



**LICENSING ACT 2003 - RISK ASSESSMENT FORM – CRIME & DISORDER**

**February 2005**

No new action may be required if no problems are now evident.

<b>Hazard</b>	<b>Who might be harmed</b>	<b>Possible actions</b>
Violence in the pub.	Customers, staff, licensee	Maintain your own standards of behaviour, and exclude disruptive customers – zero tolerance. Don't serve drunks. Staff the bar to avoid queuing where possible. Ensure staff do not project an "anything goes" ambience. Collect glasses from tables regularly. Avoid overcrowding – if necessary set a capacity limit and control the door yourself. Improve ventilation. Join Pubwatch. Be drugs aware and train staff. Promote "I'll be Des' and offer food and soft drinks. Install CCTV. Ban certain alcoholics and troublemakers.
Violence outside the pub.	Customers, general public, staff, neighbours.	Don't serve drunks. Exclude disruptive customers. Join Pubwatch and other Police schemes. Arrange links with taxi firms and other transport operators. Promote "I'll be Des" so that groups have a driver to get home. Stop music well before last orders to "cool down". Be drugs aware and train staff. Talk to customers as they leave. Partnership schemes eg. CCTV. Restrain customers from taking drinks outside in glass containers. Extend late trading house to enable customers to disperse over a longer period – no big spill-out.
Live football matches locally	Customers, staff, licensee	Discuss specific match risks with Police, eg. Derby games. Use door control for pre-match hours. Consider closing, and do close if Police require it. Lay on extra staff to avoid delays serving. Use toughened glasses.



<p>TV football/other sports events.</p>	<p>Customers, staff, licensee</p>	<p>Ensure all parts of the bar can see the screens. Provide table service and glass collecting to avoid queuing before and at half time. Lay on extra staff to cope. Beware of banned individuals getting in. Consider door control to control crowding. Seated is better than standing – for view and for less crowding. Offer finger food rather than plated.</p>
---	-----------------------------------	---



**LICENSING ACT 2003  
RISK ASSESSMENT – PUBLIC SAFETY**

No new action may be required if no problems are now evident.

<b>Hazard</b>	<b>Who might be harmed</b>	<b>Possible actions</b>
Fire	Customers, residents, licensee, staff.	<p>Not all pubs currently require a fire certificate. This does not mean that the retailer is not required to take steps to minimise fire risk and ensure safety.</p> <ul style="list-style-type: none"> <li>- undertake fire risk assessment</li> <li>- ensure fire escapes not locked</li> <li>- dispose of smoking debris in a fire proof container</li> <li>- check seating at closing time for discarded fag-ends</li> <li>- don't prop fire doors open</li> <li>- maintain extinguishers and provide fire blanket in the kitchen</li> <li>- provide secondary means of escape from upstairs.</li> </ul> <p>Consider asking for fire advice voluntarily. This will include a capacity limit.</p>
Buildings/equipment	Customers, staff, passers by.	<p>Check regularly to avoid trip hazards and falling debris.</p> <p>Install and maintain play equipment to manufacturer's standards.</p> <p>Ensure power points are not overloaded – install new points if required.</p> <p>Carry out DDA audit.</p> <p>Maintain a health &amp; safety policy.</p> <p>Maintain an asbestos audit and check regularly for damage.</p> <p>Consider installing ventilation if smoking is permitted, especially over the serveries.</p>
Crowding	Customers, staff	<p>Ensure enough bar staff at busy times to avoid queuing.</p> <p>For special events consider ticketing and door management.</p> <p>Move out some of the furniture to avoid accidents.</p> <p>If crowding becomes regular, agree a capacity limit with the fire officer and count at the door.</p>
Injury events	Customers, staff	<p>Accidents happen – some avoidably.</p> <p>Keep an incident record book.</p> <p>Maintain a First Aid kit and make sure</p>



		everyone knows where to find it. Learn from incidents – put things right.
--	--	--



**LICENSING ACT 2003  
RISK ASSESSMENT – NOISE NUISANCE**

No new action may be required if no problems are now evident.

<b>Hazard</b>	<b>Who might be harmed</b>	<b>Possible actions</b>
Noise from outside drinking.	Neighbours. - level of risk depends on distance to nearby houses and type of residents, eg. Pensioners high risk, students low risk.	Limit hours of use to close the garden/terrace at say 10pm or 11pm. Buffer the noise using high fences or hedge planting.
Noise from outside the pub.	Neighbours – - level of risk depends if live music is offered. Possible also staff & customers if live music is exceptionally loud.	Limit hours of music entertainment. Install double glazing, lay carpets. Sound proof party walls. Keep doors and windows shut (requires air conditioning to maintain comfort levels). Limit volume of music.
Noise from customers leaving the premises.	Neighbours.	Close earlier! Unrealistic on a voluntary basis but this is the sanction available to the authorities. Talk to the customers as they leave. Put up reminder-signs “please leave quietly”. Don’t serve customers who are drunk. Apply for plenty of “drinking up time”, and maybe sell softs, coffee & snacks during that time.
Noise and vibration from equipment.	Neighbours, the licensees themselves!	Service plant regularly. Install vibration dampers.
Function bookings	Customers, neighbours	Functions may often run later. Plan ahead: Provide exclusive use of room and toilets. Include food in the booking. Agree music wind-down period at end. Ask guests to leave quietly. Pre-arranged transport is better. Take references – who is this booking mostly for? (there are some nightmare families looking for party venues!). Agree maximum number and who will control gate-crashers.
Deliveries and rubbish collection	Neighbours	You may not be able to choose these times, but if there are complaints about them coming very early or very late, discuss their “round” with the supervisor.



**LICENSING ACT 2003  
RISK ASSESSMENT – OTHER NUISANCES**

No new action may be required if no problems are now evident.

<b>Hazard</b>	<b>Who might be harmed</b>	<b>Possible actions</b>
Light pollution	Neighbours, licensee & family	Switch off all lights that are not required for security after closing time - may require electrician to wire new circuits. Ensure outside lights are “hooded” to throw light just where it is needed. Use lower wattage long-life bulbs.
Smells	Neighbours, customers	Change kitchen filters regularly. Keep kitchen windows closed and ventilate to extract air as far away as possible from neighbours. Clean the bins and bin area regularly. A covered bin store is preferable if possible. Maintenance contract for septic tanks.



**LICENSING ACT 2003  
RISK ASSESSMENT – HARM TO CHILDREN**

No new action may be required if no problems are now evident.

<b>Hazard</b>	<b>Who might be harmed</b>	<b>Possible actions</b>
Alcohol	Customers	Ask for proof of age, and are they accompanied. Ensure staff know the acceptable forms of proof of age and are confident to challenge. Bar staff/glass collectors to be alert to customers buying alcohol for children (esp. gardens). Consider limiting hours when children are permitted.
Gambling and Gaming	Customers	Keep machines in line of sight from the bar and use “no Under 18” stickers. Beware of illegal poker machines.
Sex	Customers	Use door control when sexual entertainment is provided, to ask for proof of age. Beware of unexpected strippagrams – if possible put stag parties in a separate area. Check regularly all ‘snug’ areas which are not readily seen from the bar, and toilets.
Drugs	Customers, staff	Ensure staff are trained to be drug aware. Check regularly all ‘snug’ areas not readily seen from the bar, and toilets. Use door control when offering dance facilities.
Play equipment	Customers	Install only BS approved equipment and provide safety matting. Ensure parental supervision – few pubs can afford to pay play supervisors. Check gardens regularly for hazards, eg. Broken glass.