUR AIM**

To ensure the safe, orderly and quiet dispersal of all our customers through our well trained and well-informed team. At all times our team will be calm, friendly yet firm when required. They will be well informed with information about local transport services – where they are located and the operating times – to ensure all customers not only disperse quietly and effectively but also get home safely.

### **POLICY**

1. At the end of the evening Management and staff (SIA door staff if on duty) will assist with the orderly and gradual dispersal of customers.
2. The music will be limited via a soundweb device at a level agreed with the local authority, and will not exceed this limit at any time. During the last 30 minutes of opening and after the bar has stopped serving alcohol, any music will be softer and the volume reduced gradually to encourage the gradual dispersal of customers.
3. During the last 10 minutes of trading the lighting levels will be increased gradually to encourage the gradual dispersal of customers.
4. We will display notices requesting our customers to leave quietly, and in an orderly manner out of consideration to our neighbors.

## Dispersal continued.

5. There will be at least one Manager who will take direct responsibility for the dispersal at the end of each evening, dedicating the last 30 minutes of trading to being front of house ensuring customers are encouraged to leave quietly and in an orderly fashion. They will work in tandem with the Door Team (if on duty) to ensure this happens.
6. Customers will be encouraged to finish their drinks and progress to the exit, removing all glasses and bottles before they reach the exit. This gradual dispersal has the aim of ensuring that customers leave quietly and there are no bottle-necks either at the exit or on the pavements outside.
7. During the last 30 minutes of trading, customers will be encouraged to use the toilets if needed (located in the basement).
8. Customers who wish to depart by taxi will have access to local taxi numbers to book their taxi before they leave, and arrange pick up either at the local taxi office 16 Bedford Road Brixton **0207 720 1331**. This will ensure we minimize taxis drawing up outside the venue, which allows a clear route for other traffic and disperses customers and removes potential disturbance for residents.
9. The Management and Door Team will draw attention of all exiting customers to the displayed notices encouraging them to leave quietly and in an orderly manner out of consideration to our neighbor's. Exit will be via the Fernadle Road entrance only except in the event of overcrowding for safety reasons.
10. The Management and Door Team will actively encourage dispersal to the local transport links Including the night tube on weekends. The tube station is a short walk away.
11. The Management and Door Team will pay particular attention to actively encouraging movement away from the venue to ensure there are no bottle necks on the pavement or potential gathering of persons.
  
12. The Door Team will be employed for 30 minutes after closure to ensure all customers leave the premises quietly and there is no congregating outside the venue, and to check the premises in full for clearance. In the absence of SIA registered door staff this activity will be undertaken by the manager on duty.
13. There is full CCTV coverage of the entrance which will run at all times and carries a 30-day recording period.
- 14.



## WORKING LOCALLY

Albion and East and the Management of the venue will ensure there is a strong working relationship with the local police guaranteeing complete awareness and transparency of our policy at all times.

We will attach the utmost importance to the careful investigation and prompt resolution of any complaint made in respect of the running of the premises. Emphasis will be placed on building and maintaining close relationships with neighbor's. Contact details of the Management team will always be available to our residential community, and every effort will be made to handle any complaints in a timely and considerate fashion.

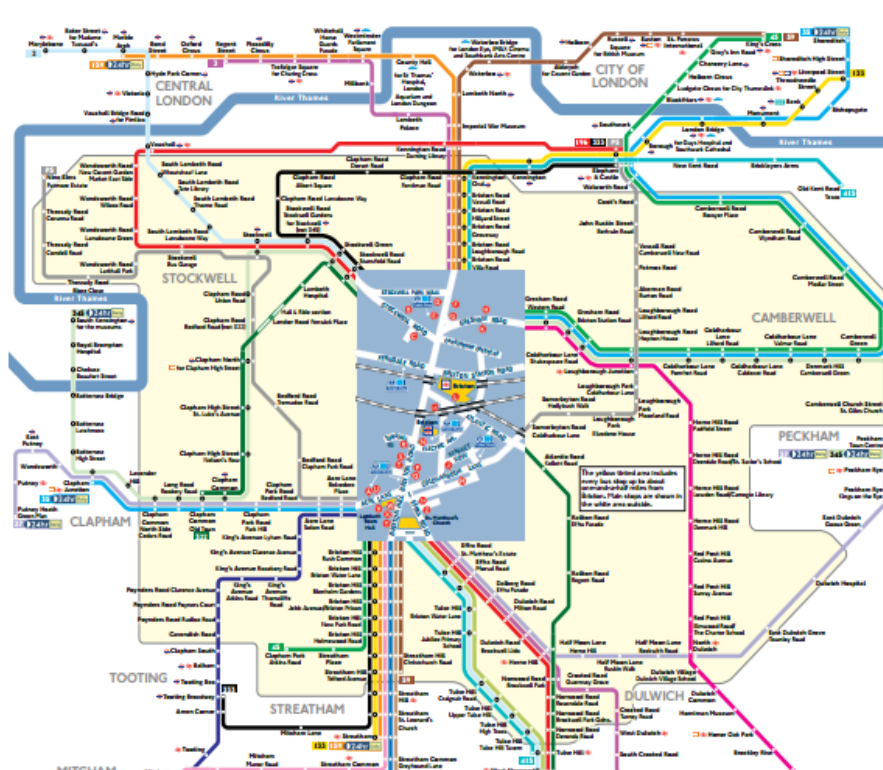
## NIGHT BUS

The venue is situated close to public transport that operates 24 hours a day. Notwithstanding a potential 24-hour tube service in future, the venue is also very close to a number of Night Bus stops which give access to 24-hour bus routes in all directions as follows;

## TAXIS

Patrons will be encouraged to hail any black Taxis to side streets for pick up. Will be moved away from the front of the premises whilst awaiting UBER arrivals and details of the local taxi company will be provided if necessary.

Buses from Brixton



Route finder

Bus route	Towards	Bus stop
2	Marlow Lane	② ② ②
5	West Norwood	② ② ②
35	Crystal Palace	② ② ②
37	Clapham Junction	② ② ②
37	Peckham	② ② ②
45	Putney Heath	② ② ②
45	Clapham Park	② ② ②
49	King's Cross	② ② ②
49	Southwark Hill	② ② ②
109	Croydon	② ② ②
111	Morden	② ② ②
133	Livingston Street	② ② ②
133	Southwark	② ② ②
139	Hastell Arch	② ② ②
139	Southwark	② ② ②
196	Elephant & Castle	② ② ②
196	Norwood Junction	② ② ②
196	Croydon	② ② ②
322	Clapham Common	② ② ②
322	Crystal Palace	② ② ②
333	Elephant & Castle	② ② ②
333	Footling Broadway	② ② ②
345	South Kensington	② ② ②
355	Mitcham	② ② ②
415	Old Kent Road Tube	② ② ②
415	Tulse Hill	② ② ②
432	Arbury	② ② ②
P4	Levisham	② ② ②
P5	Elephant & Castle	② ② ②
P5	Nine Elms	② ② ②

Other buses

Bus route	Towards	Bus stop
670	Burwood School	② ② ②
School journey	West Norwood	② ② ②

Key

- ② Connections with London Underground
- ② Connections with London Overground
- ② Connections with TfL Rail
- ② Connections with National Rail
- ② Connections with Docklands Light Railway
- ② Connections with London Trams
- ② Connections with river boats

Ways to pay

Top up your Oyster pay as you go credit or buy Travelcards and bus & tram passes at around 4,000 stops across London.

## 13. COUNTERFEIT BANK NOTES – GUIDANCE

- All members of staff are to be trained in how to identify counterfeit bank notes.
- The training will ensure that all members of staff fully understand what to do should they suspect they are in receipt of a counterfeit note, what to look out for and how to check the note.

### Management Action

- Any suspicious bank note is to be retained and placed in a separate bag in the safe.
- The operations Director is to be notified and the counterfeit currency collected and either destroyed or handed to our Bank (Barclays)
- Should several notes be taken the local police should be informed and the notes be handed to them along with any CCTV footage of those using the currency.

## 14. PROMOTIONS POLICY

- All promotional artwork and plans should be submitted for approval prior to any event taking place or printing of any artwork – no artwork may contain images or text that encourage or condone the irresponsible consumption of alcohol.
- No promotion may run if it lowers the price of alcohol to fifty pence or below per unit. *The minimum retail value for 1 unit of alcohol across our estate is fifty pence with no exceptions.*
- No alcohol shall be poured directly in to the mouth
- Tap water shall be made freely available at no charge for all of our guests.

### Calculating Units

To calculate the units of alcohol in a drink multiply the volume of the drink (in millilitres) by its percentage and divide by 1000 e.g. 1 pint of beer (568ml) at 4% would be  $568 \times 4 / 1000 = 2.27$  units of alcohol.

See [www.drinkaware.co.uk](http://www.drinkaware.co.uk) for information on products and units of alcohol. In order to calculate your unit price simply divide the amount of units by the selling price of the product.

### Competitor Analysis

The management will monitor the sale price of alcohol for Tesco and other supermarket products on occasion. This can be used as a benchmarking tool when establishing the sale price for any discount product if necessary.

## **15. MAINTENANCE & CONTRACTORS**

- Only nominated central contractors will carry out yearly electrical inspections, to include fire alarm and emergency lights .
- A nominated fire safe company shall be contracted to carry out yearly fire extinguisher inspections.

Signed DPS \_\_\_\_\_  
Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Assistant Manager \_\_\_\_\_  
Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager Other \_\_\_\_\_  
Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Head Door \_\_\_\_\_  
Print \_\_\_\_\_ Date \_\_\_\_\_