

<b>Report to</b>	Licensing sub committee 2 November 2020	<b>Item</b>
<b>Report of</b>	Environmental Health & Public Protection Manager	<b>3</b>
<b>Subject</b>	Application for the Grant of a Premises Licence – Junkyard Market, St Marys Works Car Park, St Marys Plain Norwich	

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## **Purpose**

Members are asked, in accordance with the delegation of licensing functions contained in the Norwich City Council Statement of Licensing Policy (Licensing Act 2003), to consider the application for the grant of a premises licence in respect of Junkyard Market, St Marys Works Car Park, St Marys Plain Norwich following the receipt of relevant representations.

## **Recommendation**

That Members determine the application to grant the premises licence in accordance with the:

- Licensing Act 2003;
- Guidance issued under Section 182 of the Licensing Act 2003; and
- Norwich City Council Statement of Licensing Policy.

## **Corporate and service priorities**

The report helps to meet the corporate priorities of an inclusive economy and great neighbourhoods, housing and environment.

## **Financial implications**

None.

**Ward/s:** Mancroft

**Cabinet member:** Councillor Maguire – Safe and Sustainable City Environment

## **Contact officers**

Maxine Fuller – Public Protection Licensing Advisor      01603 989367

## **Background documents**

None

# **Report**

## **The application**

1. The applicant is After Dark Promotions Ltd
2. The proposed DPS is Robert MacCallum
3. The application seeks to allow the licensable activities, times and opening hours as set out in the application form, which is attached at appendix A. This also includes the steps proposed to promote the licensing objectives (operating schedule).

## **Relevant representations**

4. The responses from the Responsible Authorities are as follows:

Police – representation received - applicant has agreed to their conditions see appendix B

Environmental Protection – no representations.

Fire Officer – no representations.

Planning Officer – no representations.

Area Child Protection Committee – no representations.

Trading Standards – no representations.

Primary Care Trust – no representations

Representations objecting to the application have been received from 12 local residents and a councillor. 2 have been received in support which includes one from a councillor. Copy of the representations are attached at appendix C to the report.

Attached at appendix D is a site location map.

## **Norwich City Council Statement of Licensing Policy**

5. Attached at appendix E are the elements of the city council's local licensing policy, which are considered to have a bearing upon the application.

## **National Guidance (issued under section 182 of the Licensing Act 2003)**

6. Attached at appendix F are the elements of the national guidance issued by the Secretary of State that are considered to have a bearing upon the application.

## Summary

7. In determining the application with a view to promoting the licensing objectives the sub-committee must give appropriate weight to:
  - the steps that are appropriate to promote the licensing objectives (i.e. the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm);
  - the representations (including supporting information) presented by all the parties;
  - the guidance issued under Section 182 of the Licensing Act 2003 (national guidance); and
  - the council's own statement of licensing policy.
8. The Sub-Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
  - Grant the application as asked;
  - Modify the conditions of the licence by altering or omitting or adding to them;
  - Reject the whole or part of the application
  - refuse to accept the proposed DPS
9. The sub-committee is asked to note that it may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be appropriate in order to promote the licensing objectives.
10. The representations received appear to relate to issues that fall under the licensing objectives. The sub-committee is directed to paragraphs 20 and 24 of the local licensing policy at appendix D which contain examples of factors that impact on the licensing objectives that the applicant could consider when addressing these issues. These paragraphs also contains examples of control measures that may be taken into account in operating schedules having regard to the type of premises and/or the licensable activities.
11. The sub-committee is also reminded of the contents of appendices 2, 3, 4 and 5 of the local licensing policy (not re-produced in this report) which contain pools of model conditions relating to the four licensing objectives.



**Norwich**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensingapplications@norwich.gov.uk](mailto:licensingapplications@norwich.gov.uk)  
 Telephone: 0344 980 3333

\* required information

**Section 1 of 21**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

JunkYard Market Premises Licence

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

11881533

Business name

After Dark Promotions Ltd

If your business is registered, use its registered name.

VAT number

- none

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company



*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

☐ Address    ☒ OS map reference    ☐ Description

**Premises OS Map Reference**

OS map reference

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 21****APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

**Confirm The Following**

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

**Section 4 of 21****NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

After Dark Promotions Ltd

**Details**

Registered number (where applicable)

11881533

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

PLC

### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### Contact Details

E-mail

Telephone number

Other telephone number

\* Date of birth

\* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

## Section 5 of 21

### OPERATING SCHEDULE

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

The premises is a former private car park area enclosed by the buildings making up the Old Shoe Factory on St Mary's Plain. This is an outdoor space bordered by premises which are currently not in use. Most of the surrounding building is unoccupied while Planning approval is sought for its change of use and redevelopment. This has also been paused because of the health crisis. Please refer to the Plan drawing and photographs accompanying this application for more detail. This application is to establish a food-led open air seating area for weekend afternoons, particularly in the run up to and over the

*Continued from previous page...*

coming festive period. There will be a diverse food offer with preparation from temporary units placed around the edge of the seating area. Alcohol will be offered for sale to accompany the alfresco dining. A full Covid-19 Health & Safety risk assessment has been prepared for this Notice. This operation has been trialled successfully over the late summer through the use of Temporary Event Notices. During the trial, groups register names and contact details and strict distancing has been adhered to between tables and chairs and separate parties. Occupancy of table seating is time restricted through 3 hour booking slots with customers vacating the premises to allow clean down for 10-15 minutes between servings. After each sitting a cleaning Team clean the tables and chairs and replace any cutlery items. Tables will have maximum seating capacity of 6 and there is more than 1m separating each spacing. Service is only be given to customers seated and booked in. The overall capacity is limited by these health & safety considerations. The level of customer service provides a dynamic regulation on customer behaviour and the numbers on site. Notices will be displayed alerting customers that no alcoholic drinks shall be removed from the site. There will be ambient background music. This will be at such a low volume that guests nearest to any speaker will be able to conduct conversations without raising their voices. The customers will be of mixed ages ranging from families with children to the more mature individual or family groups. Customer toilets will be clearly marked - located outside of the rear of the building. There will be a queuing system with hand washing on entry and departure from the toilets and marked places for customers to stand and wait. Signage and leaflets will make clear the restrictions to allow safe operation including a proof of age charter and measures necessary to protect from infection.

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

#### Section 6 of 21

##### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

#### Section 7 of 21

##### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

#### Section 8 of 21

##### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

#### Section 9 of 21

##### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

#### Section 10 of 21

##### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)



*Continued from previous page...*

Will you be providing live music?

☐ Yes ☒ No

#### Section 11 of 21

##### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

#### Section 12 of 21

##### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

#### Section 13 of 21

##### PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

#### Section 14 of 21

##### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

#### Section 15 of 21

##### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

##### Standard Days And Timings

###### MONDAY

Start

End

Start

End

###### TUESDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Continued from previous page...

WEDNESDAY

Start 12:00

End 22:00

Start

End

THURSDAY

Start 12:00

End 22:00

Start

End

FRIDAY

Start 12:00

End 22:00

Start

End

SATURDAY

Start 12:00

End 22:00

Start

End

SUNDAY

Start 12:00

End 22:00

Start

End

Will the sale of alcohol be for consumption:

- ☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Continued from previous page...

**Name**

First name

Robert

Family name

MacCallum

Date of birth

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number  
(if known)

Issuing licensing authority  
(if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☒ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Continued from previous page...

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

**MONDAY**

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

**TUESDAY**

Start

End

Start

End

**WEDNESDAY**

Start

End

Start

End

**THURSDAY**

Start

End

Start

End

**FRIDAY**

Start

End

Start

End

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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## Section 18 of 21

### LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The premises will have a full health & safety risk assessment in place.

The premises will operate in accordance with a Covid-19 prevention risk assessment kept up to date with current Government guidelines.

All staff selling alcohol will receive training prior to working on the premises.

While Covid-19 lockdown measures are in place - alcohol sold for consumption outside will be delivered to the tables provided by a member of staff.

b) The prevention of crime and disorder

The Licensee shall ensure that at all times the premises is open for any licensable activity, there are sufficient competent staff on duty for the purposes of fulfilling the terms and conditions of the Licence and for preventing crime and disorder.

The Licensee shall not advertise, promote, sell or supply alcoholic drinks in such a way that is intended or likely to encourage persons to consume alcohol to an excessive extent.

The Licensee shall not sell or supply alcoholic drinks in such a way that will enable persons to consume unlimited quantities of alcoholic drinks for a single payment or a payment arrangement which is not related to the quantity or volume of alcoholic drinks supplied.

c) Public safety

The premises will have conducted a fire safety risk assessment and the resulting recommendations will be acted upon prior to opening.

All escape routes must be kept unobstructed, in good order with non-slippery surfaces, free of trip hazards and clearly identified.

An appropriate and adequate supply of first aid equipment will be available on the premises.

d) The prevention of public nuisance

The premises will have conducted a noise assessment and the resulting recommendations will be acted upon prior to opening.

The premises must remove their waste and refuse in a timely manner to a licensed waste disposal facility.

e) The protection of children from harm

Staff at the premises will seek credible photographic proof of age from any person seeking to purchase alcohol on the premises. Such proof of age will include; passport, photographic driving licence, Portman proof of age card and Pass scheme card.

Suitable signage will be displayed advising customers that the premises operates a 'Challenge 25' proof of age scheme.

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### NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

***Continued from previous page...***

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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#### **NOTES ON REGULATED ENTERTAINMENT**



*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

100.00

### DECLARATION

*Continued from previous page...*

- \* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

[Add another signatory](#)

Once you're finished you need to do the following:

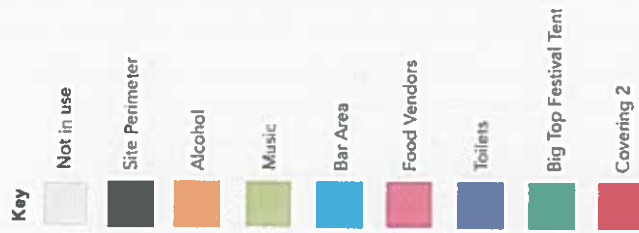
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/norwich/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

**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**

RECEIVED  
10 SEP 2020  
LICENSING OFFICE



**Dimensions**

**Big Top Festival Tent**

28m round

Floor area 615m sq

Wall height 4m

**Shade Cover 1**

Jondal 15mx15m



St Mary's Works Car Park – The JunkYard Market Project Site



RECEIVED  
10 SEP 2020  
LICENSING OFF



# General Risk Assessment Junkyard Market, Norwich



## Assessment details:

Company Name:	AfterDark Promotions
Description of activities undertaken:	Outdoor market serving high end street food and drink
Address of premises:	St Marys Works, 51 Colegate, Norwich NR3 1DD
Description of premises:	Carpark area (2300 sq metres approx.)
Risk Assessment Number:	GRA001
Version:	V2
Date of Assessment:	7 <sup>th</sup> July 2020 revised 24 July 2020
Review Schedule:	As and when operationally required
Completed by:	Andy smith
Checked by:	Helen McCabe
Date checked:	7 <sup>th</sup> July 2020 / 24 <sup>th</sup> July 2020
Authorised / accepted by:	Michael Femi-ola

## Contractor and workforce obligation

**This document contains important information regarding your health safety and welfare.  
It is essential that you read it and comply with the arrangements outlined in the document.**

## 1 Contents

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# General Risk Assessment

## Junkyard Market, Norwich

### 2 Introduction

#### 2.1 Purpose of a risk assessment

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people within our workplace and venues. This form will enable us to take note of what we have already done about it already, what we intend to do in the future and how we will ensure that any health and safety risks related to activities/ task/ location are where practicable eliminated, reduced and managed.

More general information and advice can be found at [www.hse.gov.uk](http://www.hse.gov.uk), and specific guidance on doing risk assessments can be seen using the following link; <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

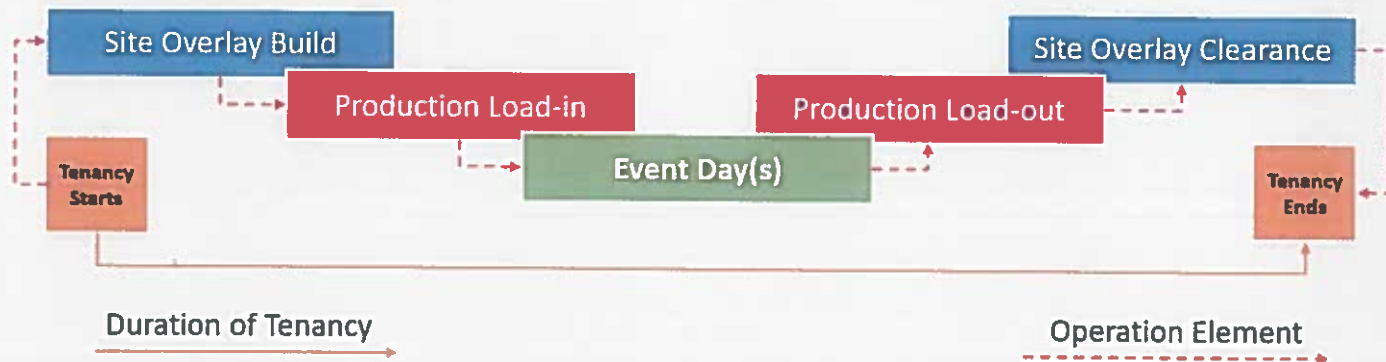
#### 2.2 Five steps to risk assessment explanation

Our risk assessment process is based on five steps as shown in the graphic below;



### 3 Phases of Operation

During the AfterDark Promotions tenancy period several phases of operation will take place. The diagram below gives an overview of these phases.



Hazards have been identified in this risk assessment have been identified for construction and event delivery phases, these are categorized as follows.

Construction Phases	Event Delivery
Site overlay build and clearance	Events day(s)
Production load-in and load out	

# General Risk Assessment

## Junkyard Market, Norwich

### 4 Summary of significant findings

Those risks which arise more often and/or those with more serious consequences can be categorised as significant risks.

The following have been identified as areas of significant risk due the estimated or actual **frequency** of a harmful occurrence, or the **severity** of a harmful occurrence should it occur. Each risk listed below is to be incorporated into a **Risk Reduction Plan** to help reduce

Risk reduction plan						
Ref No	Hazard / Risk	Phase of operation		Current residual risk Level	Persons monitoring Risk	Further controls
		Constitution	Event			
10.25	<b>Lifting equipment (rigging)</b> Falling objects, failure of lifting equipment causing; <ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Operational degradation</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 = Increased	TBC	TBC
10.26	<b>Lifting operations</b> Failure of lifting appliance or dropped loads causing; <ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Operational degradation</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 = Increased	TBC	TBC
10.49	<b>Temporary structures (working near)</b> Ancillary work taking place near to temporary structures affecting the structural stability leading to; <ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Operational Degradation</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 = Increased	TBC	TBC
11.13	<b>Crowd behaviour</b> Failure to manage the crowd behaviour effectively leading to; <ul style="list-style-type: none"> <li>Drunkenness / Drug use</li> <li>Disorder and violence</li> <li>Failure to maintain social distancing</li> <li>Injury</li> <li>Fatality</li> <li>Operational degradation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10 = Increased	TBC	TBC

Practical ways that any remaining risks could be managed should be proportionate to the level of risk, and could include items such as;

- Reference to a Standard Operating Procedure or specific Safety Management Policies and Procedures.
- A "Safe System of Work" for higher risk activities (which may even require a specific "Permit to Work" where additional control measures are required).
- Additional Training needs or supervision requirements.
- Any additional PPE that may need to be provided, etc.



# General Risk Assessment

## Junkyard Market, Norwich

### 5 Who may be at risk of harm?

Harm is an injury or resulting ill health of people, damage or loss of property or operational degradation because of an adverse event. Those who may be exposed to harm by a risk may include those shown in the table below;

#### General Groups

Based on activities/task /locations, those that might be harmed have been may be identified into the following groups;

All on site or;

- Workforce
- Contractors
- Teams
- Visitors
- General Public

#### Special Groups

Special Groups are defined as a group of persons who require an additions risk assessment due to their being more at risk than other groups. Examples of special groups for consideration could be;

- Young workers
- Disabled people
- Vulnerable people
- Night workers
- Shift workers
- New and expectant mothers
- Lone workers
- First Responders (Emergency Services)

# General Risk Assessment

## Junkyard Market, Norwich

### 6 Risk level rational and risk matrix

**Probability and severity** - The risk level is determined by the analysing the probability and severity of the harm that may be done;

**Probability of a harmful occurrence** – Probability is based on information known about the hazard and on hazard-related occurrences experienced in similar circumstances.

**Severity of a harmful occurrence** – The severity level does not consider probability; severity is an estimate of the loss that would follow the envisaged event.

Probability (expected frequency)	
<b>1 - Not likely</b>	Probability is assessed as not likely if a harmful occurrence resulting from exposure is possible but improbable. The assessor assumes that it will not occur, but the occurrence is not impossible based on activities.
<b>2 - Seldom</b>	Probability is assessed as seldom where a harmful occurrence is expected to happen infrequently. The event is viewed as a remotely possible and may occur at some time. Usually, several things must go wrong at once for the harmful event to happen based on activities.
<b>3 - Occasional</b>	Probability is assessed as occasional if a harmful occurrence is expected to happen sporadically or immediately because of exposure – the event is neither common nor uncommon based on activities.
<b>4 - Likely</b>	Probability is assessed as likely if a harmful occurrence is expected to happen several or numerous times. – the event commonly happens based on activities.
<b>5 - Frequent</b>	Probability is assessed as frequent if a harmful occurrence is known to happen continuously, regularly or inevitably based on activities.

Severity (expected consequences)	
<b>1 - Negligible</b>	Severity is estimated as negligible if the consequences of an event, if it occurs, are expected to include, minimal injury, illness, (cuts and bruises) loss or damage; no operational degradation or reduction in future capability.
<b>2 - Minor</b>	Severity is estimated as minor if the consequences of an event, if it occurs, are expected to include, minor injury, illness, (3 days off work) loss or damage; slight operational degradation; or reduction in future capability.
<b>3 - Significant</b>	Severity is estimated as significant if the consequences of an event, if it occurs, are expected to include, significant injury, illness, (7 days+ off work) loss or damage; significant operational degradation; or reduction in future capability.
<b>4 - Severe</b>	Severity is estimated as severe if the consequences of an event, if it occurs, are expected to include severe injury, illness, (long term) loss or damage; severe operational degradation; or reduction in future capability.
<b>5 - Critical</b>	A severity level is estimated as critical when consequence of an event, if it occurs, are expected to include death, unacceptable loss or damage; immediate operational failure; or loss of future capabilities

**Risk level matrix** – Probability of a harmful event x Severity of a harmful event = Risk Level explanation

Risk Matrix		Severity (expected consequences)				
		1 – Negligible	2 - Minor	3 – Significant	4 – Severe	5 – Critical
Probability (expected frequency)	1 – Not Likely	1 = Low	2 = Low	3 = Low	4 = Low	5 = Acceptable
	2 - Seldom	2 = Low	4 = Low	6 = Acceptable	8 = Acceptable	10 = Increased
	3 - Occasional	3 = Low	6 = Acceptable	9 = Increased	12 = Increased	15 = High
	4 – Likely	4 = Low	8 = Acceptable	12 = Increased	15 = High	20 = High
	5 – Frequent	5 = Acceptable	10 = Increased	15 = High	20 = High	25 = High

### 7 Residual risk rational

**Residual risk** – Residual risk is the risk that remains after controls are applied. Dependent on the level risk the following actions should be considered;

Low Risk (1-3)	Acceptable Risk (4-8)	Increased Risk (9-12)	High Risk (15-25)
Acceptable activity or policy. Additional consideration: No further actions required	Acceptable activity or policy, with controls and suitable supervision Additional consideration: Efforts should be made to reduce the risk further, but the cost of prevention should be carefully measured and limited. Risk reduction measures should be investigated and where possible, be implemented within 3 to 6 months	Acceptable activity or policy only with stringent controls and high levels of supervision Additional consideration: Efforts must be made to reduce the risk further, but the cost of prevention should be carefully measured and limited. Risk reduction measures should be implemented within 1 to 3 months	Unacceptable activity or policy. Additional considerations: No work is to be undertaken unless the risk level is reduced. If immediate actions to reduce the risk are not apparent, stop work and seek advice from competent specialists as a matter of urgency.
See page 5 for control measure and suitability of controls			

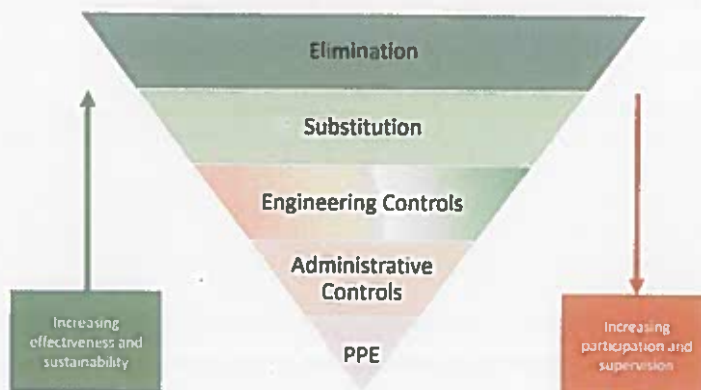
# General Risk Assessment

## Junkyard Market, Norwich

### 8 Control Measures and suitability of controls

Controls are methods used for reducing the risk to 'as low as reasonably practicable'. Control measures are to be considered and implied in order of priority.

**Hierarchy of Controls** - The hierarchy of controls table below shows these priorities;



Hierarchy of controls	
<b>1<sup>st</sup> Elimination</b>	Redesign the job or eliminate materials or substances so that the hazard is removed or eliminated.
<b>2<sup>nd</sup> Substitution</b>	Replace the materials, substances or process with a less hazardous one
<b>3<sup>rd</sup> Engineering controls</b>	Use work equipment or other measures. For example, to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fumes or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery or equipment. Give priority to measures which protect collectively over individual measures.
<b>4<sup>th</sup> Administrative controls</b>	These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
<b>5<sup>th</sup> Personal protective equipment (PPE)</b>	Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur)

**Suitability of controls** – The Suitability of the control measure(s) can be assessed by applying the following:

Suitability of controls	
<b>Feasibility</b>	The organisation has the capability to implement the controls
<b>Acceptability</b>	The benefit gained by implementing the controls justifies the cost in resources and time. This assessment of acceptance is largely subjective. Experience, company guidance and other external restrictions can influence the outcome.
<b>Suitability</b>	The control(s) removes the hazard(s) or mitigates the residual risk to an acceptable level (to be determined by a responsible individual).
<b>Support</b>	Adequate personal, equipment, supplies and facilities are available to implement the proposed controls.
<b>Explicitness</b>	The controls clearly specify who, what, where and when, why and how each control will be used.
<b>Standards</b>	Guidance and procedures for implementing the controls are clear, practicable and specific.
<b>Training</b>	The knowledge and skills of the workforce are adequate to implement the controls.
<b>Leadership</b>	Management is ready, willing and able to implement the controls
<b>The Individual</b>	Individual members of the workforce are sufficiently self-disciplined and capable of implementing the control.

# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level				Controls in place	Probability X Severity = Residual Risk Level				Additional controls required and further information:
			P	S	RL	P		S	RRL			
9.1	<b>Access &amp; Egress</b> Slips & trips leading to; <ul style="list-style-type: none"><li>injury</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li></ul>	3 - Occasional	3 - Significant	9 = Increased	<ul style="list-style-type: none"><li>Pedestrian walkway installed clearly marked and lit with housekeeping being prioritised.</li><li>Cable management plan in place</li><li>Equipment stored appropriately</li></ul>	2 - Seldom	3 - Significant	6 = Acceptable	<b>Additional Controls (if required);</b> None at this time  <b>Further Information;</b> <a href="#">General workplace health &amp; safety</a>		
9.2	<b>Access &amp; Egress</b> Unauthorised person accessing hazardous areas leading to: <ul style="list-style-type: none"><li>contact with plant, machinery or vehicles</li><li>Theft</li><li>Arson / Terrorist act</li><li>Operational degradation</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Visitors</li><li>General Public</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"><li>Security employed to protect the site.</li><li>Perimeter fence and access control systems in place.</li><li>Workforce to be briefed on safe access, egress and circulation routes.</li><li>Access to roof and other high-risk area strictly controlled</li><li>CCTV utilised to for safety and security purposes</li></ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required);</b> None at this time  <b>Further Information;</b> <a href="#">General workplace health &amp; safety</a>		
9.3	<b>Accidents</b> Inadequate arrangements for dealing with accidents leading to; <ul style="list-style-type: none"><li>delay in treatment of casualty</li><li>worsening prognosis and potential fatalities</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"><li>No lone working on site</li><li>Good communications</li><li>AfterDark Promotions to supply First Aid Trained staff</li><li>Contractors to provide First Aid Trained Staff</li><li>Suitable and sufficient first aid and medical equipment on site</li></ul>	1 - Not Likely	3 - Significant	3 = Low	<b>Additional Controls (if required);</b> None at this time  <b>Further Information;</b> <a href="#">Advice on managing accidents</a> <a href="#">UK accidents at work statistics</a>		



# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level				Controls in place	Probability X Severity = Residual Risk Level				Additional controls required and further information:
			P	S	RL			P	S	RRL		
9.4	<b>Accidents</b> Under reporting of accidents incidents leading to; <ul style="list-style-type: none"><li>recurrence or repetition of accident/incidents</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li></ul>	3 - Occasional	3 - Significant	9 = Increased	<ul style="list-style-type: none"><li>Accident/incident reporting procedure will be communicated via induction process and event safety plan.</li><li>AfterDark Promotions accident/incident reporting procedure in place</li><li>AfterDark Promotions accident/incident follow-up procedure in place</li></ul>	2 - Seldom	3 - Significant	6 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Advice on managing accidents</a> <a href="#">Guidance on accident investigation</a> <a href="#">Guidance on RIDDOR reporting</a>		
9.5	<b>Alcohol &amp; drugs</b> Personnel working under the influence of alcohol and drugs leading to; <ul style="list-style-type: none"><li>accidents</li><li>ill health</li><li>fatalities</li><li>operational degradation</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li></ul>	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"><li>Zero tolerance to alcohol and drugs during working hours.</li><li>Inductions to communicate zero tolerance policy to all on site</li></ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> Alcohol management plan in place and DPS appointed for the event. Search policy in place for illegal drugs Policy in place for illicit drug use  <b>Further Information:</b> <a href="#">Guidance on alcohol and drugs in the workplace</a> <a href="#">Information on drug misuse in England and Wales 2019</a>		
9.6	<b>Biological &amp; Viral</b> Personnel coming into contact with viral, bacterial or fungus leading to; <ul style="list-style-type: none"><li>Sickness</li><li>Operational degradation</li><li>Long term ill health</li><li>Fatality</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Visitors</li></ul>	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"><li>Staff encouraged to wear gloves for handling equipment</li><li>Suitable and sufficient handwash facilities on site</li><li>Hand sanitiser available on site</li><li>Signage to in place to encourage staff to wash hands prior to eating, drinking or smoking</li><li>Arrangements in place to handle clinical waste and needles.</li><li>Food prepared and served in appropriate areas and in accordance with current guidance</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<b>Additional Controls (if required):</b> AfterDark Promotions to follow UK government advice I regards to COVID -19. Those showing symptoms of the diseases are to self-isolate. Separate COVID-19 Assessment in place <b>Further Information:</b> <a href="#">Guidance on biological hazards on construction sites</a> <a href="#">Guidance on food hygiene</a> <a href="#">COVID-19 Guidance for employers</a> <a href="#">COVID -19 poster</a>		

# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level!			Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL		P	S	RRL	
9.7	<b>Cable management</b> Poor cable management causing slips & trips leading to; <ul style="list-style-type: none"><li>• Injury</li><li>• Cable damage</li><li>• Fire</li><li>• Operational degradation</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li><li>• Customers</li><li>• Visitors</li><li>• Disable persons</li></ul>	4 - Likely	4 - Severe	12 = Increased	<ul style="list-style-type: none"><li>• Cable runs will be securely fixed above head height or installed in cable ramps or protected with matting.</li><li>• Across traffic routes, they will be installed at an adequate height to avoid contact with vehicles.</li><li>• Fire exit routes and final exit doors to be kept clear of obstruction.</li><li>• Cable ramps front of house to be suitable for wheelchair use</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Guidance on slips and trips</a>
9.8	<b>Combustible materials</b> Combustible materials coming into contact with ignition sources leading to; <ul style="list-style-type: none"><li>• Fire</li><li>• Injuries</li><li>• Fatalities</li><li>• Operational degradation</li></ul>	<ul style="list-style-type: none"><li>• All</li></ul>	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"><li>• Combustible materials to be stored correctly.</li><li>• Materials to be segregated from ignition sources.</li><li>• Staff aware of causes of fire and fire prevention</li><li>• Firefighting equipment on site</li><li>• Drapes/fabrics to be suitably flame retardant.</li><li>• Housekeeping to be treated as a priority.</li></ul>	2 - Seldom	3 - Significant	6 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Guidance on types of combustible materials</a>
9.9	<b>Communications</b> Poor communication of health and safety requirements leading to; <ul style="list-style-type: none"><li>• Poor working practices</li><li>• Injury</li><li>• Operational degradation</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li></ul>	2 - Seldom	3 - Significant	6 = Acceptable	<ul style="list-style-type: none"><li>• Planning documentation prepared and circulated</li><li>• Consultation and inclusion actively encouraged from all stakeholders</li><li>• Toolbox talks to be given on site</li><li>• Site induction and rules for contractors in place</li></ul>	1 - Not Likely	3 - Significant	3 = Low	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Guidance on communication of Health &amp; Safety arrangements</a>

# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level			Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL		P	S	RRL	
9.10	<b>Competence</b> Lack of competence in operating equipment, safe working procedures and operational procedures leading to: <ul style="list-style-type: none"><li>Injuries</li><li>Fatalities</li><li>Operational degradation</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Customers</li><li>Visitors</li></ul>	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"><li>Appropriate information, instruction will be provided to workforce</li><li>Contractors to supply appropriate documentation, licences and proof of insurance prior to the event.</li><li>Competent H&amp;S advisor appointed to the event</li><li>Contractors to supply staff with necessary competencies.</li></ul>	2 - Seldom	3 - Significant	6 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Guidance on health &amp; safety competence</a> <a href="#">Guidance on managing contractors</a>
9.11	<b>Crime &amp; terrorism</b> Act of terrorism leading to: <ul style="list-style-type: none"><li>Injuries</li><li>Fatalities</li><li>Operational degradation</li></ul>	<ul style="list-style-type: none"><li>All</li></ul>	2 - Seldom	5 - Critical	10 = Increased	<ul style="list-style-type: none"><li>Provision of adequate security cover which will be determined by security risk assessment for specific sites.</li><li>Venue and personnel search policy in place.</li><li>HVM countermeasures to be considered and implemented if and where appropriate.</li><li>Compliance with AfterDark Promotions and venue emergency preparedness plans</li><li>CCTV utilised to for safety and security purposes</li></ul>	1 - Not likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> UK Terrorism Threat levels at time of writing (7 <sup>th</sup> July 20) <ul style="list-style-type: none"><li>National Threat Level – Substantial</li><li>Northern Ireland Treat Level – Severe</li></ul> Advice will be taken from Police Service on CT provision for the event. All on site are to be encouraged to complete ACT awareness training. <a href="#">ACT Awareness Training</a>  <b>Further Information:</b> <a href="#">Guidance on protecting public places</a> <a href="#">Guidance on the policing of events</a> <a href="#">Current UK terrorism threat levels</a> <a href="#">England and Wales crime statistics 2019</a>



# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level			Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL		P	S	RRL	
9.12	<b>Crowd movement</b> Failure to manage the crowd movement effectively leading to; <ul style="list-style-type: none"><li>• Overcrowding</li><li>• Crowd crush / collapse</li><li>• Crowd surge</li><li>• Injury</li><li>• Fatality</li><li>• Operational degradation</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li><li>• Customers</li><li>• General Public</li></ul>	3 - Occasional	5 - Critical	15 = High	<ul style="list-style-type: none"><li>• DIM - ICE meta model applied to the planning and delivery of the event. Site has been designed appropriately</li><li>• Crowd movement will be managed in an appropriate way using recognised and suitable routes.</li><li>• Capacity will always be set and controlled. Site will be suitable for the capacity intended.</li><li>• Barriers and fences will be used appropriately</li></ul>	1 - Not Likely	5 - Critical	5 = Acceptable	<b>Additional Controls (if required):</b> Dedicated and suitably trained and experienced staff to be deployed as and where deemed to be appropriate  <b>Further Information;</b> <a href="#">General crowd safety guidance</a> <a href="#">DIM-ICE meta model guidance</a> <a href="#">Crowd flow guidance</a> <a href="#">Crowd density guidance</a>
9.13	<b>Crowd behaviour</b> Failure to manage the crowd behaviour effectively leading to; <ul style="list-style-type: none"><li>• Drunkenness / Drug use</li><li>• Disorder and violence</li><li>• Failure to maintain social distancing</li><li>• Injury</li><li>• Fatality</li><li>• Operational degradation</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li><li>• Customers</li><li>• General Public</li></ul>	3 - Occasional	5 - Critical	15 = High	<ul style="list-style-type: none"><li>• DIM - ICE meta model applied to the planning and delivery of the event. Sight has been designed appropriately</li><li>• Audience profile and anticipated behaviour analysed before event</li><li>• Crowd management team to monitor and intervene where unwanted behaviours are exhibited</li><li>• Violence will result in ejection from the event and may result in police intervention</li></ul>	2 - Seldom	5 - Critical	10 = Increased	<b>Additional Controls (if required):</b> Dedicated and suitably trained and experienced staff to be deployed as and where deemed to be appropriate  <b>Further Information;</b> <a href="#">General crowd safety guidance</a> <a href="#">DIM-ICE meta model guidance</a> <a href="#">Information on crowd behaviour / psychology</a>



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## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level			Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information
			P	S	RL		P	S	RRL	
9.14	<b>Disabled persons</b> Failure to make adequate provision for disabled workers leading to; <ul style="list-style-type: none"><li>• Accessibility problems</li><li>• Failure to hear and act on alarms</li><li>• Mobility issues leading to increased evacuation times</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li><li>• Disabled persons</li></ul>	3 - Occasional	3 - Significant	9 = Increased	<ul style="list-style-type: none"><li>• Venue to be accessible where possible.</li><li>• Reasonable adjustments such as ramps, lower countertops; to be made where possible</li><li>• Auditable alarms to be supported by visual signals such as beacons.</li><li>• Escorts to be provided where no other alert system is practicable</li><li>• Refuge areas to be available in the event of an evacuation</li><li>• PEEP to be in place of disabled workers.</li></ul>	2 - Seldom	2 - Minor	4 = Low	<b>Additional Controls (if required);</b> None at this time  <b>Further Information;</b> <a href="#">Information for employers of disabled persons</a>
9.15	<b>Electricity</b> Unsafe electrical equipment/installation leading to; <ul style="list-style-type: none"><li>• Injury</li><li>• Fatality</li><li>• Operational degradation</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li><li>• Customers</li><li>• Visitors</li><li>• General Public</li></ul>	2 - Seldom	5 - Critical	10 = Increased	<ul style="list-style-type: none"><li>• All electrical installations and works on electrical systems to be installed by competent persons.</li><li>• Permanent equipment to be subject to maintenance schedule and visually inspected prior to use.</li><li>• All temporary electrical installations and work to comply with all current UK legislation guidance</li><li>• Testing and commissioning to be undertaken post installation and prior to use</li><li>• Maintenance and examination scheme to be in place and carried out by competent persons</li><li>• RCDs to be fitted to all systems where practicable</li></ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (If required);</b> None at this time  <b>Further Information;</b> <a href="#">Electrical safety at work</a> <a href="#">Electrical safety in public spaces</a> <a href="#">Portable appliance testing - FAQ's</a>

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## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level!				Controls in place	Probability X Severity = Residual Risk Level				Additional controls required and further information:
			P	S	RL			P	S	RRL		
9.16	<b>Emergency procedures</b> Workforce unaware of action to take in an emergency leading to: <ul style="list-style-type: none"><li>Inappropriate actions during emergencies</li><li>Injury</li><li>Fatality</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Customers</li><li>Visitors</li><li>General Public</li><li>Emergency services</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"><li>All personnel to be fully inducted prior to admission to all compound and venues</li><li>AfterDark Promotions procedures to be complied with in the event of an emergency</li><li>Communication strategy to be in place for the pacing of emergency messaging.</li></ul>	1 - Not likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> None at this time <b>Further Information:</b> <a href="#">Things to consideration for emergency plans</a>		
9.17	<b>Fire &amp; Explosion</b> Evacuation routes blocked leading to: <ul style="list-style-type: none"><li>Injuries</li><li>Fatalities</li><li>Operational degradation</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Customers</li><li>Visitors</li><li>General Public</li><li>Emergency services</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"><li>Exit routes will always be kept free from obstructions.</li><li>Cable runs will be adequately managed to ensure fire exit routes are unobstructed.</li><li>Provision of adequate firefighting appliances throughout the site</li><li>Emergency lighting and signage will be positioned appropriately within the site</li></ul>	1 - Not likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> None at this time <b>Further Information:</b> <a href="#">Guidance on fire safety on construction sites</a> <a href="#">General fire safety guidance</a>		

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## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level			Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL		P	S	RRL	
9.18	<b>Fire &amp; Explosion</b> Exposure to flame smoke and blast effects leading to: <ul style="list-style-type: none"> <li>Injuries</li> <li>Fatalities</li> <li>Operational degradation</li> </ul>	<ul style="list-style-type: none"> <li>Workforce</li> <li>Contractors</li> <li>Customers</li> <li>Visitors</li> <li>General Public</li> <li>Emergency services</li> </ul>	1 - Not Likely	5 - Critical	5 = Acceptable	<ul style="list-style-type: none"> <li>All flammable substances and combustible materials to be stored and disposed of correctly.</li> <li>All storage vessels containing flammable substances are regularly checked for leakage</li> <li>All electrical and mechanical plant rooms should be free of all extraneous stored material</li> <li>All luminaires, electrical motors and switchgear are of a flameproof type, when installed adjacent to flammable substances</li> <li>All smoking areas to be checked at the end of the working period for unextinguished smoking materials</li> <li>Permit to Work procedure in place</li> <li>All electrical machinery is regularly maintained</li> <li>All staff are to be properly supervised on electrical works and works where heat or flame processes are involved</li> <li>Fire signage in place</li> </ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Guidance on fire safety on construction sites</a> <a href="#">General fire safety guidance</a>

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## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level			Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL		P	S	RRL	
9.19	<b>First aid &amp; Medical</b> A delay in first aid/medical treatment in the event of an accident could lead to: <ul style="list-style-type: none"> <li>• Patient deterioration</li> <li>• Long term health issues</li> <li>• Fatalities</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce</li> <li>• Contractors</li> </ul>	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"> <li>• Provision of adequate first aid cover for the event and its activities.</li> <li>• Provision of enough First Aid supplies.</li> <li>• Processes in place for the use of medical gases. (See compressed gases)</li> </ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> Hospitals with A+E departments identified: <b>Norfolk and Norwich University Hospital</b> Tel: 01603 286 286 Fax: 01603 287 547 Address: Colney Lane, Norwich, Norfolk, NR4 7UY – 3.6 miles from site Website: <a href="http://www.nnuh.nhs.uk">http://www.nnuh.nhs.uk</a> Email: <a href="mailto:communications@nnuh.nhs.uk">communications@nnuh.nhs.uk</a> Full details of A+E provision can be found <a href="#">here</a> <b>Further Information:</b> First aid at work regulations St Johns first aid provision calculator
9.20	<b>Gases (Compressed)</b> Contents of the cylinder may contain flammable, oxidising, inert, corrosive or toxic gases that could cause: <ul style="list-style-type: none"> <li>• Injury</li> <li>• Ill health</li> <li>• Fatality</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"> <li>• Cylinders and associated fixtures and fittings to be installed by competent person.</li> <li>• Gas monitoring system to be installed as appropriate if cylinder is stored in confined space and specific risk assessment conducted.</li> <li>• General storage of cylinders to be located in dedicated secure area</li> <li>• Cylinders to be stored in accordance with information obtained from the supplier.</li> <li>• Compliance with PSSR 2000 where applicable</li> </ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> None at this time <b>Further Information:</b> <a href="#">General gas safety</a> <a href="#">Use of oxygen (medical)</a> <a href="#">Use of Entonox</a> <a href="#">Use of helium</a> <a href="#">Use of CO2</a>



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## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level				Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL			P	S	RRL	
9.21	<b>Gases (Liquid petroleum gas / Butane / Propane)</b> Leakage from damaged containers, fire/explosion leading to: • Injury • Fatality • Operational degradation	<ul style="list-style-type: none"> <li>• Workforce</li> <li>• Contractors</li> <li>• Visitors</li> <li>• General Public</li> </ul>	2 - Seldom	5 - Critical	10 = Increased	<ul style="list-style-type: none"> <li>• Storage kept to minimum amount needed and retained in secure area.</li> <li>• Stored and handled in accordance with current regulations and codes of practice.</li> <li>• In case of leakage contact the emergency services and evac area</li> <li>• Fire Fighting Equipment in place</li> <li>• Staff trained to deal with emergency</li> </ul>		1 - Not likely	5 - Critical	5 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Use of Propane</a> <a href="#">Use of Butane</a>
9.22	<b>Hazardous substances</b> Contact with hazardous substances leading to: • Ill health • Injury	<ul style="list-style-type: none"> <li>• Workforce</li> <li>• Contractors</li> </ul>	3 - Occasional	3 - Significant	9 = Increased	<ul style="list-style-type: none"> <li>• Hazardous substances will be identified, stored appropriately and minimum amounts of stock will be retained.</li> <li>• Hazardous substances will be subject to a COSHH assessment as appropriate.</li> <li>• COSHH assessments will be communicated to the appropriate parties</li> <li>• Spillage kits will be provided to clean up and contain any spills.</li> </ul>		2 - Seldom	3 - Significant	6 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Guidance on COSHH</a>
9.23	<b>Hand tools</b> Incorrect tool or incorrect use of hand tools. Staff not competent in use of hand tools Hand vibration	<ul style="list-style-type: none"> <li>• Workforce</li> <li>• Contractors</li> </ul>	2 - Seldom	3 - Significant	6 = Acceptable	<ul style="list-style-type: none"> <li>• Contractors and workforce to be competent in the use of hand tools</li> <li>• Only tools appropriate to the task to be used</li> <li>• Exposure limits and job rotation to be in place tools involving vibration risks</li> <li>• Hand tools to be tethered appropriately when being used at height</li> </ul>		1 - Not likely	3 - Significant	3 = Low	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Guidance on providing work equipment</a>

# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level				Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL	P		S	RRL		
9.24	<b>Lighting</b> Inadequate / distracting lighting effects / levels leading to: <ul style="list-style-type: none"><li>• Injury</li><li>• Long term health issues</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li><li>• Performers</li><li>• Customers</li><li>• Visitors</li><li>• General Public</li></ul>	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"><li>• Areas will be provided with adequate lighting levels.</li><li>• Where possible, changes in level in work areas will be highlighted.</li></ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (If required):</b> Add text  <b>Further Information:</b> <a href="#">General workplace health &amp; safety</a>	
9.25	<b>Lone workers</b> A delay in first aid/medical treatment in the event of an accident to a lone worker could lead to: <ul style="list-style-type: none"><li>• Injury</li><li>• Fatality</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li><li>• Lone workers</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"><li>• Open line of communication with Lone Manager.</li><li>• No lone work permitted in normal circumstances.</li><li>• Absolutely no lone working permitted in high risk areas such as roofs.</li><li>• Lone working policy/procedure in place</li></ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (If required):</b> Add text  <b>Further Information:</b> <a href="#">Lone workers guidance</a>	
9.26	<b>Manual handling</b> Musculoskeletal disorders, sprains and strains caused by manual handling causing: <ul style="list-style-type: none"><li>• Injury</li><li>• Ill health</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li></ul>	3 - Occasional	3 - Significant	9 = Increased	<ul style="list-style-type: none"><li>• Manual handling tasks will be eliminated where possible and where this is not practicable mechanical handling aids will be utilised when possible.</li><li>• Provision of information, instruction and training for those required to carry out manual handling activities.</li><li>• Where manual handling of props is required consideration will be given to the task, individual capability, the shape and weight of the load and the nature of the specific performance environment. If required additional training may be required</li><li>• Consider staff rotation to reduce the of Musculoskeletal disorders, sprains</li><li>• Safe use of mechanical aids</li></ul>	2 - Seldom	3 - Significant	6 = Acceptable	<b>Additional Controls (If required):</b> Add text  <b>Further Information:</b> <a href="#">Manual handling guidance</a>	

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## 9 Risk assessment findings

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			P	S	RL		P	S	RRL	
9.27	<b>New and expectant mothers</b> Discomfort may occur during the various work activities leading to: • Injury • Ill health	<ul style="list-style-type: none"> <li>• Workforce</li> <li>• Contractors</li> <li>• New and expectant mothers</li> </ul>	2 - Seldom	3 - Significant	6 = Acceptable	<ul style="list-style-type: none"> <li>• Lone working procedure in place</li> <li>• Regular breaks as required</li> <li>• Individual risk assessment in place</li> <li>• Training</li> </ul>	1 - Not Likely	3 - Significant	3 = Low	<b>Additional Controls (if required):</b> Add text  <b>Further Information:</b> <a href="#">New and expectant mothers' guidance</a>
9.28	<b>Noise</b> Excessive noise levels leading to: • Temporary hearing loss • Permanent hearing loss • Difficulty in communications	<ul style="list-style-type: none"> <li>• Workforce</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"> <li>• Mandatory hearing protection zones where noise assessment has indicated daily exposure levels are above 85dB.</li> <li>• Where noise levels are above 85dB rotation of personnel will reduce exposure levels.</li> <li>• Information on potential noise exposure communicated to personnel as appropriate.</li> <li>• Provision of adequate communication systems</li> <li>• Restricted area</li> </ul>	2 - Seldom	4 - Severe	8 = Acceptable	<b>Additional Controls (if required):</b> Music on event days to be at low (background) level  <b>Further Information:</b> <a href="#">Noise in the workplace guidance</a>
9.29	<b>Personal protective equipment (PPE)</b> Lack of provision of appropriate personal protective equipment leading to: • Injury • Fatality • Operational degradation	<ul style="list-style-type: none"> <li>• Workforce</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"> <li>• Assessment will identify appropriate PPE requirements for workforce</li> <li>• Site policy is 3-point PPE – footwear, high visibility clothing and hard hat where overhead working is taking place</li> <li>• Contractor specific activity risk assessment will identify appropriate PPE requirements for contractors over and above the standard 3- point policy</li> </ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> PPE for COVID-19 is detailed in addition assessment  <b>Further Information:</b> <a href="#">Use of PPE guidance</a>



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## 9 Risk assessment findings

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			P	S	RL		P	S	RRL	
9.30	<b>Safety signs</b> Failure to provide information on site specific hazards and safe working procedures leading to: <ul style="list-style-type: none"><li>Injury</li><li>Fatality</li><li>Operational Degradation</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Visitors</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"><li>Suitable and sufficient safety signs will be used in the work environment</li><li>All employees will receive suitable and sufficient instruction and training in the meaning of safety signs</li><li>Comprehensible and relevant information on the measures to be taken in connection with safety signs will be provided to employees</li><li>All safety signs will be maintained to perform the function for which they are intended</li></ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> Additional signage to be installed specific to maintaining social distancing and handwashing during the COVID-19 outbreak  <b>Further Information:</b> <a href="#">Safety signage guidance</a>
9.31	<b>Storage</b> Contact with stationary objects and trips leading to: <ul style="list-style-type: none"><li>Injury</li><li>Fatality</li><li>Operational Degradation</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Customers</li><li>Visitors</li></ul>	3 - Occasional	3 - Significant	9 = Increased	<ul style="list-style-type: none"><li>All materials, equipment and plant will be stored safely and not impede walkways and thoroughfares.</li></ul>	2 - Seldom	3 - Significant	6 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">General workplace health &amp; safety</a>
9.32	<b>Temporary structures (Collapse)</b> Collapse of temporary structure leading to: <ul style="list-style-type: none"><li>Injury</li><li>Fatality</li><li>Operational Degradation</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Customers</li><li>Visitors</li></ul>	2 - Seldom	5 - Critical	10 = Increased	<ul style="list-style-type: none"><li>Structures to be designed by competent designers</li><li>Independent design checks to be carried out</li><li>Temporary structures to be installed by pre-qualified contractors.</li><li>Engineering documentation to be checked by chartered engineer prior to the structure being built or installed</li><li>Independent erection check to be carried out by competent person</li><li>Daily pre use inspections to be carried out by competent persons</li></ul>	1 - Not Likely	5 - Critical	5 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Use of temporary demountable structures</a>



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			P	S	RL		P	S	RRL	
9.33	Vehicles – loading & unloading Unsafe unloading and loading vehicles leading to: • Injury • Fatality • Operational Degradation	• Workforce • Contractors • Visitors	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"><li>Platform lifts will be used where possible.</li><li>Platform lifts will be marked with safe working loads.</li><li>Forklift trucks will be used where possible.</li><li>Where ramps are used, they will be properly fitted and have a non-slip surface.</li><li>Safe weight capacity for the structure to be followed</li><li>Sufficient personnel will be used as appropriate.</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Advise on loading and unloading vehicles</a> <a href="#">Advice on forklift truck safety</a> <a href="#">Advice on telehandler safety</a>
9.34	Vehicles – movements Movement of vehicles colliding with other vehicles or people and causing: • Injury • Fatality • Operational Degradation	• Workforce • Contractors • Customers • Visitors • General Public	3 - Occasional	5 - Critical	15 = High	<ul style="list-style-type: none"><li>Vehicle and pedestrian routes to be clearly defined.</li><li>Site speed limit in place</li><li>Pedestrian and vehicle routes to be identified in toolbox talks and inductions.</li><li>Crossing points planned and controlled</li><li>Protective barriers to be provided where necessary</li><li>Vehicles to be banks where appropriate</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Advise on loading and unloading vehicles</a> <a href="#">Advice on forklift truck safety</a> <a href="#">Advice on telehandler safety</a> <a href="#">Advice on the use of ATV's</a> <a href="#">Example of golf buggy safety policy</a>
9.35	Visitors Unauthorised access to hazardous areas causing: • Injury • Fatality • Operational Degradation	• Workforce • Contractors • Visitors • General Public	2 - Seldom	3 - Significant	6 = Acceptable	<ul style="list-style-type: none"><li>Visitors to receive site induction.</li><li>Visitors to be always accompanied</li></ul>	1 - Not Likely	3 - Significant	3 = Low	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> Add text

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# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazard's Risks	Whom or what is at risk	Probability X Severity = Risk Level			Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL		P	S	RRL	
9.36	<b>Vulnerable persons</b> Failure to have processes and procedures in place to handle issue related to vulnerable persons leading to: <ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Operational Degradation</li> </ul>	<ul style="list-style-type: none"> <li>Workforce</li> <li>Contractors</li> <li>Customers</li> <li>Visitors</li> <li>General Public</li> </ul>	2 - Seldom	3 - Significant	6 = Acceptable	<ul style="list-style-type: none"> <li>Disabled reason policy in place. Policy to include mental health considerations</li> <li>Drugs and alcohol policy in place</li> <li>Reasonable adjustments to working practices &amp; the workplace to be made for vulnerable persons within the workforce</li> <li>Suitable welfare provision on site for the event</li> </ul>	1 - Not Likely	3 - Significant	3 = Low	<b>Additional Controls (if required):</b> None at this time <b>Further Information:</b> Definition of a vulnerable person - Someone who is defined as a vulnerable adult because they have difficulty in caring for themselves may not be lacking in capacity. Every person has to be considered on an individual basis. People who are termed as vulnerable might: <ul style="list-style-type: none"> <li>Have a learning disability</li> <li>Have mental health problems</li> <li>Have substance misuse problems</li> <li>Have a long-term illness or chronic condition</li> <li>Have a physical disability</li> </ul> Source <a href="#">CRB Direct</a>
9.37	<b>Waste management</b> Accumulation of waste blocking emergency exit routes or hampering movement leading to: <ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Operational Degradation</li> </ul>	<ul style="list-style-type: none"> <li>Workforce</li> <li>Contractors</li> <li>Visitors</li> </ul>	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"> <li>Waste to be removed daily and disposed of appropriately.</li> <li>Housekeeping to be treated as a matter of priority.</li> <li>Fire exit runs to be checked daily</li> </ul>	2 - Seldom	4 - Severe	8 = Acceptable	<b>Additional Controls (if required):</b> None at this time <b>Further Information:</b> <a href="#">General workplace guidance</a>

# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level				Controls in place				Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL		P	S	RRL					
9.38	<b>Water (drinking)</b> Lack of potable water leading to: <ul style="list-style-type: none"><li>• dehydration</li><li>• illness</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li><li>• Visitors</li></ul>	2 - Seldom	3 - Significant	6 = Acceptable	<ul style="list-style-type: none"><li>• Provision of adequate supply of fresh drinking water</li><li>• Suitable first aid and welfare provision on site for the event</li></ul>	1 - Not Likely	3 - Significant	3 = Low	<b>Additional Controls (if required):</b> None at this time  <b>Further Information:</b> <a href="#">Signs of dehydration</a> <a href="#">Advice on drinking water</a> <a href="#">Approved code of practice L8 Legionella</a>				
9.39	<b>Weather (adverse)</b> Adverse weather conditions leading to unsafe ground conditions or collapse of temporary structures causing: <ul style="list-style-type: none"><li>• Injury</li><li>• Fatality</li><li>• Operational Degradation</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li><li>• Visitors</li></ul>	3 - Occasional	4 - Severe	12 = Increased	<ul style="list-style-type: none"><li>• Daily weather monitoring.</li><li>• Management of activities suitable to weather conditions</li><li>• Temporary structures to be designed, installed and checked by competent persons</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<b>Additional Controls (if required):</b> Adverse weather plan prepared for the event.  <b>Further Information:</b> <a href="#">Examples of extreme weather</a> <a href="#">Wind speed guidance</a>				
9.40	<b>Weather (exposure)</b> Personnel may be subject to heatstroke, sunburn or hypothermia Personnel may be subject to dehydration <ul style="list-style-type: none"><li>• Injury</li><li>• Ill health</li><li>• Operational Degradation</li></ul>	<ul style="list-style-type: none"><li>• Workforce</li><li>• Contractors</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"><li>• Provision of information to all personnel on protective measures to take and the effects of over exposure to radiation of the sun/cold/wet as conditions dictate.</li><li>• Covered, shaded areas will be provided for breaks.</li><li>• There will be provision of adequate drinking water supplies.</li><li>• Suitable first aid and welfare provision on site for the event</li></ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> Adverse weather plan prepared for the event.  <b>Further Information:</b> <a href="#">Signs of heat exhaustion and heatstroke</a> <a href="#">Signs of dehydration</a> <a href="#">Signs of hypothermia</a>				



# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level				Controls in place	Probability X Severity = Residual Risk Level				Additional controls required and further information:
			P	S	RL	P		S	RRL			
9.41	<b>Welfare &amp; Housekeeping</b> Lack of adequate welfare facilities leading to: <ul style="list-style-type: none"><li>illness</li><li>discomfort</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Visitors</li></ul>	2 - Seldom	3 - Significant	6 = Acceptable	<ul style="list-style-type: none"><li>Suitable sanitary conveniences will be provided at readily accessible places within easy reach of the work environment</li><li>Sanitary conveniences will be kept clean and floors and walls washed</li><li>Sufficient washing facilities will be available in the vicinity of all sanitary conveniences</li><li>Soap and/or another suitable cleaning agent will be available</li><li>Special sanitary facilities for the disabled will be provided</li><li>Washing stations will have hot and cold running water</li></ul>	1 - Not Likely	3 - Significant	3 = Low	<b>Additional Controls (if required):</b> Add text  <b>Further Information:</b> <a href="#">General workplace health and safety</a>		
9.42	<b>Working at height</b> Falling objects causing: <ul style="list-style-type: none"><li>Injury</li><li>Fatality</li><li>Operational Degradation</li></ul>	<ul style="list-style-type: none"><li>Workforce</li><li>Contractors</li><li>Visitors</li></ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"><li>All work at height is planned and carried out in accordance with the Work at Height Regulations 2005</li><li>All tools used at height are to be tethered</li><li>Exclusion zones to be imposed below work at height</li><li>Equipment and materials to be stored safely at height</li><li>Platforms used at height to be free from openings as far as reasonably practicable</li><li>Personnel to be instructed to empty pockets before working at height</li><li>Safety helmets are mandatory in drop zones</li></ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> Add text  <b>Further Information:</b> <a href="#">Working at height guidance for employers</a> <a href="#">General working at height guidance</a>		

# General Risk Assessment - AfterDark Promotions

## 9 Risk assessment findings

Ref No	Hazards Risks	Whom or what is at risk	Probability X Severity = Risk Level			Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RL		P	S	RRL	
9.43	<b>Working at height</b> Falling people causing: <ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Operational Degradation</li> </ul>	<ul style="list-style-type: none"> <li>Workforce</li> <li>Contractors</li> <li>Visitors</li> </ul>	2 - Seldom	4 - Severe	8 = Acceptable	<ul style="list-style-type: none"> <li>All personnel are to be trained and competent</li> <li>Use of integral fall arrest anchorage systems</li> <li>Wearing fall arrest harnesses and lanyards</li> <li>Access to high risk areas is to be controlled and restricted to competent persons</li> <li>Rescue procedures, equipment and personnel to be in place always.</li> <li>communication to be established</li> <li>Evacuation plan to be in place</li> <li>Adverse weather plan to be in place</li> </ul>	1 - Not Likely	4 - Severe	4 = Low	<b>Additional Controls (if required):</b> Use of ladder to be restricted to short duration, non repetitive tasks  <b>Further Information:</b> <a href="#">Working at height guidance for employers</a> <a href="#">General working at height guidance</a> <a href="#">Use of ladders guidance</a>

# Junkyard Market – AfterDark Promotions

## COVID -19 | General Risk Assessment

### Company / Assessment details:

<b>Company Name:</b>	AfterDark Promotions
<b>Description of activities undertaken:</b>	Outdoor market serving high end street food and drink
<b>Address of premises:</b>	St Marys Works, 51 Colegate, Norwich NR3 1DD
<b>Description of premises:</b>	Carpark area (2300 sq metres approx.)
<b>Risk Assessment Number:</b>	RA002 - COVID
<b>Version:</b>	V2
<b>Date of Assessment:</b>	7th July 2020 revised 24th July 2020
<b>Review Schedule:</b>	As and when operationally required or as government guidance is amended.
<b>Completed by:</b>	Andy smith
<b>Checked by:</b>	Helen McCabe
<b>Date checked:</b>	7th July 2020 / 24th July 2020
<b>Authorised / accepted by:</b>	Michael Femi-ola

<b>File template</b>	GRA/SME_COVID-19/Version1/2020
<b>Template Issue</b>	14/May 2020

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# General Risk Assessment -COVID-19

## 1. Risk matrix and risk level evaluation rational

**Probability of a harmful occurrence** – Probability is based on information known about the hazard and on hazard-related occurrences experienced in similar circumstances.

Probability (expected frequency)	
<b>1 - Not likely</b>	Probability is assessed as not likely if a harmful occurrence resulting from exposure is possible but improbable. The assessor assumes that it will not occur, but the occurrence is not impossible based on activities.
<b>2 - Seldom</b>	Probability is assessed as seldom where a harmful occurrence is expected to happen infrequently. The event is viewed as a remotely possible and may occur at some time. Usually, several things must go wrong at once for the harmful event to happen based on activities.
<b>3 - Occasional</b>	Probability is assessed as occasional if a harmful occurrence is expected to happen sporadically or immediately because of exposure – the event is neither common nor uncommon based on activities.
<b>4 - Likely</b>	Probability is assessed as likely if a harmful occurrence is expected to happen several or numerous times. – the event commonly happens based on activities.
<b>5 - Frequent</b>	Probability is assessed as frequent if a harmful occurrence is known to happen continuously, regularly or inevitably based on activities.

**Severity of a harmful occurrence** – The severity level does not consider probability; severity is an estimate of the loss that would follow the envisaged event.

Severity (expected consequences)	
<b>1 - Negligible</b>	Severity is estimated as negligible if the consequences of an event, if it occurs, are expected to include, minimal injury, illness, (cuts and bruises) loss or damage; no operational degradation or reduction in future capability.
<b>2 - Minor</b>	Severity is estimated as minor if the consequences of an event, if it occurs, are expected to include, minor injury, illness, (3 days off work) loss or damage; slight operational degradation; or reduction in future capability.
<b>3 - Significant</b>	Severity is estimated as significant if the consequences of an event, if it occurs, are expected to include, significant injury, illness, (7 days+ off work) loss or damage; significant operational degradation; or reduction in future capability.
<b>4 - Severe</b>	Severity is estimated as severe if the consequences of an event, if it occurs, are expected to include severe injury, illness, (long term) loss or damage; severe operational degradation; or reduction in future capability.
<b>5 - Critical</b>	A severity level is estimated as critical when consequence of an event, if it occurs, are expected to include death, unacceptable loss or damage; immediate operational failure; or loss of future capabilities

**Risk level Matrix** – Probability of a harmful event x Severity of a harmful event = Risk Level explanation

Risk Matrix	Severity (expected consequences)				
	1 – Negligible	2 - Minor	3 – Significant	4 – Severe	5 – Critical
Probability (expected frequency)	1 – Not Likely	1 = Low	2 = Low	3 = Tolerable	4 = Tolerable
	2 – Seldom	2 = Low	4 = Tolerable	6 = Tolerable	8 = Increased
	3 – Occasional	3 = Tolerable	6 = Tolerable	9 = Increased	12 = Increased
	4 – Likely	4 = Tolerable	8 = Increased	12 = Increased	16 = High
	5 – Frequent	5 = Tolerable	10 = Increased	15 = High	20 = high
					25 = High

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# General Risk Assessment -COVID-19

## 2. Residual risk rational and control measures

Residual Risk – Residual risk is the risk that remains after controls are applied. Dependent on the level risk the following actions should be considered:

Low Risk (1-2)	Tolerable Risk (3-6)	Increased Risk (8-12)	High Risk (15-25)
Acceptable activity or policy. Additional consideration: No further actions required	Acceptable activity or policy, with controls and suitable supervision Additional consideration: Efforts should be made to reduce the risk further, but the cost of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within 3 to 6 days	Acceptable activity or policy, with stringent controls and high levels of supervision Additional consideration: Efforts must be made to reduce the risk further, but the cost of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within 1 to 3 days	Unacceptable activity or policy. Additional considerations: No work is to be undertaken unless the risk level is reduced. If immediate actions to reduce the risk are not apparent, stop work and seek advice from competent specialists as a matter of urgency.

Control measures – Control measures are to be considered and implied in order of priority. The hierarchy of controls table below shows these priorities;

Hierarchy of controls		Suitability of controls	
1 <sup>st</sup> Elimination	Redesign the job or eliminate materials or substances so that the hazard is removed or eliminated.	Feasibility	The organisation has the capability to implement the controls
2 <sup>nd</sup> Substitution	Replace the materials, substances or process with a less hazardous one	Acceptability	The benefit gained by implementing the controls justifies the cost in resources and time. This assessment of acceptance is largely subjective. Experience, company guidance and other external restrictions can influence the outcome.
3 <sup>rd</sup> Engineering controls	Use work equipment or other measures. For example, to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fumes or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery or equipment. Give priority to measures which protect collectively over individual measures.	Suitability	The control(s) removes the hazard(s) or mitigates the residual risk to an acceptable level (to be determined by a responsible individual).
4 <sup>th</sup> Administrative controls	These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.	Supported	Adequate personal, equipment, supplies and facilities are available to implement the proposed controls.
5 <sup>th</sup> Personal protective equipment (PPE)	Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur)	Explicitness	The controls clearly specify who, what, where and when, why and how each control will be used.
		Standards	Guidance and procedures for implementing the controls are clear, practicable and specific.
		Training	The knowledge and skills of the workforce are adequate to implement the controls.
		Leadership	Management is ready, willing, and able to implement the controls
		The Individual	Individual members of the workforce are sufficiently self-disciplined and capable of implementing the control.

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# General Risk Assessment -COVID-19

## 3. Definitions and terms

Definitions	Who may be harmed
<p><b>Definition of COVID-19;</b></p> <p><i>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.</i></p> <p><i>Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness'.</i></p> <p>Source; World Health Organisation <a href="https://www.who.int/health-topics/coronavirus#tab=tab_1">https://www.who.int/health-topics/coronavirus#tab=tab_1</a></p> <p><b>Definition of hazard;</b></p> <p><i>'A hazard is the potential for a substance, activity or process to cause harm</i></p> <p><b>Definition of harm;</b></p> <p><i>'Harm is the infection or ill health of people, or operational, or reputational loss because of an event'.</i></p> <p>See opposite for whom may be harmed.</p> <p><b>Definition of risk;</b></p> <p><i>'Risk is the probability of a substance, activity or process to cause harm and the severity or consequences of that harm. This is referred to as the Risk Level'.</i></p> <p><b>Definition of Controls or Control measure;</b></p> <p><i>'Controls are methods used for reducing the risk to 'as low as reasonably practicable'.</i></p> <p><b>Definition of significant risks;</b></p> <p><i>Those risks which arise more often and/or those with more serious consequences</i></p>	<p>Based on activities, those that may be harmed have been identified as follows;</p> <ul style="list-style-type: none"> <li>Directly affected <ul style="list-style-type: none"> <li>All on site or; <ul style="list-style-type: none"> <li>Staff (including contractors)</li> <li>Visitors</li> <li>Public</li> </ul> </li> </ul> </li> <li>Indirectly affected <ul style="list-style-type: none"> <li>Public – those not present at the business premises but coming into contact with staff</li> </ul> </li> </ul> <p><b>Special Groups</b></p> <p>Special Groups are defined as a group of persons who may require an additional risk assessment due to being more at risk than other groups</p> <p>Examples of special groups may include:</p> <ul style="list-style-type: none"> <li>Older workers</li> <li>Black and minority ethnic persons</li> <li>Shift workers</li> <li>New and expectant mothers</li> <li>First Responders (Emergency Services)</li> <li>Those are otherwise clinically vulnerable</li> </ul>



# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
4.1 Statutory inspections Statutory inspections not completed due to close down of business and access to competent and qualified contractors and suppliers leading to equipment failure causing serious injuries	Staff	<ul style="list-style-type: none"> <li>All statutory inspection dates to be checked and those out of date identified</li> <li>Competent and qualified persons/companies to be engaged to complete any inspections required</li> </ul>	1 - Not Likely	3 - Significant	3 = Tolerable	<b>Additional Controls (if required):</b> N/A <b>Further Information:</b> N/A
4.2 Communication Lack of communication with staff and visitors leading to stress, anxiety, confusion, and failure to follow control measures identified	<ul style="list-style-type: none"> <li>Staff</li> <li>Public</li> <li>Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>All control measures and information to be given to employees</li> <li>Management to invite comments and discussion with employees</li> <li>Open door policy with management to allow employees to identify any concerns</li> </ul>	1 - Not Likely	3 - Significant	3 = Tolerable	<b>Additional Controls (if required):</b> None at this time <b>Further Information:</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>
4.3 Cash handling Transmission of the virus through cash handling	<ul style="list-style-type: none"> <li>Staff</li> <li>Public</li> <li>Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>Customers encouraged to use contactless payment wherever possible</li> <li>Hand sanitiser available for employees to use after handling cash</li> <li>Gloves available to cashing up</li> </ul>	1 - Not Likely	3 - Significant	3 = Tolerable	<b>Additional Controls (if required):</b> N/A <b>Further Information:</b>

Low Risk 1 - 2

Tolerable Risk 3 - 6

Increased Risk 8 - 12

High Risk 15 - 25

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# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
4.4 Travel to site  Using public transport increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.	<ul style="list-style-type: none"><li>Staff</li><li>Public</li><li>Public - away from site</li></ul>	<ul style="list-style-type: none"><li>Staff and public encouraged to walk or cycle to site wherever possible</li><li>Staff and public advised to avoid overly crowded buses and trains, where necessary, staff should stay in touch with their manager to advise of change of arrival time</li><li>All advised to wear face covering when travelling on public transport</li><li>Staff requested to change into uniforms on arrival to work – this is mandatory for chefs and kitchen staff</li></ul>	2 -Seldom	3 - Significant	6 = Tolerable	<b>Additional Controls (if required);</b> Staff should not car share if not from the same household. <b>Further Information;</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>
4.5 Test, & Track Arrangements  Failing to maintain records hampering test and track requirements increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.	<ul style="list-style-type: none"><li>Staff</li><li>Public</li><li>Public - away from site</li></ul>	<ul style="list-style-type: none"><li>The following details of all on site to be taken and kept for 21 days in accordance with current government guidance<ul style="list-style-type: none"><li>Individuals name</li><li>Current Address</li><li>Contact number</li></ul></li></ul>	2 -Seldom	3 - Significant	6 = Tolerable	<b>Additional Controls (if required);</b> None at this time <b>Further Information;</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>

Low Risk 1 - 2

Tolerable Risk 3 - 6

Increased Risk 8 - 12

High Risk 15 - 25

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# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>4.6 Social distancing – customer areas</p> <p>Failure to observe social distancing guidance increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Public</li> <li>Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>All social distancing procedures put in place to reflect the UK Government guidance</li> <li>Social distancing procedures trained to all staff</li> <li>Suitable signage placed around the site as a reminder to social distance from others</li> <li>All those working on site briefed to challenge examples of poor social distancing or report concerns immediately to management</li> <li>Customer tables spaced out as per the 2m or 1m plus mitigation guidelines –</li> <li>Suitable queuing system in place for table service and takeaway to maintain social distancing</li> </ul>	2 - Seldom	3 - Significant	6 = Tolerable	<p><b>Additional Controls (if required):</b> Management briefed to lead by example in relation to social distancing</p> <p><b>Further Information:</b>  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a>  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a> </p>

Low Risk 1 - 2

Tolerable Risk 3 - 6

Increased Risk 8 - 12

High Risk 15 - 25

Document prepared by Harrier UK Ltd

The Old Vicarage, Market Street, Castle Donington, DE74 2JB

Harrier UK Ltd registered in England & Wales, company No. 7207021, Vat Number 961 846860

# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>4.7 Social distancing – staff areas</p> <p>Failure to observe social distancing guidance increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Public</li> <li>Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>Clear area marked on the kitchen floors for the waiting staff to collect food and deposit dirty items for cleaning</li> <li>Only one person permitted behind the main customer service and bakery counters</li> <li>Waiting staff have separate sections to work in and mobile devices to take orders to reduce movement around the floor</li> <li>All social distancing to be monitored by managers and relevant staff members</li> <li>Staff to remain in their own work areas where possible unless they need access to the kitchen or toilets</li> <li>Those working in the kitchen area to wear face coverings</li> <li>Employees given guidance on how to wear face coverings</li> </ul>	2 - Seldom	3 - Significant	6 = Tolerable	<p><b>Additional Controls (if required):</b></p> <p>Management briefed to lead by example in relation to social distancing</p> <p>Face coverings to be available for employees to wear if they wish but not mandatory</p> <p><b>Further Information:</b></p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a></p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p>

Low Risk 1 - 2

Tolerable Risk 3 - 6

Increased Risk 8 - 12

High Risk 15 - 25

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Harrier UK Ltd registered in England & Wales; company No: 7207021 | Vat Number: 991 845650

# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
4.8 Staff Health surveillance  People reporting to work with symptoms of COVID-19, including those in the clinically vulnerable categories increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.	<ul style="list-style-type: none"><li>Staff</li><li>Public</li><li>Public - away from site</li></ul>	<ul style="list-style-type: none"><li>All employees to complete a health questionnaire prior to commencing work on site again, this includes symptoms tracking and identifying those in the vulnerable category</li><li>Any positive responses to be referred to qualified and competent Occupational Health Advisor</li><li>Staff briefed on what symptoms to look for</li><li>Those who symptomatic or who tests positive for the virus are not to attend site and should self-isolate at home (7 days)</li><li>Those living in a home where a member of the household is symptomatic or tests positive for the virus are to self-isolate at home (14 days)</li></ul>	2 - Seldom	3 - Significant	6 = Tolerable	<b>Additional Controls (if required):</b> Employees encouraged to get a COVID-19 test via NHS 111 if they have symptoms.  <b>Further Information:</b> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>

Low Risk 1 - 2

Tolerable Risk 3 - 6

Increased Risk 8 - 12

High Risk 15 - 25

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Harrier UK Ltd registered in England & Wales, company No. 7207021 Val Number 561 846860

# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<b>4.9 Social isolation</b> Failure to observe social isolation guidance increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.	<ul style="list-style-type: none"><li>• Staff</li><li>• Public</li><li>• Public - away from site</li></ul>	<ul style="list-style-type: none"><li>▪ Those who symptomatic or who tests positive for the virus are not to attend site and should self-isolate at home (7 days)</li><li>• Those living in a home where a member of the household is symptomatic or tests positive for the virus are to self-isolate at home (14 days)</li><li>▪ All in self isolation are encouraged to contact their GP, NHS 111 if symptoms persist beyond 5 days or worsen at any time.</li><li>▪ All staff to be briefed on the UK Government guidance</li></ul>	1 - Not Likely	3 - Significant	3 = Tolerable	<b>Additional Controls (if required);</b> All employees to sign a document to confirm that they have received and understood information on social isolation and what to do if they, or someone in their household, have symptoms or test positive.  <b>Further Information;</b> <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>
<b>4.10 High touch points</b> Continual use of doors including entrance by many people increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.	<ul style="list-style-type: none"><li>▪ Staff</li><li>• Public</li><li>▪ Public - away from site</li></ul>	<ul style="list-style-type: none"><li>• Hourly cleaning of touch points such as door handles, toilets, counters and stair rails to be completed and documented</li><li>▪ All customer tables and chairs to be cleaned after each customer leaves</li><li>▪ Food hygiene standards to be adhered to</li><li>▪ Full cleaning schedule in place</li><li>• Suitable cleaning products to be used</li><li>▪ Disposable cups and food service items will be used wherever possible for dining in</li></ul>	2 - Seldom	3 - Significant	6 = Tolerable	<b>Additional Controls (if required);</b> N/A <b>Further Information;</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a> <a href="https://www.hse.gov.uk/coronavirus/cleaning/index.htm">https://www.hse.gov.uk/coronavirus/cleaning/index.htm</a>

Low Risk 1 - 2	Tolerable Risk 3 - 6	Increased Risk 8 - 12	High Risk 15 - 25
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Harrier UK Ltd registered in England & Wales - company no. 7207021 / V.A. number BR1 848800



# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<b>4.11 Deliveries</b> Contamination from deliveries and materials brought onto site increasing the probability exposure to infection, ill health, operational degradation, and reputational damage.	<ul style="list-style-type: none"> <li>Staff</li> <li>Public</li> <li>Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>Contactless deliveries utilised where possible</li> <li>Designated persons to take deliveries</li> <li>Number of deliveries to be restricted where possible by placing larger orders</li> <li>Delivery drivers to remain away from employees where safe to do so and not in conflict with other safety procedures</li> <li>Delivery driver permitted to use company facilities if requested</li> <li>Employees to wash hands before and after handling deliveries</li> <li>Social distancing to be maintained during deliveries</li> </ul>	2 - Seldom	3 - Significant	6 = Tolerable	<b>Additional Controls (if required):</b> Gloves available for use while collecting deliveries and to be disposed of once deliveries are completed <b>Further Information:</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>
<b>4.12 Managing contractors and suppliers</b> Failure to manage contractors and supplies on site increasing the probability exposure to infection, ill health, operational degradation, and reputational damage.	<ul style="list-style-type: none"> <li>Staff</li> <li>Public</li> <li>Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>Contractors and suppliers on site will be responsible for the protection of their own staff.</li> <li>Risk assessments are to be, where requested, supplied to the event organiser detailing company arrangements for the management of risks related COVID-19</li> <li>Those consistently failing to implement and manage adequate controls will be asked to leave site</li> </ul>				<b>Additional Controls (if required):</b> None at this time <b>Further Information:</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>

Low Risk 1 - 2

Tolerable Risk 3 - 6

Increased Risk 8 - 12

High Risk 15 - 25

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# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>4.13 Personal items and equipment</p> <p>Unnecessary personal items and equipment on site increasing the probability exposure to infection, ill health, operational degradation, and reputational damage.</p> <p>Equipment used during work activities not being adequately cleaned increasing the probability of exposure to infection</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Public</li> <li>Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>All staff to bring minimal personal items on site</li> <li>Opening and closing cleaning schedule in place for all areas of the site</li> <li>Employees have dedicated staff area to store personal items. Mobile phones not permitted during working hours.</li> <li>Any work equipment shared by multiple staff will be cleaned prior to changing user</li> </ul>	1- Not Likely	3 - Significant	3 = Tolerable	<p><b>Additional Controls (if required):</b> None required</p> <p><b>Further Information;</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p>
<p>4.14 Personal Protective Equipment (PPE)</p> <p>Failure to provide adequate PPE or use PPE appropriately increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Public</li> <li>Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>PPE is not mandatory for staff tasks in all areas</li> <li>Face shields and coverings to be provided to waiting staff but not mandatory</li> <li>Face coverings are mandatory in the kitchen area</li> <li>Staff trained on use of face coverings</li> </ul>	2-Seldom	3 - Significant	6 = Tolerable	<p><b>Additional Controls (if required):</b> N/A</p> <p><b>Further Information;</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p>

Low Risk 1 - 2	Tolerable Risk 3 - 6	Increased Risk 8 - 12	High Risk 15 - 25
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# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information.
			P	S	RRL	
<p>4.15 Hygiene and cleaning</p> <p>Failure to have appropriate hygiene and cleaning protocols in place increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Public</li> <li>Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>Clear cleaning schedules in place for the cleaning of the building</li> <li>Suitable cleaning products and disposable cloths available</li> <li>Staff suitably trained on the use of cleaning materials and cleaning protocols</li> <li>Suitable hand sanitiser stations located around site – hand sanitiser must be a minimum of 60% alcohol</li> <li>All employees to have own personal hand sanitiser to use when working on the floor</li> <li>Employees will use hand sanitiser/wash hands after handling cash</li> <li>Handwashing facilities on site</li> <li>Everyone to wash hands on arrival to site and regular intervals throughout the day, this is part of the usual food hygiene standards</li> <li>Suitable signage around the site to remind people about good hand hygiene</li> </ul>	2 - Seldom	3 - Significant	6 = Tolerable	<p><b>Additional Controls (if required):</b></p> <p>Employee encouraged to check hand condition due to increased use of sanitiser and hand washing. Any damage to hands to be reported.</p> <p><b>Further Information;</b></p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p>



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# General Risk Assessment -COVID-19

## 4. Risk assessment findings

Hazards Risks		Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
				P	S	RRL	
4.16    Emergency procedures and First Aid  Existing first aid and emergency procedures increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage		<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Public</li> <li>▪ Public - away from site</li> </ul>	<ul style="list-style-type: none"> <li>▪ Existing building evacuation procedures suitable for amended operational status</li> <li>▪ Existing evacuation point capable of holding expected numbers on site in line with social distancing</li> <li>▪ CPR being to be limited to chest compressions only (no mouth to mouth contact)</li> <li>▪ First aiders to wear PPE when administering first aid</li> <li>▪ First aid only administered where necessary. First aid supplies issued to those that can apply themselves where possible.</li> </ul>	1 - Not Likely	3 - Significant	3 = Tolerable	<b>Additional Controls (if required);</b> None required <b>Further Information;</b> <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>

Low Risk 1 - 2	Tolerable Risk 3 - 6	Increased Risk 8 - 12	High Risk 15 - 25
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# General Risk Assessment - COVID-19

## 5. Areas of significant risk

The following have been identified as areas of significant risk due the estimated or actual frequency of a harmful occurrence, or the severity of a harmful occurrence should it occur. Each risk listed below is to be incorporated into a **Risk Reduction Plan** to help reduce or mitigate the risk further.

[illegible]



# General Risk Assessment -COVID-19

## 6. Review

The table below will be used to document updates and changes to this risk assessment.

Review date:	Amendment made:	Action required:	Updated communicated to employees:	Review completed by:



**Fuller, Maxine**

---

**From:** Bartram, Michelle <Michelle.Bartram@norfolk.police.uk>  
**Sent:** 06 October 2020 14:13  
**To:** LICENSING; Fuller, Maxine  
**Cc:** Woods, Suzanne; '  
**Subject:** FW: Letter of representation junkyard market  
**Attachments:** Letter of representation junkyard market.docx

**WARNING! – This email originates from outside Norwich City Council.**

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Hello Licensing

Please see the **Police representation** attached for the Junkyard Market application at St Mary's Plain.

The email below is from the agent Mr Tempest agreeing to the Police proposals.

Therefore due to this agreement for these conditions to be added to the Premises licence, there are no outstanding representations from Norfolk Police.

Regards

---

**Michelle Bartram**

Licensing Officer

Licensing,  
 Norfolk Constabulary  
 Bethel Street Police Station  
 Norwich, Norfolk, NR2 1NN

Tel: 01603-276020

---

**From:** '  
**Sent:** 06 October 2020 13:54  
**To:** Bartram, Michelle <Michelle.Bartram@norfolk.police.uk>  
**Cc:** '  
**Subject:** RE: Letter of representation junkyard market

Dear Michelle,

Thank you for sight of the letter of representation which we received yesterday.

We note your comment that *'It is not expected that the granting of this licence will significantly impact crime and disorder at and within the vicinity of the premises and the TENs trial has evidenced this'*.

We acknowledge also your *'request that the following conditions are added to the licence:*

- ***Staff will be trained in relation to the sale of alcohol and records of this training will be kept at the premises and available to Police or Licensing Authority on request.***
- ***A refusal log will be kept to record all refused sales of alcohol due to age and intoxication. This will be available to Police or Licensing Authority on request.***
- ***A written risk assessment will be in place to assess the requirements for SIA security staff. This risk assessment will be reviewed and kept at the premises and available to Police or Licensing Authority on request.'***

I have discussed this with the applicants. These additions would be good practice and would be adopted anyway in day to day usage when the Licence has been granted. We therefore agree that these conditions should be added.

Thanks again and regards,  
Gavin

Tel 01603 251111



Norwich Licensing Associates – NLA 2020



**NORFOLK**  
**CONSTABULARY**

*Our Priority is You*

Licensing Department  
Norwich City Council  
St Peters Street  
Norwich  
NR2 1NN

Monday 5<sup>th</sup> October 2020

The Licensing Team

Bethel Street Police Station  
Norwich  
Norfolk  
NR2 1NN

Tel: 01603 276020

Fax: 01603 276025

Email: [licensingteam@norfolk.pnn.police.uk](mailto:licensingteam@norfolk.pnn.police.uk)

[www.norfolk.police.uk](http://www.norfolk.police.uk)

Non-Emergency Tel: 0845 456 4567

**Dear Sir/Madam**

**Application for a new premises licence –Junkyard Market, St Mary's Plain**

Norfolk Police have received a copy of the application for a new premises licence for St Mary's Plain, Norwich. The applicant is Afterdark Promotions Ltd.

This application is requesting the sale of alcohol for consumption on the premises 12-2200hrs Monday-Sunday with a 2200 hrs closure.

My understanding is that the application is to allow use of a former car park to operate as a food led open air seating area.

The applicant has trialled a number of Temporary Event Notices prior to applying for a permanent licence and these have been successful and without incident.

The operating schedule within the application includes staff training, challenge 25 policy and proof of age. It is not expected that the granting of this licence will significantly impact crime and disorder at and within the vicinity of the premises and the TENs trial has evidenced this.

However in order to promote the licensing objectives, I request that the following conditions are added to the licence:

- **Staff will be trained in relation to the sale of alcohol and records of this training will be kept at the premises and available to Police or Licensing Authority on request.**
- **A refusal log will be kept to record all refused sales of alcohol due to age and intoxication. This will be available to Police or Licensing Authority on request.**
- **A written risk assessment will be in place to assess the requirements for SIA security staff. This risk assessment will be reviewed and kept at the premises and available to Police or Licensing Authority on request.**

With these conditions added to the licence, there will be no objections from Norfolk Police.

Michelle Bartram

Licensing Officer



**Fuller, Maxine**

---

**From:** Cllr Price, Ben  
**Sent:** 29 September 2020 17:23  
**To:** LICENSING  
**Subject:** support of Junkyard application

Hello,

I am writing in support of the premises License application of Junkyard.

This business has operated under TENs, so I have seen first-hand the safe and family friendly nature of this unique offering to the Norwich hospitality scene. It is fully Covid compliant, and by its nature, with short sittings, three times a day, does not encourage antisocial alcohol consumption. This business makes good use of a low value outside space, uses a number of Norfolk based food outlets, and is a different experience to the city's marketplace, and should be seen as complementary to it, whilst encouraging more visitors to the city, seeking a new and different experience to what the city already has to offer.

Many Thanks

Cllr Ben Price

Winner of the RIBA Stirling Prize for our Goldsmith Street housing development.

**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 07 October 2020 16:27  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

## Licensing Authority

## Licensing Act 2003

### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Bea ambrose
Postal address	1 Swift Court, New Mills Yard, Norwich, NR3 3AU
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	Junkyard market St Mary's works

### Your support or objection must relate to one of the four licensing objectives

Licensing objective		Please set out your support or objections below	
To prevent crime and disorder			
Public safety			
To prevent public nuisance			
To protect children from harm			
Please suggest any conditions which would alleaviate your concerns		No concerns. All positive. I think it's a great addition to the city ! It supports local businesses and give more job opportunities.	
Full name:	Bea Ambrose	Date:	07/10/2020

**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 07 October 2020 16:34  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

## Licensing Authority

## Licensing Act 2003

### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Cllr Martin Schmierer
Postal address	8 Damocles Court, Norwich, NR2 1HN
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	Junkyard Market, St Mary's Works - OS ref: TG22809

### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	Loud noise reported by residents from people leaving the venue at c.11pm - this concern needs to be addressed
Public safety	
To prevent public nuisance	Smells from the food vendors is getting into people's houses - is there a way this can be mitigated?
To protect children from harm	
Please suggest any conditions which would alleviate your concerns	<p>1) Change the licensing hours so that they run from 12-10pm over the weekend, rather than every night. Or at least have a review after 3 months</p> <p>2) More action to limit the cooking odours coming from the food vendors. Maybe limit food vendors to weekends and particular festivities, e.g. Guy Fawkes Night/Halloween, etc</p> <p>3) More action to ensure that visitors leave the site quietly</p> <p>Also there is no application for a live music licence. Was this an oversight or is it anticipated that there will not be any live music played at this venue?</p>

**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 06 October 2020 21:45  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

### Licensing Authority

### Licensing Act 2003

#### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Alex Russell-Davis
Postal address	31 Muspole Street, Norwich, NR3 1DJ
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	Junkyard Market, St Mary's Works

#### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	
Public safety	
To prevent public nuisance	The market has brought consistent disruption to our quiet neighbourhood with anti social behaviour such as alcohol being brought off the premises, public urination and drunkern noise throughout the day and night aswell as consitenst inability to the Junkyard staff to control ques from spilling out onto and dominating the pavement of Duke Street and St Marys Plain without any social distance markers. Formerly peaceful weekends (particularly Sundays) are now consistently disrupted by drunken noise, footfall and car emissions of patrons parking illegally outside our premises and we are almost as stunned by the lack of neighbourhood consultation from St Marys Works/Shoe Quarter corporation as we are by the proposal to take this up seven days a week in a residential neighbourhood outside of the inner city limits.
To protect children from harm	



**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 07 October 2020 08:32  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

### Licensing Authority

### Licensing Act 2003

#### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	James Richards
Postal address	41a Duke Street, Norwich, NR3 3AP
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	St Mary's Junkyard OS TG288091

#### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	I've witnessed drug dealing, public urination, littering, J walking all in the short time of this place having been opened. Also friends and family leaving and my returning in an evening to my home have all been victim to harassment and intermediation.
Public safety	Concern over some 600 customers leaving (mostly intoxicated) at the same time onto small pavements. Honking of horns and neat misses now a regular sight and sound
To prevent public nuisance	Massive increase in shouting and screaming down Duke Street. No longer peaceful on Duke St at weekends regularly confronted by large groups of customers leaving, that's like walking down pri of wales road now.
To protect children from harm	all the above
Please suggest any conditions which	Day time only. Limited time able to be spent and venue. It is street food after all.

**Bennett, Rachel**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 06 October 2020 15:29  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

## Licensing Authority

## Licensing Act 2003

### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Nick Broughton
Postal address	Pykerells House, St Marys Plain, Norwich, NR3 3AF
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	The Junkyard Market Duke St, Norwich

### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	
Public safety	
To prevent public nuisance	During the summer opening, every car parking space in St. Mary's Plain was used by customers, leaving nowhere for visitors to park when visiting residents' homes and, which hasn't applied so far but will in due course, when attending one of the two churches in St. Mary's Plain. Sunday opening should be restricted to the afternoon only (12 - 6). Queues have extended some 75 m along St. Mary's Plain while diners have been waiting for the next sitting, with no control from the venue so that there has been no social distancing and little mask-wearing. Marshals are needed. More control of noise from departing customers is needed.

**Bennett, Rachel**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 06 October 2020 15:18  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

## Licensing Authority

## Licensing Act 2003

### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Nick Broughton
Postal address	Pykerells House, St Marys Plain, Norwich, NR3 3AF
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	The Junkyard Market, Duke Street, Norwich

### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	If the licence is granted, this huge will be the largest open-air drinking venue in Norwich. The size must be restricted well below the 450 head capacity of the late summer restaurant. Licensing times must also be reduced from 12 - 22.00.
Public safety	
To prevent public nuisance	
To protect children from harm	
Please suggest any conditions which would alleviate your concerns	

**Bennett, Rachel**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 06 October 2020 14:08  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

### Licensing Authority

### Licensing Act 2003

#### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Norwich Market Traders Association
Postal address	Stall 182, Market Place, Norwich, NR2 1NE
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	OS Reference: ITG228091 Junkyard Market, St Mary's Plain

#### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	
Public safety	A capacity of 5,000 is irresponsible for the space in which the premises license is proposed. The event has been running with a capacity of 499 using TENS and has been packed. The queues to get in are snaking and take up space on the public highway. The lack of a proposed capacity is also irresponsible in regards to the current highly infectious COVID-19 pandemic, especially with seating only 1 meter apart as opposed to the recommended 2-meters.
To prevent public nuisance	
To protect children from harm	Due to ordering remotely via mobile devices, how are minors being ID'd before drinks are poured and brought to the table. How are staff IDing minors before drinks are ordered and poured?
Please suggest any conditions which	A realistic and reasonable capacity for the event in relation to it's space. Using the same technology that young people can order from to electronically ID the same people



**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 05 October 2020 10:54  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

## Licensing Authority

## Licensing Act 2003

### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	robert sprunt
Postal address	83 Duke Street, Norwich, NR3 1DL
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	junkyard st marys works

### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below		
To prevent crime and disorder			
Public safety			
To prevent public nuisance	gangs loitering around making noise after the event ,vomit ,urinating and littering the local area		
To protect children from harm			
Please suggest any conditions which would alleviate your concerns	marshalls to disperse after the event		
Full name:	robert sprunt	Date:	05/10/2020

**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 03 October 2020 10:51  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

## Licensing Authority

## Licensing Act 2003

### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Abby Brooks
Postal address	45a Duke Street, Norwich, NR3 3AP
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	Junkyard Market St Mary's Works, Duke Street

### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below		
To prevent crime and disorder			
Public safety			
To prevent public nuisance	I live in Duke Street and have attended the market myself which was great as a temporary event however I have found at the weekends people coming and going to the event are extremely noisy and disruptive so I wouldn't like to see this continue as a more permanent fixture.		
To protect children from harm			
Please suggest any conditions which would alleviate your concerns			
Full name:	Abby Brooks	Date:	03/10/2020

**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 03 October 2020 17:00  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

### Licensing Authority

### Licensing Act 2003

#### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	James Gordon
Postal address	39a Duke Street, Norwich, NR3 3AP
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	Junkyard Market

#### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	
Public safety	
To prevent public nuisance	The noise levels have increased on Duke Street and the surrounding areas to an intolerable level reaching late into the night.
To protect children from harm	
Please suggest any conditions which would alleviate your concerns	To relocate Junkyard Market to a less residential area. Not in the middle of a quiet neighbourhood. To reduce their late opening hours of 10:00pm to perhaps that 4:00pm To reduce the capacity of 600+ down to perhaps 150+ To cancel Junkyard Market altogether until a more permanent and more residential location is found

Full name:	James Gordon	Date:	03/10/2020
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**Fuller, Maxine**

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**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 04 October 2020 13:17  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

## Licensing Authority

## Licensing Act 2003

### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Emily Gordon
Postal address	39a Duke Street, Norwich, NR3 3AP
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	Junkyard Market

### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below		
To prevent crime and disorder	Very high numbers of drunk people in a mostly residential area late in the evening.		
Public safety	Potential for violence and damage to property.		
To prevent public nuisance	Vandalism and intimidation under the influence of alcohol.		
To protect children from harm			
Please suggest any conditions which would alleviate your concerns	Time of opening drastically reduced or relocate to a non residential area.		
Full name:	Emily Gordon	Date:	04/10/2020



**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 04 October 2020 13:02  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

## Licensing Authority

## Licensing Act 2003

### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Sandra Olive, resident
Postal address	79 Duke Street, Norwich, NR3 1DL
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	Junkyard Market, St Mary's off Duke Street

### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	Large numbers of people leave the venue, often having consumed a considerable amount of alcohol. They wander into the courtyard, sit at our outdoor furniture and continue drinking. I have had milk stolen from my doorstep on 3 occasions and no longer feel safe in my home. Our cars are in a permanent holders car park directly opposite the exit to the venue and at increased risk now.
Public safety	Each weekend has seen large numbers of people leaving the venue, spilling into the road with increased volume of traffic in what is already a busy street and increasing the risk of collisions with pedestrians spilling into the road.
To prevent public nuisance	The last few weekends have been awful. Every weekend people who have had too much to drink are wandering into the courtyard, interfering with our property, causing disruption and leaving litter. I have been woken by people smoking cannabis in the courtyard, have cleared up rubbish and beer cans left on my table and on my doorstep and, on one occasion, looked out of my window to see a very drunk young woman about to drop her trousers to use the courtyard as a toilet, only stopping when I knocked on the window. I work at the hospital and on several occasions, have arrived home

	after 8pm to find the traffic slowed by people spilling onto the street, the residents permit only car park full (I presume by people attending the market – it has never been a problem before in the 7 years I have lived here and the spaces appear once the venue closes).		
<b>To protect children from harm</b>			
<b>Please suggest any conditions which would alleviate your concerns</b>	I don't think this is a suitable location for a venue of this size, particularly given the intention to sell alcohol from 12-22:00 every day. The level of disruption and noise generated has been bad enough weekends but every day will be untenable. A lockable gate to the courtyard would provide some protection for residents in terms of privacy and security but would not alleviate the noise, disruption and risk to property.		
<b>Full name:</b>	Sandra Olive	<b>Date:</b>	04/10/2020

**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 03 October 2020 13:06  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

### Licensing Authority

### Licensing Act 2003

#### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Mr Darren Dewing
Postal address	43a Duke Street, Norwich, NR3 3AP
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	Junkyard Market, St Mary's Works - OS ref: TG22809

#### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	From the previous TENS I assume they worked under, we had nothing but a constant stream of screeching, shouting, jeering, youths either lingering around Duke Street or passing down it leaving the event. Each morning following the event when walking my dogs was an exercise in avoiding the empty food cartons, the odd pile of sick. Last week we had a young man climb the scaffolding outside our property or if not this then most take great pleasure in hitting it as they pass reverberating through the building. All of this I would consider falls well within public order offenses.
Public safety	As already mentioned, someone trying to climb the scaffolding. Nobody social distances in any way whatsoever. Sick on the path outside the venue and fully empty of occasionally half empty food containers. Need I mention Covid 19 at this point and that this event was even given a TENS is beyond me if you take one look at how the layout of the place is.
To prevent public nuisance	To put this as plainly as possible. While this event has been on, we've had a mini Prince of Wales Road for 3 nights, people rest nights after working all week, of shouting, screaming, people jeering, sick on the path near or around the area. When we walk our dogs at night we now have to avoid the

	<p>area completely as people drunk just come up to our 3 large dogs no warning, no distancing, trying pet them, so, and as I have seen other people do, we are having to walk around to the other side as well away from Duke street when the event is on. People ring our door bells. As the buildings and widows are old, on these nights we have to turn the tv up so loud to even hear it. I actually became annoyed after finding sick outside that I went and spoke to the organisers, who to their credit were friendly and contacted me with an email to let them know if there were any big issues and they did erect some signs asking people leaving to be quiet but it made not one bit of difference. Duke Street is an historic and beautiful area of Norwich, just finding its feet and this would turn the area into something that would destroy so much of its value in character, and value.</p>		
<b>To protect children from harm</b>			
<b>Please suggest any conditions which would alleviate your concerns</b>	<p>This License should not be granted in this area at all. It is a classical are of the city, not an area for drunks and louts to drop rubbish down and throw up on their way home. Shouting and screaming young people with no manners or consideration that people live here.</p> <p>Only one thing would remedy this if the License was to be allowed and it would be a lowering of the hours to 9pm. A limiting of the days to Fridays and Saturdays only, and the organisers providing chaperons the length of Duke Street during the event to manage the leaving crowd and clear up an rubbish. This is an area of Norwich with great heritage and class, and this event has turned it into a cheap and nasty Prince of Wales Street clone. Properties have been and are being built here and I w be contacting the Freeholders of the new building if they are not aware of this, but also I am sure a future investment in the dead buildings opposite St Mary's will surely be reconsidered if this is what new residents have to listen to when they are at home trying to relax.</p>		
<b>Full name:</b>	Darren Dewing	<b>Date:</b>	03/10/2020



**Fuller, Maxine**

**From:** noreply\_xforms@norwich.gov.uk  
**Sent:** 06 October 2020 21:30  
**To:** LICENSING  
**Subject:** Licensing - Representation Form

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## Norwich City Council

### Licensing Authority

### Licensing Act 2003

#### Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent	Cassie Secker
Postal address	31 Muspole Street, Norwich, NR3 1DJ
Email address	
Contact telephone number	
Address of the premises you wish to support or object to	Junkyard Market St Marys Works Norwich

#### Your support or objection must relate to one of the four licensing objectives

Licensing objective	Please set out your support or objections below
To prevent crime and disorder	
Public safety	
To prevent public nuisance	There has been a severe increase in the amount antisocial behaviour in the area since the market began. We have been kept up by people being loud late at night in the street and there has also been a lot of litter which I suspect is from the market. Empty fast food containers etc I do not think the market has made an adequate attempt to put up signs to deter antisocial behavior. The queues often spill out onto the street and there are no markers for social distancing. I have witnessed public urination and people taking alcohol off premises. It also causes traffic problems near the roundabout due to taxis dropping /picking people up.
To protect children from harm	

Please suggest any conditions which would alleviate your concerns

Put up signage to indicate this is a residential area and to please be considerate when leaving. No letting customers take food or drink off premises. Put social distancing markers on the street when the queue over spills.

Full name:

Cassie Secker

Date:

06/10/2020

From: listening@norwich.gov.uk  
Sent: 06/10/2020 15:55:06  
To: Cominoxxx <Cominoxxx@norwich.gov.uk>  
CC:  
Subject: Reporting Form Customer - comments

<meta http-equiv="Content-Type" content="text/html; charset=utf-8"><p><span style="background-color: rgb(255, 0, 0);"><font color="#ffffff"><b><span style="background-image: initial; background-position: initial; background-size: initial; background-repeat: initial; background-attachment: initial; background-origin: initial; background-clip: initial;">WARNING!</span></b><span style="background-image: initial; background-position: initial; background-size: initial; background-repeat: initial; background-attachment: initial; background-origin: initial; background-clip: initial;"> - <b>This email originates from outside Norwich City Council.</b></span></font></span></p><p><b style="background-color: rgb(255, 0, 0);"><font color="#ffffff">Do not click on links or open attachments if you do not recognise the sender's email address or the message looks suspicious.</font></b></p><p class="MsoNoSpacing"><o:p /></p><p>&nbsp;</p>

<style>.underline\_text {text-decoration:underline;}.strikethrough\_text {text-decoration:line-through;}.superscript\_text {vertical-align:super; font-size: smaller;}.subscript\_text {vertical-align:sub; font-size: smaller;}abbr {border-bottom:1px dotted #ccc; cursor: help;}table {margin: 10px 0;}</style><span style="font-family:Arial;"><p><span><strong>XFP Online form&nbsp;sp;- Comments </strong></span></p>

<p><span class="underline\_text"><span><strong>Source Contact</strong></span></span></p>

<p>First Name: Paul</p>

<p>Surname: Wilson</p>

<p>Address: 47 Duke Street, Norwich, NR3 3AP</p>

<p>Telephone No: ,

<p>Email: ,

<p><span class="underline\_text"><span><strong>Request Details</strong></span></span></p>

<p>Request type: Comments</p>

<p>Details: Application for a licence to supply alcohol- at the Junkyard Market, off Duke St, Norwich. There are many pubs in the area which currently supply alcohol and there is no need to allow the Junkyard Market to supply alcohol as well. The disruption to residents along Duke Street is bad enough now as for the

past several weeks they have been providing food for up to 450 people and we have been putting up with constant stream of people up to 10.00pm at night. Allowing alcohol for up to 600 people between 12.00pm to 10.00pm every night , seven days a week would be intolerable. Please tell me how can all these people be complying with the Governments Covid 19 regulations and who is policing this?.

Next steps: Please do not allow a business a licence to sell alcohol in what is a car park in an ostensibly a residential area. There are several pubs that already do this in this area and there is no need for this to go ahead.

---

All questions and answers

Question	Response
Please give details of your comment:	Application for a licence to supply alcohol- at the Junkyard Market, off Duke St, Norwich. There are many pubs in the area which currently supply alcohol and there is no need to allow the Junkyard Market to supply alcohol as well. The disruption to residents along Duke Street is bad enough now as for the past several weeks they have been providing food for up to 450 people and we have been putting up with constant stream of people up to 10.00pm at night. Allowing alcohol for up to 600 people between 12.00pm to 10.00pm every night , seven days a week would be intolerable. Please tell me how can all these people be complying with the Governments Covid 19 regulations and who is policing this?.
What would you like us to do next:	Please do not allow a business a licence to sell alcohol in what is a car park in an ostensibly a residential area. There are several pubs that already do this in this area and there is no need for this to go ahead.
Preferred title:	Mr
First name:	Paul
Last name:	Wilson
Postcode:	47 Duke Street, Norwich, NR3 3AP
Postcode:	NR3 3AP
Postcode:	'LLPGSQL2':100090898209
Postcode:	100090898209
Daytime phone number:	01603 614834
Email address:	paul.la.wilson@ntlworld.com
UserAC_EmailAddress:	





**NORWICH**  
City Council

City Hall, Norwich, NR2 1NH  
Telephone 0344 980 3333

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# APPENDIX E

## Local Policy considerations

### 1.0 Introduction

1.4 The 2003 Act requires the council to carry out its various licensing functions so as to promote the four licensing objectives. These are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

1.5 The 2003 Act also requires that the Council publishes a 'Statement of Licensing Policy' that sets out the policies the Council will generally apply to promote the Licensing Objectives when making decisions on applications made under the Act.

### 2.0 Consultation and Links to other Policies and Strategies

2.7 So far as possible, the council will avoid duplication with other regulatory regimes, and will not to use its powers under the Licensing Act 2003 to achieve outcomes that can be achieved by other legislation and other enforcement agencies. As an example, the council will not seek to impose fire safety conditions that may duplicate any requirements or prohibitions that could be imposed under the Regulatory Reform (Fire Safety) Order 2005.

### 3.0 Applications for Licences

**3.2 Applicants must address the four licensing objectives in their operational plan. The operating plan must have regard to the nature of the area where the premises are situated, the type of premises, the licensable activities to be provided, operational procedures and the needs of the local community. The operating schedule must demonstrate how the premises will be "good neighbours" both to residents and to other venues and businesses.**

**3.3 Applicants must provide evidence that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style, location and characteristics of their premises and activities. They must also indicate if additional measures will be taken on an occasional or specific basis, such as when a special event or promotion is planned, which is, for example, likely to attract larger audiences.**

### 4.0 Representations

4.1 "Responsible Authorities" (see Appendix 7) will be asked to consider all applications and to make representations to the council, if they relate to the promotion of the four licensing objectives and particularly in respect of applications which, might be regarded as contentious. Representations must be

evidentially based and the organisation should attend any hearing when the application is being considered. Representations can be made in opposition to, or in support of, an application.

- 4.2 The council will consider all representations from any “Interested Party” (see Appendix 7), or their representative, which should preferably be evidentially based and supported by attendance at any hearing at which the application is being considered.
- 4.3 A representation will only be accepted by the council if it is ‘relevant’, i.e. it must relate to the likely effect of granting the licence on the promotion of at least one of the four licensing objectives. Representations, that are regarded as being frivolous or vexatious, will not be considered, and in the case of a review of a licence, any representation which is regarded as repetitious, will also not be considered. A decision as to whether a representation is frivolous, vexatious or repetitive will be made by an officer of the council.
- 5.0 Conditions attaching to Licences
  - 5.1 Where relevant representations are made, the council will make objective judgments as to whether conditions may need to be attached to the premises licence to secure achievement of the licensing objectives. Any conditions arising as a result of representations will primarily focus on the direct impact of the activities taking place at licensed premises, on those attending the premises, and members of the public living, working or engaged in normal activity in the area concerned, and will cover matters that are within the control of individual licensees.
  - 5.2 All applications will be considered on an individual basis and any condition attached to such a licence, will be tailored to each individual premises, in order to avoid the imposition of disproportionate or burdensome conditions on those premises. Therefore, mandatory conditions, will only be imposed where they are appropriate for the promotion of the licensing objectives.
- 8.0 The Impact of Licensed Premises
  - 8.1 When considering whether any licensed activity should be permitted, and a relevant representation has been received, the likelihood of it causing unacceptable adverse impact will be assessed by taking into account relevant matters including:
    - the type of use, the number of customers likely to attend the premises and the type of customers at the time of the application;
    - the proposed hours of operation;
    - the level of public transport accessibility for customers either arriving or leaving the premises and the likely means of public or private transport that will be used by the customers;
    - the means of access to the premises including the location of customer entrances and exits;
    - the provision of toilet facilities;
    - the frequency of the licensable activity.

With any adverse impact it may be possible to take steps to mitigate or prevent the impact and if such measures are reliable an activity may be licensed.

### 13.0 Management of Licensed Premises

- 13.1 Within the operating schedule for premises from which alcohol will be sold, with the exception of qualifying community premises, a premises supervisor must be designated (designated premises supervisor) and such person must be in possession of a current personal licence. The licensing authority will normally expect the designated premises supervisor [DPS] to have been given the day to day responsibility for running the premises by the premises licence holder and, as such, would normally be present on the licensed premises on a regular basis. In addition to the DPS holding a personal licence, the licensing authority would strongly encourage the DPS to undergo additional training and to have experience commensurate with the nature and style of entertainment provided and the capacity of the premises.
- 13.2 The act does not require a DPS or any other personal licence holder to be present on the premises at all times when alcohol is sold. However, the DPS and the premises licence holder remain responsible for the premises at all times and have a duty to comply with the terms of the licensing act and any conditions, including the matters set out in the premises' operating schedule, in order to promote the licensing objectives. To that end, the licensing authority will be mindful of the guidance issued by the secretary of state, which recommends that a personal licence holder/DPS gives specific written authorisations to those individuals they are authorising to retail alcohol. Although written authorisation is not a requirement of the act and the designated premises supervisor/personal licence holder remain ultimately responsible for ensuring compliance with the act and licensing conditions, this action could assist in demonstrating due diligence should any issues arise with regard to enforcement.

**The licensing authority will therefore expect that where the personal licence holder/DPS does not have the premises under their immediate day to day control, written authorisations will be issued to staff acting on their behalf, such authorisations being made available for inspection by a responsible Officer of the licensing authority or the police upon request.**

## **LICENSING OBJECTIVES**

### 20.0 Objective - Prevention of Crime and Disorder

- 20.1 Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty on the City Council, and others, to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.
- 20.2 The promotion of the licensing objective, to prevent crime and disorder, places a responsibility on licence holders to become key partners in achieving this objective. Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to reduce or prevent crime and disorder on and in the vicinity of



their premises, relevant to the individual style and characteristics of their premises and the licensable activities at those premises.

- 20.3 When addressing the issue of crime and disorder, the applicant should demonstrate that all those factors that impact on crime and disorder have been considered. These include:

Underage drinking

Drunkenness on premises

Public drunkenness

Keeping Illegal activity like drug taking and dealing, offensive weapons and sales of contraband or stolen goods away from the premises.

Preventing disorderly and potentially violent behaviour on and outside the premises.

Reducing Anti-social behaviour and Disorder inside and outside the premises

Litter

Unauthorised advertising

Protecting people and property from theft, vandalism and assault

Guard against glasses and bottles being used as weapons or causing accidents.

- 20.4 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or licensable activities:

Effective and responsible management of premises;

Training and supervision of staff;

Employ sufficient numbers of staff to keep numbers down of people awaiting service;

Provide sufficient seating for customers;

Patrols of staff around the premises;

Ensure sufficient lighting and visibility, removing obstructions if necessary, to discourage illegal activity;

Introduce an entry policy – making people aware of it – and apply it consistently and fairly;

Implement a search policy to prevent drugs, offensive weapons etc being brought onto the premises;

Implement effective management of entrance queues – incorporating barriers if necessary;

Adoption of best practice guidance e.g. Safer Clubbing, the National Alcohol Harm Reduction Strategy Toolkit, Minor Sales Major Consequences, Clubbing against Racism and other voluntary codes of practice, including those relating to drinks promotions e.g. The Point of Sale Promotions published by the British Beer and Pub Association (BBPA), Security in Design published by BBPA and Drugs and Pubs, published by BBPA;

Acceptance of accredited 'proof of age' cards e.g. Portman proof of age cards, Citizencard, Connexions Card and/or 'new type' driving licences with photographs, or passports;

Provision of effective CCTV in and around premises;

Employment of Security Industry Authority licensed door staff to manage the door and minimize disorder;

Ensure glasses are collected on an on going basis, make regular inspections for broken glass and clear up;

Provision of toughened or plastic drinking vessels and bottles;

Provision of 'bottle bins' inside the premises and near exits;

Provision of secure, deposit boxes for confiscated items i.e. Operation Enterprise Drug and Weapon Amnesty Safe's;

Information displayed for staff and customers on Drug Awareness including the 'spiking' of drinks with drugs;

Provision of litterbins and other security measures, such as lighting, outside premises;

Membership of local 'Pubwatch' schemes or similar accreditation schemes or organizations ie Operation Enterprise;

Responsible advertising;

Distribution of promotional leaflets, posters etc;

Drug Seizure Kits (available from Norfolk Police Operation Enterprise);

Member of the 'NiteLink' radio scheme;

Working in partnership with the SOS Bus scheme;

Ban known offenders and share information with other licensed premises in the area;

Implement a dispersal policy;

Introduce a 'closed door' policy, with attendance prohibited for new customers 2-3 hours before licensable activities finish;

#### 24.0 Objective - prevention of public nuisance

24.1 Licensed premises can potentially have a significantly adverse impact on communities through public nuisances that arise from their operation. The amenity of residents and occupiers of other businesses should be maintained and protected from the potential consequence of the operation of licensed premises, whilst recognising the valuable cultural, social and business importance that such premises provide.

24.2 Public nuisance will be interpreted in its widest sense, and will take it to include such issues as noise, light, odour, litter and antisocial behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.

24.3 Applicants should be aware that stricter conditions, including controls on licensing hours for all or some licensable activities will be applied, where licensed premises

are in residential areas or where their activities may impact on residents or other business premises, and where relevant representations have been received. Conversely, premises for which it can be demonstrated have effective measures to prevent public nuisance, may be suitable for longer opening hours.

- 24.4 The council will normally permit the hours during which alcohol is sold to match the normal trading hours during which other sales take place, unless there are exceptional reasons such as disturbance or disorder attributable to the location and/or the premises, and relevant representations have been made.
- 24.5 The council believe that the impact a licensed premises can have on a neighbourhood is significantly influenced by the times when those licensed premises are open, and the times when licensable activities are taking place. Consequently, the council has adopted a policy on hours of trading, (section E) and in so doing, has given full consideration to the secretary of state's guidance on hours of trading.
- 24.6 **Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance, relevant to the individual style and characteristics of their premises and events. For example, the increasing business requirement for licence holders to provide live or recorded music in premises where this has not previously been the case is especially pertinent, and should be fully assessed on the application.**
- 24.7 When addressing the issue of prevention of public nuisance, the applicant must demonstrate that those factors that impact on the likelihood of public nuisance have been considered. These may include:
- the location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices, care homes and places of worship
  - the hours of opening, particularly between 11pm and 7am
  - the nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises
  - the design and layout of premises and in particular the presence of noise limiting features
  - the occupancy capacity of the premises
  - the availability of public transport
  - wind down period between the end of the licensable activities and closure of the premises
  - last admission time
  - preventing litter and refuse becoming an eyesore
  - consideration of local residents that they are not upset by loud or persistent noise or by excessive light
  - preventing cars attending an event or premises from causing a noise nuisance and congestion, and from taking up local people's parking spaces
  - avoid early morning or late night refuse collections
  - avoiding emptying bins into skips, especially if they contain glass, either late at night or early in the morning

- customers eating, drinking or smoking in open air areas (for example beer gardens/forecourts and other open areas adjacent to the premises).

24.8 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises.
- Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance, eg to ensure customers leave quietly.
- Fit prominent signs requesting that customers respect local residents and leave quietly.
- Control of operating hours for all or parts (eg garden areas) of premises, including such matters as deliveries ie not too early in the morning.
- Adoption of best practice guidance (eg Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics, Licensed Property: Noise, published by BBPA).
- Installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices.
- Management of people, including staff, and traffic (and resulting queues) arriving and leaving premises.
- Liaison with public transport providers.
- Siting of external lighting, including security lighting.
- Management arrangements for collection and disposal of waste, empty bottles etc.
- Effective ventilation systems to prevent the emission of unwanted odours.
- Take away packaging to include the name and address of the premises on it.
- Capacity levels for fast food outlets.
- Introduce a chill out area with coffee and mellow music where customers can settle before leaving.
- Introduce a closed door policy, with attendance prohibited for new customers 2 to 3 hours before licensable activities finish.

To address issues arising from customers smoking, eating and drinking in outdoor areas and on the highway outside the premises could include signage asking customers to keep noise to a minimum when using outdoor areas; restrictions on the numbers of customers permitted in certain outside areas and/or at certain times; and use of door-staff and employees to monitor possible public nuisance issues.

## **SECTION E - Hours of Trading**

30.7 Consideration will always be given to an applicant's individual case and if the matter of trading hours has been raised in a representation, the council will take into account any proposals the applicant has to minimise the risk of nuisance or disorder being caused or exacerbated by customers departing from the premises. It is however, unlikely that statements such as the premises being well-managed, or that the applicant is of good character or that the style of the premises is

intended and likely to attract a discerning clientele, will alone be sufficient to demonstrate that restrictions on hours of trading should not be applied.



# **APPENDIX F**

## **National Guidance**

**(issued under section 182 of the Licensing Act 2003)**

### **Licence conditions – general principles**

1.16 Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged. Licence conditions:

- must be appropriate for the promotion of the licensing objectives;
- must be precise and enforceable;
- must be unambiguous and clear in what they intend to achieve;
- should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- must be tailored to the individual type, location and characteristics of the premises and events concerned;
- should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- should not replicate offences set out in the 2003 Act or other legislation;
- should be proportionate, justifiable and be capable of being met, (for example, whilst beer glasses may be available in toughened glass, wine glasses may not);
- cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- should be written in a prescriptive format.

### **Each application on its own merits**

1.17 Each application must be considered on its own merits and in accordance with the licensing authority’s statement of licensing policy; for example, if the application falls within the scope of a cumulative impact policy. Conditions attached to licences and certificates must be tailored to the individual type, location and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions. Standardised conditions should be avoided and indeed may be unlawful where they cannot be shown to be appropriate for the promotion of the licensing objectives in an individual case.

## **Crime and disorder**

2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).

2.3 Conditions should be targeted on deterrence and preventing crime and disorder. For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.

2.6 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.

2.7 It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. However, licensing authorities must ensure that they do not stray outside their powers and duties under the 2003 Act. This is important to ensure the portability of the personal licence and the offences set out in the 2003 Act and to ensure, for example, that the prevention of disorder is in sharp focus for all managers, licence holders and clubs.

## **Public nuisance**

2.18 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

2.19 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance, perhaps affecting a few people living locally, as well as major disturbance affecting the whole community. It may also include in appropriate circumstances the reduction of the living and working amenity and environment of other

persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

2.20 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or more sophisticated measures like the installation of acoustic curtains or rubber speaker mounts. Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises. Licensing authorities should be aware of the need to avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are very expensive to purchase and install and are likely to be a considerable burden for smaller venues.

2.21 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

2.22 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, music noise from premises usually occurs from mid-evening until either late-evening or early-morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. In certain circumstances, conditions relating to noise immediately surrounding the premises may also prove appropriate to address any disturbance anticipated as customers enter and leave.

2.23 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.

2.24 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

## **Determining actions that are appropriate for the promotion of the licensing objectives**

9.41 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or

other persons, and representations made by the applicant or premises user as the case may be.

9.42 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

9.43 Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. Whilst this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.

## **Conditions attached to premises licence**

### **General**

10.1 This chapter provides further guidance in relation to conditions attached to premises licences and club premises certificates. General principles on licence conditions are set out in Chapter 1 (see paragraph 1.16).

10.2 Conditions include any limitations or restrictions attached to a licence or certificate and essentially are the steps or actions that the holder of the premises licence or the club premises certificate will be required to take or refrain from taking in relation to the carrying on of licensable activities at the premises in question. Failure to comply with any condition attached to a licence or certificate is a criminal offence, which on conviction is punishable by a fine of up to £20,000 or up to six months' imprisonment. The courts have made clear that it is particularly important that conditions which are imprecise or difficult for a licence holder to observe should be avoided.

10.3 There are three types of condition that may be attached to a licence or certificate: proposed, imposed and mandatory. Each of these categories is described in more detail below.

### **Proposed conditions**

10.4 The conditions that are appropriate for the promotion of the licensing objectives should emerge initially from the risk assessment carried out by a prospective licence or certificate holder, which they should carry out before making their application for a premises licence or club premises certificate. This would be translated into the steps

recorded in the operating schedule or club operating schedule, which must also set out the proposed hours during which licensable activities will be conducted and any other hours during which the premises will be open to the public.

10.5 It is not acceptable for licensing authorities to simply replicate the wording from an applicant's operating schedule. A condition should be interpreted in accordance with the applicant's intention.

## **Consistency with steps described in operating schedule**

10.6 The 2003 Act provides that where an operating schedule or club operating schedule has been submitted with an application and there have been no relevant representations made by responsible authorities or any other person, the licence or certificate must be granted subject only to such conditions as are consistent with the schedule accompanying the application and any mandatory conditions required under the 2003 Act.

10.7 Consistency means that the effect of the condition should be substantially the same as that intended by the terms of the operating schedule. If conditions are broken, this may lead to a criminal prosecution or an application for a review and it is extremely important therefore that they should be expressed on the licence or certificate in unequivocal and unambiguous terms. The duty imposed by conditions on the licence holder or club must be clear to the licence holder, club, enforcement officers and the courts.

## **Imposed conditions**

10.8 The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.

10.9 It is possible that, in certain cases, where there are other legislative provisions which are relevant and must be observed by the applicant, no additional conditions are appropriate to promote the licensing objectives.

## **Proportionality**

10.10 The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided. Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions. These could be a deterrent to holding events that are valuable to the community or for the funding of good and important causes. Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives.



## **Hours of trading**

10.13 The Government acknowledges that different licensing strategies may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions regarding licensed opening hours as part of the implementation of its licensing policy statement and licensing authorities are best placed to make decisions about appropriate opening hours in their areas based on their local knowledge and in consultation with responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.

10.14 Where there are objections to an application to extend the hours during which licensable activities are to be carried on and the licensing authority determines that this would undermine the licensing objectives, it may reject the application or grant it with appropriate conditions and/or different hours from those requested.

## **The need for licensed premises**

13.18 There can be confusion about the difference between the “need” for premises and the “cumulative impact” of premises on the licensing objectives, for example, on crime and disorder. “Need” concerns the commercial demand for another pub or restaurant or hotel and is a matter for the planning authority and for the market. This is not a matter for a licensing authority in discharging its licensing functions or for its statement of licensing policy.