

07/08/2020

Business - Application for a premises licence to be granted under the Licensing Act 2003

Ref No. 1489201

Name of Applicant

Please enter the name(s) who is applying for a premises licence under section 17 of the Licensing Act 2003 and am making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

One Night Records Ltd

Notes for Guidance

1. Describe 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.
2. 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.
 - 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.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).

4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

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

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

7. Please 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.

8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

9. Please 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 or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.

11. The application form must be signed.

12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.

14. This is the address which we shall use to correspond with you about this application.

15. 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.
- 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:
 - o evidence of the applicant's own identity – such as a passport,

 - o evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and

 - o 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.

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.

Premises Details

Application for a premises licence to be granted under the Licensing Act 2003

Non-domestic rateable value of premises in order to see your rateable value [click here](#) (opens in new window)

£	57,511
	Band D and E only applies to premises which uses exclusively or primarily for the supply of alcohol for consumption on the premises
	Yes

Premises trading name

	One Night Records
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Postal address of premises or, if none, ordnance survey map reference or description

Do you have a Southwark postcode?	Yes
Address Line 1	ARCH
Address Line 2	45 WARDENS GROVE
Town	LONDON
Post code	SE1 0HT
Ordnance survey map reference	
Description of the location	
Telephone number	██████████

Applicant Details

Please select whether you are applying for a premises licence as

	a person other than an individual (limited company, partnership etc)
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If you are applying as an individual or non-individual please select one of the following:-

	I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
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Other Applicants

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

Personal Details - First Entry

Name	One Night Records Ltd
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Address - First Entry

Street number or building name	One Night Records, Suite 40 - 41, The Hop Exchange, 24 Southwark Street
Street Description	Commercial
Town	London
County	
Post code	SE1 1TY
Registered number (where applicable)	12205110

Description of applicant (for example, partnership, company, unincorporated association etc)	Company limited by guarantee.
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Contact Details - First Entry

Telephone number	██████████
Email address	

Operating Schedule

When do you want the premises licence to start?

	14/09/2020
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If you wish the licence to be valid only for a limited period, when do you want it to end?

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General description of premises (see guidance note 1)

	A series of tunnels under the railway linking Waterloo to London Bridge.
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If 5,000 or more people are expected to attend the premises at any one time please use the drop down below to select the number.

	Less than 5000
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Note 1

Describe 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 of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.

Operating Schedule part 2

What licensable activities do you intend to carry on from the premises?

	(Please see sections 1 and 14 of the Licensing Act 2003 and schedule 1 and 2 of the Licensing Act 2003)
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Provision of regulated entertainment (Please read guidance note 2)

	a) plays
	e) live music
	f) recorded music
	g) performance of dance

Provision of late night refreshment

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Supply of alcohol

	j) Supply of alcohol
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In all cases please complete boxes K, L and M.

A - Plays

Will the performance of a play take place indoors or outdoors or both? (Please read guidance note 3)

	Indoors
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Please give further details here (Please read guidance note 4)

	Immersive theatre performances. Stylised performances with no script. However future performances may have actors performing characters with scripts. This is a theatre space.
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Standard days and timings for Plays (Please read guidance note 7)

Day	Start	Finish
Mon	10:00	23:00
Tues	10:00	23:00
Wed	10:00	23:00
Thur	10:00	23:00
Fri	10:00	23:00
Sat	10:00	23:00
Sun	10:00	23:00

State any seasonal variations for performing plays (Please read guidance note 5)

	N/A.
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Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed. (Please read guidance note 6)

	N/A
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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please 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.

E - Live Music

Will the performance of live music take place indoors or outdoors or both? (Please read guidance note 3)

	Indoors
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Please give further details here (Please read guidance note 4)

	Musical performances of performers from the 1950s, 1940s, 1930s and 1920s. Blues, Blue grass, Jazz and Rock and Roll. Mostly singular artists with some bands.
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Standard days and timings for Live Music (Please read guidance note 7)

Day	Start	Finish
Mon	10:00	23:00
Tues	10:00	23:00
Wed	10:00	23:00
Thur	10:00	23:00
Fri	10:00	23:00
Sat	10:00	23:00
Sun	10:00	23:00

State any seasonal variations for the performance of live music (Please read guidance note 5)

	N/A
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Non standard timings. Where you intend to use the premises for the performance of live music at different

times to those listed. (Please read guidance note 6)

	N/A
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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please 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.

F - Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? (Please read guidance note 3)

	Indoors
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Please give further details here (Please read guidance note 4)

	Some background music will be played in the bar area. There will not be a DJ. This is not a nightclub.
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Standard days and timings for Recorded Music (Please read guidance note 7)

Day	Start	Finish
Mon	10:00	23:00
Tues	10:00	23:00
Wed	10:00	23:00
Thur	10:00	23:00
Fri	10:00	23:00
Sat	10:00	23:00
Sun	10:00	23:00

State any seasonal variations for playing recorded music (Please read guidance note 5)

	N/A
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Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed. (Please read guidance note 6)

	N/A
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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please 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.

G - Performances of Dance

Will the performances of dance take place indoors or outdoors or both? (Please read guidance note 3)

	Indoors
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Please give further details here (Please read guidance note 4)

	There is currently none planned but there may be some stylised dance performances alongside the music.
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Standard days and timings for Performance of dance (Please read guidance note 7)

Day	Start	Finish
Mon	10:00	23:00
Tues	10:00	23:00
Wed	10:00	23:00
Thur	10:00	23:00
Fri	10:00	23:00
Sat	10:00	23:00
Sun	10:00	23:00

State any seasonal variations for the performance of dance (Please read guidance note 5)

	N/A
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Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed. (Please read guidance note 6)

	N/A
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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.

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

7. Please 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.

J - Supply of Alcohol

Will the supply of alcohol be for consumption (Please read guidance note 8)

	On the premises
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Standard days and timings for Supply of alcohol (Please read guidance note 7)

Day	Start	Finish
Mon	10:00	23:00
Tues	10:00	23:00
Wed	10:00	23:00
Thur	10:00	23:00
Fri	10:00	23:00
Sat	10:00	23:00
Sun	10:00	23:00

State any seasonal variations for the supply of alcohol (Please read guidance 5)

	N/A
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Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed. Please list, (Please read guidance note 6)

	N/A
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Please download and then upload the consent form completed by the designated proposed premises supervisor

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

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

7. Please 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.

8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

Premises Supervisor

State the name and details of the individual whom you wish to specify on the licence as the designated premises supervisor (Please see declaration about the entitlement to work in the check list at the end of the form)

Full name of proposed designated premises supervisor

First names	Bertie
Surname	Watkins

DOB

Date Of Birth	██████████
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Address of proposed designated premises supervisor

Street number or Building name	████████████████████
Street Description	██████████
Town	██████████
County	
Post code	██████████

Personal licence number of proposed designated premises supervisor, if any,

Personal licence number (if known)	LBWands ██████████
Issuing authority (if known)	Wandsworth

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (Please read guidance note 9)

	<p>-There is no content within the productions that would be unsuitable for children. We will operate an 18+ entry policy however there is no content that would not be suitable for under 18s.</p> <p>-We will implement a documented policy setting out measures ensuring the protection of children from harm in regards to our licensing objectives:</p> <p>-All staff to be informed and trained of the policy and it to be enforced by duty manager, designated premises supervisor and license holders.</p> <p>-Restrict access to children at all times.</p> <p>-Challenge Policy – anyone who looks under 25 will be challenged by bar staff.</p> <p>-No ID, no sale policy implemented.</p> <p>-Only accept photographic evidence of age – Driving licenses or passports.</p> <p>-Prominently advertise the policy in protecting children from harm.</p> <p>-Posters informing audience of the illegality of proxy buying and any members</p>
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	identified, as doing so will be removed by SIA approved supervisor. -No advertisement to target underage individuals at any times. -Regular enforcing of policy by staff and training implemented monthly. -Refusals Book to be implemented and completed at any time, no audience member can prove their age. -Book to state, date and description of person attempting to buy alcohol and the name of the staff member who refused sale. -Book to be available for any police enforcement officer who requests it. -Staff training to ensure they understand the Licensing Act 2003 and be comfortable in refusing sale. -Children to be closely monitored by parent or guardian. -No underage child to be allowed on site alone - no under 16s on site without a responsible parent or guardian. Under 16s not allowed into bar area after production. -Staff trained to challenge.
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9. Please 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 or the presence of gaming machines.

L - Hours premises are open to public

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

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

7. Please 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.

Hours premises are open to the public (standard timings Please read guidance note 7)

Day	Start	Finish
Mon	10:00	00:00
Tues	10:00	00:00
Wed	10:00	00:00
Thur	10:00	00:00
Fri	10:00	00:00
Sat	10:00	00:00
Sun	10:00	00:00

State any seasonal variations (Please read guidance note 5)

	N/A
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Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed. Please list, (Please read guidance note 6)

	N/A
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M - Steps to promote four licencing objectives

a) General - all four licensing objectives (b,c,d,e) (Please read guidance note 10)

	<p>Strong management controls and effective training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:</p> <ul style="list-style-type: none"> a) No selling of alcohol to underage people b) No drunk and disorderly behaviour on the premises c) Zero tolerance drug policy d) No violent and/or anti-social behaviour e) No harm to children <ul style="list-style-type: none"> -Operating Schedule; providing the hours of operation and licensable activities during those hours. -Strictly limited amount of audience allowed on site at any time. -Ticketed event – not publicly accessible. -Designated premises supervisor confirmed it is obligated to be in day-to-day control of the premises, to provide good training for staff on the Licensing Act (Training Record), to make or authorise each sale. -Clear "Challenge 25" information to prevent the supply of alcohol to under-age drinkers. -CCTV in place in suitable locations -SIA trained supervisor to be on site during operation hours. -External lighting -Specific controls on monitoring underage individuals -Personal belongings to be supervised and any prohibitive protocols to be in place at all times. -No public access to the venue at any time. -Venue to be fully risk-assessed and signed off by a health and safety expert. -All safety measures to be in place at all times – any risk reductions to be implemented before there is any access to the venue by public. -Noise reduction protocols implemented at all times – noise levels to not to exceed legal levels. -British Gypsum quiet wall to be built to ensure there is no noise pollution created externally. -No public to be positioned outside of the venue for prolonged amount of time (over 1hour). <p>All appropriate authorities notified:</p> <ul style="list-style-type: none"> -Chief Officer of Police -Fire Authority -Health and Safety Authority -Planning Authority -Environmental Health -Child Protection Body -Weights and Measures Inspectors <p>As a premise we know that it is necessary to carry out our functions or operate our businesses with a purpose of promoting these objectives. We will support these objectives through our operating schedules and other measures (including staff training and qualifications, policies, and strategic partnerships with other agencies)</p>
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b) the prevention of crime and disorder

	<ul style="list-style-type: none"> -Duty Manager to be on site at all times. -SIA Supervisor on site at all times of regulated entertainment. -Venue to be locked down at all times when not in use. -No door to be left open at any times – fire exits checked every evening. -Theft reduction policy implemented. -All valuables to be stored in secure locations (safe deposit box) -Anti theft protocols to be implemented at all times – hooks under tables, written warnings advising audience on how to reduce theft. All crime to be immediately reported to police. -Lost and found policy understood and maintained by staff. -CCTV - to in place at appropriate positions to ensure the duty manager can perceive the whole venue at all times.
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	<ul style="list-style-type: none"> -CCTV to be checked and reviewed weekly. -External Lighting – in appropriate places to ensure that any criminal behaviour is captured on CCTV. -Distinctive dress code for staff to ensure that no one is mistaken or allowed access to the venue. -Every staff member to be in radio contact with each other to ensure efficient communication between company members. -Holding the right to refuse entry – SIA trained staff will be able to refuse anyone entry due to overcrowding, disorderly behaviour or possession of illegal substances/objects. -Strict admissions policy for managing door – ticked events only. -Effective Security Policy implemented in response to the risk assessment. -Work closely with the police to ensure the safety of audiences at all times. -Staff members trained in the security policy and any security breaches need to be recorded by staff. -Premises need to be swept frequently by the duty manager for any suspect packages, broken glass, obstructions or criminal behaviour hourly. -Alternative to glass drink vessels. -It will be open a limited amount of time and never open to the public, only audience members holding tickets will be admitted. -SIA trained staff to supervise the door and maintain entry into the venue and ensure that all licensing objectives to be implemented at all times. -Removal and calming of disorderly individuals from site by SIA trained staff. -All disorderly individuals will be led away from the site to the nearest bus stop or taxi rank – no drunk and disorderly individual will be left outside the venue. -Close contact with the police to ensure any response is swift. -Zero tolerance drug policy - door search of bags and persons for any illegal substances or objects. -Security checks performed monthly. -Daily briefings and debriefings with all staff by duty manager.
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c) public safety

	<ul style="list-style-type: none"> -General safety of staff and public - implementing a full risk assessment. Risks and hazards should be identified within the venue and precautions should in place before any audience enter the venue. -Full COVID19 Risk Assessment implemented. -All staff should be made aware of the risk assessment and the precautionary measures within. -A copy of the risk assessment should be kept in the premises at all times. -Full health and safety check to take place. -Risk Assessment Objectives enforced. -First Aid – fully stocked first aid boxes should be on site at all times. -A first aider will be on site at all times to treat minor incidents. -All staff trained in first aid protocols – venue to be in close contact with the local ambulance service. -Ambulance access available and unblocked at all times. -First Aid room to be provided as a safe place when audiences have injured themselves. -Temperature to be kept at an optimum level. -All available temperature controls to be implemented at all times. -Duty manager to be on site at all times and to adjust the temperature to an optimum level. -Overcrowding – only a certain amount of audience members allowed into the venue at one time. -Audience arrival time staggered to avoid congestion. -Ticketed access to prohibit overcrowding. -Door counters held by duty manager to count the amount of audiences within venue. -Refuse – any refuse will need to be disposed of efficiently and appropriately. -All staff trained in waste disposal. -Regular collections to take place to ensure no refuse build up. -Glass collection to take place at all times by trained staff – staff to be trained in glass collection policy to avoid obstruction. -Checks to take place by Duty Manager hourly to ensure to glass build up. -Spillages and broken glass to be cleaned up immediately. -Bottle bins should be secured at all times to ensure no public can access them. -Fire detection system to be implemented and evacuation procedure to be practised monthly. -Fire risk assessment to identify any possibly causes of fire and reductions
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	<ul style="list-style-type: none"> implemented to ensure fire does not occur. -Fire exits to be maintained and unobstructed at all times. -Staff trained in fire safety and fire marshals to be on site at all times of public access. -Continuous training to take place in regards to changing of policy. -Regular checks on equipment to make sure there are no defaults that could cause fire, injury or incident. -Written incident policy implemented and understood by all staff. -Any incident to be recorded and reviewed monthly to ensure smooth running of venue. -Smoking policy – staff to be trained in the legalities of smoke free areas. -Removal of any individual that does not abide by the laws.
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d) the prevention of public nuisance

	<ul style="list-style-type: none"> -Noise management policy implemented and enforced. -Noise levels kept to a minimum. -Full sound proofing implemented within the external walls - British Gypsum Quiet Wall. -Staggered Audiences to ensure there are no queues outside the venue. -SIA Trained supervisors to be outside at all times to ensure the noise levels are reduced and to disperse any audience that are staying outside the venue. -Audience exiting the venue will also be staged at all times – no mass exit at any time – controlled by the duty manager. -Doors and windows closed when appropriate. -Mechanical means of ventilation put in place. -Sound limiting devices to be in possession by DPS or Licence Holder to ensure maximum volume isn't exceeded. -Any speakers used to have rubber speaker mounts to prohibit any structural borne noise. -Noise monitoring to take place weekly by the duty manager. -Noise management policy to be recorded at all times. -Contact number provided for local residents so they can report any noise issues – phone to be on the duty manager's persons at all times. -Visible signage informing audience of local residents and to ask to keep noise levels to a minimum displayed around the outside of the premises. -Limited amount of smokers allowed into open space. -Smoking areas to be away from residential areas. -Prohibit loitering by smokers by taking drinks from them. -Staff to be sent home immediately after the event. -Staff to depart from the venue appropriately. -Deliveries to take place during the day and not at inappropriate times. -No debris to be outside the venue–duty manager to ensure that there is any rubbish outside the venue at any time. -No drinks promotions to take place at any time. -Drinks to be priced responsibly and in accordance to London wide net price. -Staff training on the effects of alcohol and how to spot early signs of customers becoming drunk should be provided to give them the knowledge and confidence to deal with drunken patrons. -Staff should be aware of their responsibilities in regards to the Licensing Act 2003 and recognise appropriate 'cut off' points for serving drunken customers. -Staff to continuously to assess the behaviour of audience and the amount of alcoholic influence they are under. -All sales of alcohol to be approved by a Personal License holder. -A duty of care policy implemented to ensure the safety of any individual suffering from the over intoxication of alcohol -Drink awareness posters placed around venue. -Audience contained within building -Free taxi cab phone service provided by venue.
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e) the protection of children from harm

	<ul style="list-style-type: none"> -A documented policy setting out measures ensuring the protection of children from harm. -All staff to be informed and trained of the policy and it to be enforced by duty manager, designated premises supervisor and license holders.
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	<ul style="list-style-type: none"> -Restrict access to children – no children to be allowed within the venue after performances have finished. -Restrict access to the bars for children. -Challenge Policy – anyone who looks under 25 will be challenged by bar staff. -No ID, no sale policy implemented. -Only accept photographic evidence of age – Driving licenses, passports, or PASS cards. -Prominently advertise the policy in protecting children from harm. -Posters informing audience of the illegality of proxy buying and any members identified, as doing so will be removed by SIA approved supervisor. -No advertisement to target underage individuals at any times. -Regular enforcing of policy by staff and training implemented monthly. -Refusals Book to be implemented and completed at any time, no audience member can prove their age. -Book to state, date and description of person attempting to buy alcohol and the name of the staff member who refused sale. -Book to be available for any police enforcement officer who requests it. -Staff training to ensure they understand the Licensing Act 2003 and be comfortable in refusing sale. -Children to be closely monitored by parent or guardian. -No underage child to be allowed on site alone - no under 16s on site without a responsible parent or guardian. Under 16s not allowed into bar area after production. -Wristbands issued for underage individuals. -Staff trained to challenge.
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Guidance note 10

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

Please upload a plan of the premises

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Please upload any additional information i.e. risk assessments

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Checklist

	<p>I have enclosed the plan of the premises. I understand that if I do not comply with the above requirements my application will be rejected. I understand that I must now advertise my application (In the local paper within 14 days of applying)</p>
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Home Office Declaration

Please tick to indicate agreement

	<input type="checkbox"/> I am a company or limited liability partnership
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Declaration

[Applicable to individual applicants only, including those in a partnership which is not a limited liability

partnership]

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK.

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work.

I/We hereby declare the information provided is true and accurate.

I agree to the above statement

	Yes
PaymentDescription	██████████
PaymentAmountInMinorUnits	██████
AuthCode	██████
LicenceReference	██████████
PaymentContactEmail	

Please provide name of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 12). If completing on behalf of the applicant, please state in what capacity.

Full name	Bertie Watkins
Date (DD/MM/YYYY)	07/08/2020
Capacity	Producer - DPS

Where the premises licence is jointly held, enter the 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (guidance note 13). If completing on behalf of the applicant state in what capacity

Full name	
Date (DD/MM/YYYY)	
Capacity	

Contact name (where not previously given) an address for correspondence associated with this application (please read guidance note 14)

Contact name and	Bertie Watkins, One Night Records Ltd, Suite 35, The Hop Exchange, 24 Southwark St,
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address for correspondence	London SE1 1TY
Telephone No.	██████████
If you prefer us to correspond with you by e-mail, your email address (optional)	b

GUIDANCE NOTES

12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.

14. This is the address which we shall use to correspond with you about this application.

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

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.

The information you provide will be used fairly and lawfully and Southwark Council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.

Producer: Bertie Watkins	Site: 45-51 Wardens Grove, London, SE1 0HT Date of Assessment: 05/08/2020	Description of Activity / Task Assessed: Performances and pre production.	Assessment carried out by: Name: Bertie Watkins Position: Producer Signature: Bertie Watkins
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Assessment Description:
Performance of CROOKS 1926 to take place in 16 Harper Road,

Related Documentation/legislation:
HASAWA 1974
Management of Health and Safety at Work Regulations 1999
Noise at Work Regulations
Violent Crimes Reduction Act (CAD code) if needed.
Fireworks Act 2003 – unnecessary but used for precaution.
Fireworks Safety Regulations 1997 – unnecessary but used for precaution.

Notes:

All employers on site are to abide by Risk Assessment set out by One Night Records Ltd. in regards to the Management of Health and Safety at Work Regulations 1999 (MHSWR).
Key: **Highlighted Yellow = Pre show**, **Highlighted Green = During Show**, **General Fire Safety = Red**. Separate Fire Risk Assessment Attached

Overall Risk Rating LOW – Maintain Controls to manage risk

Overall Risk Ratings Low – Maintain controls to manage risk : Medium : Risk managed but further controls may be needed : High: Controls needed to manage risk

Section 1 – General Hazards

What is the task / hazard (Include brief description)	Who might be harmed (Staff, Guests, Visitor)	How may person/s be harmed	Risk Level VH/H/M/L	Existing Controls & Precautions (Detail on safeguards in place)	Controlled Risk rating VH/H/M/L	Additional Action(s)			
						How/What/Procedure?	By Whom?	By When?	Complete
Pre Production: site visits. Risk of general injury and tripping from uneven floor.	Guests and Staff	General grazing, injuries to head or body.	L	-Guests and Staff advised by venue manager and production manager of risks	L	-Verbal warnings	Bertie Watkins		
Uneven floor	Staff	Tripping, injuries to head or body	L	-All staff to wear appropriate footwear and clothing. -First Aid Kit on site and accessible at all times on site with first aider present. -All walking difficulties to be acknowledged and accommodated. -Shoes are worn at all times. -Light levels not to go below 100 lumens outlined in CIBSE Code for lighting. -Low visibility floor levels highlighted by white tape. -Hazard markings will mark any risk points.	L	-First Aider on site at all times	Bertie Watkins		
Heavy lifting of materials/ scenery/props etc.	Staff	Injury to spine (slipped disk) or strain or sprain of lumbar, thoracic and cervical region.	M	-All staff to have informal training for lifting heavy objects. -Production team responsible for weight distribution of heavy objects. -Aids used when appropriate. -Heat, ventilation and trip risks reduced before any heavy item lifted. -Guidance taken from The Manual Handling Operations Regulations 1992	L	-Production manager to verbally train production staff on heavy lifting and working at heights. -Printed guides and manual should be on site at all times. http://www.hse.gov.uk/msd/faq-manhand.htm	Bertie Watkins		

Low Ceilings	Staff	Injury to head, possible cause of concussion	L	-All members of staff to be guided by production manager to be aware of surroundings and take caution when moving around the space -All major risks highlighted with hazard tape. -Tall members of staff (over 6ft) given hard hats if available when working in low ceiling areas. -First Aid Kit on site and accessible at all times on site with first aider present.	L	-Production manager to warn all members of staff about possible low ceilings and to take caution when moving within the area. -Production Manager to mark risk points	Bertie Watkins		
Tools, particularly mechanical tools	Staff	Serious Injury to self and others. Cuts, grazes, bruises, bone fracture due to misuse of tools.	M	-Production manager to ensure all staff are appropriately trained in the use of tools, particularly mechanical tools. -No persons without appropriate training or experience to handle mechanical tools under any circumstances. -All tools stored in appropriate area. -Tools handled with respect. -First Aid Kit on site and accessible at all times on site with first aider present.	L	-Production manager to ensure all staff members have appropriate training or experience before use of tools.	Bertie Watkins		
Working at Height	Staff	Injury to head or body due to fall. Potentially fatal.	L	-All members of staff informally trained in working at heights. -All staff members to read HSE's Guide to <i>Safe Use of Ladders and Stepladders</i> . -First Aid Kit on site and accessible at all times on site with first aider present.	L	-Production manager to have a printed copy of Safe Use of Ladders and Stepladders Guide on site for all staff members to read (http://www.hse.gov.uk/pubns/indg455.pdf)	Bertie Watkins		
Vehicle use during build	Staff, Residents	Possible collision with vehicles on site during build. Parking restrictions.	M	-High visibility clothing worn at all times during the build. -Signage posted for residents to be aware of build -Speed limit implemented and enforced. -Awareness enforced at all times by production manager and staff. -First Aid Kit on site and accessible at all times on site with first aider present.	L	-Production manager to supply staff with high visibility clothing when available.	Bertie Watkins		

<p>Chemicals, Solvents, Adhesive misuse or spillage.</p>	<p>Staff, Residents</p>	<p>Corrosive chemical burns can occur when coming into contact with skin or organs</p>	<p>L</p>	<ul style="list-style-type: none"> -Tested and approved containers to be used at all times. -Goggles to be worn when handling high-risk solvents. -First Aid Kit to include eyewash and burn cream. -Suitable gloves worn when handling corrosive chemicals/solvents -Only staff members with adequate training and/or experience to handle corrosive chemical goods. -Ventilation to be monitored at all times. -Masks to be provided when necessary. -No staff member to use solvents for recreational use. Immediate removal if found. -First Aid Kit on site and accessible at all times on site with first aider present. 	<p>L</p>	<ul style="list-style-type: none"> -Production Manager to supply staff with masks. -Production Manager to ensure First Aid kit is present and accessible on site at all times. -Production manager to ensure the correct staff are handling correct materials. 	<p>Bertie Watkins</p>		
<p>Electric shock from faulty sockets, switches or lights</p>	<p>Staff</p>	<p>Serious/fatal injury caused by electric shock</p>	<p>L</p>	<ul style="list-style-type: none"> -Equipment faults reported promptly to venue manager. -System inspected and PAT tested by an electrician. -Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. -Plugs, sockets etc suitable for outdoors environment. -All wires that cross audiences or the crewmembers path need to be taped down with visible hazard tape. -Hazard points to be visibly marked. -Qualified technician is to test the circuits and ensure no event of short-circuiting. -All components to be handled with care. - Regular maintenance of equipment and checks with wiring, plugs, sockets. - Ensure isolator is off when fixing any electrical equipment and "Men Working" signs are in place. -Ensure power is off when replacing fuses. -First Aid Kit on site and accessible at all times on site with first aider present. -Explosion proof lighting to be used. 		<p>NICEIC Electrician to perform PAT Testing – Production Manager responsible for sourcing technician. Battery Packs checked regularly for breakage.</p>	<p>Bertie Watkins</p>		

Trip Hazards – Wiring	Residents and Staff	Injury to head or body, fall.	M	<ul style="list-style-type: none"> -Crew will be briefed on safety procedures and quadrant -Production to be stationed in one secured area that is clearly signposted. -Residents made aware of work taking place. -Signage placed around area to inform public that production is taking place. -Crew to clean up or move any obstructions immediately using suitable methods -Good lighting in all areas, not falling below 100Lumens – outlined in CIBSE Code for lighting. -No trailing cables or obstruction in walkways. -All wires to be tapped down with warning tape at all times. -Company members to ensure the continued reduction of trip hazards. -First Aid Kit on site and accessible at all times on site with first aider present. 	L	<ul style="list-style-type: none"> -Brief and remind residents and crew to be on alert and careful when moving around on site. -Ensure suitable footwear with good grip worn by all -All cabling to be tapped down by production staff -Signage attained by Production Manager. 	Bertie Watkins		
Materials – wood, metal.	Staff	Injury (cuts/bruises) to head or body from falling objects, splinters and misuse of materials. Rust.	L	<ul style="list-style-type: none"> -Only company members with relevant training or experience to handle high-risk materials – large objects/decaying objects. -All staff to wear suitable clothing at all times on site. -All staff members to wear suitable gloves when working with hazardous materials. -All staff to wear hard hats when appropriate. -Production Manager to check that all staff has suitable medical records including a Tetanus and Hepatitis B vaccinations. -First Aid Kit on site and accessible at all times on site with first aider present. 	L	<ul style="list-style-type: none"> -Production Manager to attain First Aid kit. -Production Manager to ensure all staff has suitable medical history. 	Bertie Watkins		
Drips	Staff and Residents	Drips to the eye and or clothing	L	<ul style="list-style-type: none"> -Residents and Staff made aware of hazard by Production Manager informally. -Any major drips that can lead to wet floors will be sign posted (see wet floors) -Staff told to wear suitable clothing and all clothing worn is at their discretion. - One Night Records ltd. take no responsibility of peoples clothing when entering the site 	L	<ul style="list-style-type: none"> -Production Manager to include in visible signage, the prohibition of responsibility over fashion and garments. 	Bertie Watkins		

Weather	Staff	Overheating / dehydration from working in overheated spaces	L	<ul style="list-style-type: none"> -All guidelines followed that are present within the HASAWA and Management of Health and Safety at Work Regulations 1999. -Work areas well ventilated at all times. -Suitable clothing worn. -Suitable breaks to be taken -The Approved Code of Practice defines a reasonable temperature indoors as being normally at least 16°C unless the work involves severe physical work in which case the temperature should be at least 13°C. - Thermal Comfort Risk Assessment on Site produced every day. -Provide 'warm up/warm down' areas when appropriate. -Provide access to water at all times. -Provide supervision. -Provide sun cream, hats and sunglasses if appropriate. 		<p>-HASAWA 1974</p> <p>-Management of Health and Safety at Work Regulations 1999</p> <p>-Production Manager to do an informal Thermal Comfort Risk Assessment on Site every day.</p> <p>http://www.hse.gov.uk/temperature/faq.htm</p>	Bertie Watkins		
Spillage wet and dry: Water/Flooding	Staff, Residents	Slipping/tripping due to liquid and dry spillage.	L	<ul style="list-style-type: none"> -All staff to use appropriate containers for liquid substances. -Liquid kept away from work area when possible. -All spillage immediately dealt with. -Place 'spill sign' caddy where spillage occurs. - Brooms, mops, paper towels located in technical cupboard. -Electrical equipment kept away from any spillage. -Electricity turned off at source in event of flood or major spillage. -Food to be consumed away from site. 		<ul style="list-style-type: none"> -Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry -Production Manager to provide appropriate cleaning materials. 	Bertie Watkins		
Security	Staff	Theft of equipment or materials.	L	<ul style="list-style-type: none"> -All equipment to be stored in appropriate and secure location. -If possible, an SIA trained supervisor or security guards provided or on site at all times. -Police made aware of activity/build taking place. 	L	<ul style="list-style-type: none"> -Production Manager to ensure all equipment is accounted for. 	Bertie Watkins		
Employee Insurance	Staff,	ELI		<ul style="list-style-type: none"> -Correct employee insurance taken out for all employees and third party incidents. 		<ul style="list-style-type: none"> -Producer 	Bertie Watkins		

Waste disposal	Staff	Trip Hazard, choking hazard. Visual Pollution.	L	<ul style="list-style-type: none"> -All staff members to dispose of waste in container provided by production manager. -All heavy materials or hazardous materials used to be appropriately disposed of by Production Manager. -Production Manager to provide skips, bins etc when appropriate. 	L	<ul style="list-style-type: none"> -Production Manager to source and provide waste disposal units. 	Bertie Watkins		
Smoking	Staff	Fire Hazard and Stress	L	<ul style="list-style-type: none"> -Smoking is not permitted on any part of the premises. -Production Manager to provide appropriate smoking area for all staff members. -Signage to be displayed and visible at all times for the awareness of residents and staff. -Smoking area/s to be at least 10m away from work area. -Smoking area to be in the open (less than 3 walls) and well ventilated. -All under the DoH guidelines. 	L	<ul style="list-style-type: none"> -Production Manager to find smoking area and apply signage before work starts. <p>http://www.hse.gov.uk/contact/faqs/smoking.htm</p>	Bertie Watkins		
Code of Conduct	Staff	Insult and injury	L	<ul style="list-style-type: none"> -All staff members to abide by the Code of Conduct laid out by the Assistant Producer. -Code of Conduct only ever and solely allowed to be broken when life/ serious injury is at immediate risk. 		<ul style="list-style-type: none"> -Production Manager to verbally tell all staff of One Night Records Ltd. Code of Conduct. 	Bertie Watkins		
Obstruction during performance	Audiences	Trip Hazard and Accessibility Issues	M	<ul style="list-style-type: none"> -All floor areas kept clear at all times when audience are present. -Audience advised to take caution by Actors when entering any spaces with trip hazards. -All movement by audience supervised by both Actor and Production Manager. -Roaming Production Manager and Stage Manager to be aware of anyone who may need additional attention and provide it when necessary. -All uneven floor surfaces to be clearly marked out with luminous hazard tape. -All uneven floors to be well lit at all times. -All trip hazards to be padded with suitable padding (same with low ceilings below) -Radio contact in case of emergency. See Communications document. -Appropriate clothing and footwear worn at all times. -Signage placed around the entrance to warn audiences to take care on flooring. 	L	<ul style="list-style-type: none"> -Venue Manager to ensure all signage is printed and displayed before each show. 	Bertie Watkins		

Confined spaces – Corridors	Audience	Discomfort and claustrophobia caused by small spaces	L	<ul style="list-style-type: none"> -There are limited confined spaces within the production. -Audiences made aware when there are confined spaces. -Audience given obstruction-by-obstruction account of hazards. -Audience numbers kept to a minimum when moving from space to space. -Audiences staggered to reduce bottlenecking. -Safe room provided. -Safe word provided. -All confined spaces to be well lit at all times (never below 100lumens) to reduce risk of injury. -All low ceilings to be clearly marked out by luminous hazard tape at all times. -All audience movement supervised by staff member. 	L	-Production Manager to ensure that staggering schedule is abided by	Bertie Watkins		
Waiver for injury – terms and conditions agreement upon participating in performance	Audiences	For extreme and unforeseen circumstances.	L	<ul style="list-style-type: none"> -Audiences have to agree to the terms and conditions of taking part in the performance. The T&C's will outline this risk assessment, make them aware of the immediate risks of the show and tell them that if they act inappropriately and injure themselves through no fault of our own, they are solely responsible for that injury and are unable to put the case into jurisdiction. 	L	-Documents produced by Assistant Producers	Bertie Watkins .		
Medical	Audiences	Medical Conditions leading to multiple risks.	M	<ul style="list-style-type: none"> -To ensure that all staff is aware of the various medical conditions audience members have, we have implemented a wristband system. The colour codes are only known to staff to ensure the correct procedure happens at the right time. -Procedures taken at appropriate time to reduce risk of injury due to medical conditions. -Separate Risk Assessment to Medical Procedure Document -No wristband means no medical condition. 	L	<ul style="list-style-type: none"> - Producer to produce document and ensure that all staff have it within the show pack to ensure they have awareness of colour codes. -Appropriate training to take place with all staff members. 	Bertie Watkins		

Hazardous materials	Audience, Staff	Injury (cuts/bruises) to head or body from falling objects, splinters. Rust.	L	-All staff and audience to wear suitable clothing at all times on site. -All staff members to wear suitable gloves when working with hazardous materials. -First Aid Kit on site and accessible at all times on site with first aider present. -Audience warned to be cautious when moving around the space, not to touch anything that looks dangerous. -All action with audience closely monitored by staff.	L	-Production Manager to attain and make readily available a First Aid kit. -Production Manager to ensure all staff has suitable medical history. -Production Manager and Stage Manager to ensure suitable staffing of show.	Bertie Watkins		
Skin to skin contact with actors and audience	Audience, Actors	Possible discomfort and passing of disease through skin-to-skin contact.	L	-Actors that have taken ill will make the Production Manager aware and they will not perform the piece. -Staff will tell audience members that if they are ill, it is unadvisable to hold hands. -It will not be compulsory for the audience. -The duration will last less than two minutes.	L	-Production Manager to be aware of ill actors and make other actors aware. -Staff to be present in case of audience wanting to not take part.	Bertie Watkins		
Low lighting	Audience, Staff	Tripping and falling due to low lighting causing injury to body or head.	L	-Lighting not to go below 100 lumens as stated within the Management of Health and Safety at Work Regulations 1999 and Technical Standards for Places of Entertainment 2015	L	-Lighting Designer to ensure that lighting does not dip below 100 Lumens, particularly in risk trip areas such as stairs and corridors.	Bertie Watkins		
Illness	Audience, Staff	Illness – vomiting etc from virus and fungal infections	L	-For audiences and staff who fall ill within the duration of the show, we have provided a green room where audience s can sit to get away from the action. -Production Manager will be present in the rooms at all times. -Emergency services to be notified if necessary.	L	-Staff to radio Production Manager, Production Manager to remove audience member and take them to green room. -Production Manager to telephone emergency services if necessary	Bertie Watkins		

Smoking	Audience, Staff	Fire Hazard and Stress	L	<ul style="list-style-type: none"> -Smoking is not permitted on any part of the House of Detention. -Production Manager to provide appropriate smoking area for all staff and audience members. -Signage to be displayed and visible at all times for the awareness of residents and staff. -Ashtrays to be provided and emptied when appropriate. -Smoking areas to not be accessible by children. -Smoking area away from performance area. -Smoking area to be in the open and well ventilated. -All regulations to be guided by the DoH guidelines. -Separate Fire Risk Assessment made concerning fire risks. 	L	<ul style="list-style-type: none"> -Production Manager to find smoking area and apply signage before work starts. -Assistant Producer to create document and signage http://www.hse.gov.uk/contact/faqs/smoking.htm 	Bertie Watkins		
Alcohol	Audience, Staff	Injury, stress and criminal behaviour induced by the consumption of alcohol.	M	<ul style="list-style-type: none"> -Production manager to ensure that the venues with permitted drinking abides by The Licensing Act 2003 and the Alcohol Harm Reduction Strategy. -To have clear Licensing Objectives. -To have a clear Operating Schedule. -To have: CCTV, external lighting, noise reduction, staff training, licensed door supervisors and strategies to prevent under-age sales where appropriate. -Two/four staff members to be SIA trained. 	L	-Bertie Watkins is a Personal License holder.	-Bertie Watkins		
Drugs	Audience	Injury, stress, criminal behaviour and death induced by the consumption and misuse of recreational drugs.	L	<ul style="list-style-type: none"> -Zero tolerance to drug use. -SIA trained staff within the venue at all times when appropriate. -Door searches undergone when appropriate as audience enter the venue. -Police notified immediately of any drug taking. 	L	-Minimum of 1 SIA trained staff member.	-Bertie Watkins		
Fuse Boxes	Audience	Electrical shock due to misuse and or broken circuits.	M	<ul style="list-style-type: none"> -All fuse boxes to be secured by Production Manager. -Signage instructing audiences to not touch the fuse box placed on fuse box. 	L	<ul style="list-style-type: none"> -Venue Manager to ensure hazard signage is visible. -Production Manager to ensure that signs are in place 	Bertie Watkins		

Dehydration	Audience, Staff	Dehydration/collapses caused by heat and lack of water	L	-Audience have access water at all times. -Green Room provided. -Emergency services notified in an event of a collapse. -Suitable ventilation within performance areas. -Staff costumes to be appropriate to weather/temperature. -Green room provided for staff. - Thermal Comfort Risk Assessment on Site produced every day.	L	-Costume Designer to ensure costumes are not too hot. -Production Manager to ensure staff has access to water at all times. -Production Manager to do an informal Thermal Comfort Risk Assessment on Site every day.	Bertie Watkins		
Drips	Staff and Audiences	Drips to the eye and/or clothing	L	-Audiences and Staff made aware of hazard by staff informally. -Any major drips that can lead to wet floors will be sign posted (see wet floors) -Staff told to wear suitable clothing and all clothing worn is at their discretion. - One Night Records Ltd. take no responsibility of peoples clothing when entering the site	L	-Production Manager to include in visible signage, the prohibition of responsibility over fashion and garments. -Producer to create document and signage	Bertie Watkins		
Spillage wet and dry: Water/Flooding	Staff, Residents	Slipping/tripping due to liquid and dry spillage. Illness caused by contact with stagnant water.	L	-All staff to use appropriate containers for liquid substances. -Liquid kept away from work area when possible. -All spillage immediately dealt with. -Place 'spill sign' caddy where spillage occurs. -Brooms, mops, paper towels located in technical cupboard. -Electrical equipment kept away from any spillage. -Electricity turned off at source in event of flood or major spillage. -Visual assessment made by production manager daily. -Show cancelled if flooding deemed too unsafe for audience use.		-Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry – protective clothing to be worn. -Production Manager to provide appropriate cleaning materials.	Staff		
Security	Staff	Theft of equipment or materials.	L	-All equipment to be stored in appropriate and secure location. -SIA trained supervisor on site at all times when appropriate. -Police made aware of activity/build taking place.	L	-Production Manager to ensure all equipment is accounted for.	Bertie Watkins		

Waste disposal	Staff	Trip Hazard, chocking hazard. Visual Pollution.	L	-All staff members to dispose of waste in container provided by production manager. -All heavy materials or hazardous materials used to be appropriately disposed of by Production Manager. -Venue Manager to provide skips, bins etc when appropriate.	L	-Production Manager to source and provide waste disposal units.	Bertie Watkins		
Tripping and slipping over props and/or equipment in the flats or in performance areas	Staff, audience, residents.	Injuries to the body or head causing possible concussion	M	-Technical equipment maintained to prevent leaks onto the floor. -Equipment faults leading to leaks reported promptly to production manager and dealt with by staff member. -Signage visibly placed on site where appropriate. -Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. -Suitable cleaning materials available. -Good lighting in all areas. -No trailing cables or obstruction in walkways. -Steps and changes in level highlighted. -Regular maintenance of equipment and checks with wiring, plugs, sockets -Battery operated equipment used at all times.	L	-Brief and remind cast and crew to be on alert and careful when moving on set and off set -Ensure suitable footwear with good grip worn by all -Done on a fortnightly basis on the Friday's of each week, unless instructed or needed otherwise	Bertie Watkins		
Tripping over cabling	Staff, Audience, residents.	Injuries to the body or head.	M	-Production to be stationed in one secured area. -Equipment faults reported promptly to production manager. -Crew to clean up or move any obstructions immediately using suitable methods -Good lighting in all areas, not falling below 100Lumens – outlined in CIBSE Code for lighting. -No trailing cables or obstruction in walkways. -Signage placed around area to inform public that production is taking place. -All wires to be tapped down with warning tape at all times. -Company members to ensure the continued reduction of trip hazards.	L	-Brief and remind audience and crew to be on alert and careful when moving around performance area. -Ensure suitable footwear with good grip worn by all -All cabling to be tapped down by production staff	Bertie Watkins	Pre Production.	

Uneven Floor Surfaces	Cast, Crew,	Trip Hazard - Injuries to the body or head.	M	-All walking difficulties to be acknowledged and accommodated. Wristbands distributed for the hard of walking. -Shoes are worn at all times. -Light levels not to go below 100 lumens outlined in CIBSE Code for lighting. -Low visibility floor levels highlighted by white tape. -Hazard markings will mark any risk points. -Running not permitted.	L	-Production Manager to tape out risk areas.	Bertie Watkins		
Heavy lifting of materials/ scenery/props etc.	Staff	Injury to spine (slipped disk) or strain or sprain of lumbar, thoracic and cervical region.	L	-All staff to have informal training for lifting heavy objects. -Production team responsible for weight distribution of heavy objects. -Aids used when appropriate. -Heat, ventilation and trip risks reduced before any heavy item lifted. -Guidance taken from The Manual Handling Operations Regulations 1992 - Pre-plan appropriate methods before attempting any heavy lifting of equipment	L	-Production manager to informally train production staff on heavy lifting and working at heights. -Printed guides and manual to be on site at all times. http://www.hse.gov.uk/msd/faq-manhand.htm	Bertie Watkins		
Electric shock from faulty sockets, switches or lights	Staff, Guests, Visitors	Serious/fatal injury caused by electric shock	M	-Regular maintenance of equipment and checks with wiring, plugs, sockets. -PAT testing on all electrical equipment. Ensure luminaries are unplugged when changing lamps/bulbs and ensure isolator is off and "Men Working" signs are in place. -Ensure power is off when replacing fuses. -System inspected and PAT tested by an electrician. -Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment.	L	-Lighting Designer tapes down the wires. -Lighting Designer to test electrical equipment.	Bertie Watkins		

Electrical	Cast, Crew	Serious / fatal injuries as a result of electric shock.	H	<ul style="list-style-type: none"> -System inspected and PAT tested by an electrician. -Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. -Plugs, sockets etc suitable for outdoors environment. -All wires that cross audiences or the crewmembers path need to be taped down with visible hazard tape. -Hazard points to be visibly marked. -Qualified technician is to test the circuits and ensure no event of short-circuiting. -All components to be handled with care. - PAT testing on all electrical equipment. Ensure luminaries are unplugged when changing lamps/bulbs and ensure isolator is off. -Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment 	L	<ul style="list-style-type: none"> -NICEIC Electrician to perform PAT Testing. -Stage managers instructed to do checks. -Bertie Watkins to train all Staff during training day. 	Production Manager.		
Scenery / Props falling over	Cast, Crew,	Scrapes, bumps and/or bruises due to mishandle of props/scenery.	M	<ul style="list-style-type: none"> -Scenery to be tested for stability regularly. -Staff to take appropriate measures to secure any unstable scenery/props during the run of the production. 	L	<ul style="list-style-type: none"> -Production manager to test all scenery and props before production. 	Bertie Watkins		
Loud music and noises	Audience, staff	Hearing loss due to overexposure to loud music and sounds	M	<ul style="list-style-type: none"> -Ensure performance effectively operate at acceptable noise levels -Production assistant stationed off set to ensure noise levels off set are kept to a minimum -Noise not to go above volume stated within proposals to surrounding residents. -Ear Plugs provided for all audience and staff before any pre planned noises are operated. -Phasing system implemented to ensure all staff know what noises should happen when. 	L	<ul style="list-style-type: none"> -Production Manager to ensure noise does not exceed acceptable level. 	Bertie Watkins	Pre-set to check volume levels	

Action during production mistaken for reality	Cast, Crew	Member of public mistaking costumed actor as real leading to fear/aggression.	M	-Signage visible on the inside and outside of building at all times. -Residents are informed. -Under no circumstances will any action be played out in public. -Whole production to be in accordance in the VCRA. -Under no circumstances will weaponry leave the approved sites.	L	Verbal warnings to all local residents.	Production Manager		
General Trip Hazards	Cast, Crew, Audience	Injuries to the body or head causing possible concussion	M	-All protruding trip hazards that cannot be removed will be highly highlighted by waterproof hazard tape. -Technical equipment and wires taped down with waterproof hazard tape at all times. -Equipment faults leading to leaks reported promptly to production manager and dealt with by staff member immediately. -Signage visibly placed on site where appropriate to ensure audiences are aware of trip hazards. -Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. -Suitable cleaning materials available. -Good lighting in all areas (not to go under 100lumens) – the audience will be up on the roof within daylight. -No trailing cables or obstruction in walkways. -Steps and changes in level highlighted. -Regular maintenance of equipment and checks with wiring, plugs, sockets	L	-Brief and remind cast and crew to be on alert and careful when moving on set and off set -Ensure suitable footwear with good grip worn by all	Bertie Watkins		
Weather	Cast, Crew, Audience	Injuries to body or head.	L	-In the event of rain the audience will be told to take care and not run at any time.	L	-Production manager and duty manager	Bertie Watkins		

General Fire	Cast, Crew, Audience	Fire Hazards.	L	<ul style="list-style-type: none"> -Under no circumstances will naked flames be permitted within Down Street Station. -All equipment to be covered in flame resistant resin. -No flammable equipment to be on site at any time. -All risks reduced in accordance to Fire Safety and Work Order 2005 -Fire Marshal to on site at all times. -All stewards to be in radio contact with all staff members – particularly stage manager and production manager. -Fire evacuation protocol to be implemented and drilled weekly. -NICEIC trained electrician to test all electrical equipment. -Electricity to be phased appropriately. -Fire hazard signs up and noticeable in all performance areas -Stewards to be in place on exits. -Communication alert system procedure for fire witness and production staff. -Fire services to be put on alert and response. -Fire departments warned and assess risks. -All audiences to be taken outside of the building to fire meeting point. -Fire dealt with appropriately – procedures put in place for different types of fire. -Class A and B fire extinguishers to be on site and accessible at all times. To be used by trained personnel only in the event of a fire. -Fire exits to not be below 45m away from all audiences at all times. -Audience told fire-meeting point before entering the venue. -Fire exits are signed and manned at all points -In the event of a fire, staff will alert production team and fire marshal and begin to evacuate public from the area -If fire is not immediately contained, duty manager to call fire brigade on 999 -Staff members to man all doors to ensure there isn't a wind tunnel. -High visibility clothing worn. 	L	<ul style="list-style-type: none"> -Fire Marshals to sweep the building before each show to ensure that areas are clear and fire proof. -Fire Marshals to predict potential problems and liaise with stewards to prevent potential fire risks. 	Fire Marshal: -Bertie Watkins		
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Reduced oxygen due to being underground.	Staff, Audience	Panic ended hyperventilation	L	-Safe word verbally implemented and audience removed if overwhelmed. -Audience and staff to avoid through dark areas when possible. -Appropriate ventilation provided post production. -Audience under no circumstances to be left alone during performance – enforced by eviction.	L	-Staff briefed on safety procedures prior to show.	-Bertie Watkins		
Potential Risk – Residual Debris from Venue Condition.	Cast, Crew	Causing injury specifically cuts to feet.	L	-Shoes are worn at all times. -In the event of broken glass or any other harmful substances, a company member will take charge of cleaning up and keeping the surrounding audience out of danger. -Broken glass/debris to be immediately cleaned and cleared by stage management -Breakable objects placed and stored in suitable safe areas -Stage management to alert visitors when and where is debris. - Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry - Place 'spill sign' caddy where spillage occurs.	L	-Staff to ensure cleaning materials are on hand. -Staff trained in cleaning process.	Bertie Watkins		
Outside Traffic Hazards	Cast, Crew	Serious to minor injury incurred by collisions of persons and vehicles.	H	-Trained door security and company duty manager on hand to ensure the safety of audiences, cast and crew outside the venue and on hand to handle outside disturbances. -Signage to be in place warning drivers and audiences of traffic hazard. -Audience not to be left unattended outside of venue.	L	-Production manager and front of house staff to ensure safety of audience when possible.	Bertie Watkins		
Seizures from lighting and/or film imagery	Staff, audience	Serious / fatal injury caused by epileptic fit.	M	-Visitors are informed of lighting scenario prior to performance -Visitors are advised to take caution when flashing light takes place -Stage management to declare code RED to notify First Aid personnel to respond immediately -Wristbands issued that informs staff of potential risk. -Medical History form completed by each audience member prior to the show.	L	-Front of House staff to assign wristbands and collect medical waivers.	Bertie Watkins		

General sanitation/hygiene within venue	Cast, Crew	Slipping and falling causing injuries to the body or head	L	-General sweep of the building to ensure no spillages. -All slipping hazards reduced by production manager when appropriate.	L	-Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry - Place 'spill sign' caddy where spillage occurs. - Brooms, mops, paper towels located in technical cupboard.	Bertie Watkins		
First Aid Provision Emergency procedures	Cast, Crew, Audience	Treatment of any injuries that may require first aid.	M	-On site crew has first aid trained certification -Crew are trained in major incident emergency procedures during rehearsals -Operating mobile phone to be on site at all times. -Functional First Aid kit to be on site at all times. -On site crew has first aid trained certification -Crew are trained in major incident emergency procedures during rehearsals	L	-Bertie Watkins and Calum Mercer is the company First Aider.	Bertie Watkins		
Wet floors	Cast, Crew	Wet floors resulting in slippery surfaces causing injury to head or body.	M	-If flooding occurs or water becomes too much of a risk, the show will be cancelled. -Water reduction techniques adopted by company members when appropriate. -Cleaning materials to be in reach at all times. -Staff to control risk of wet floors. -Each spillage mopped immediately.	L	-Production manager to ensure water reduction.	Bertie Watkins		
Legal	One Night Records Ltd.	In extreme circumstances.	L	-Public Liability and Employers Liability Insurance for over £10,000,000 to be in place at all times. -Equipment and General Contents Insurance to be in place – amount decided by One Night Records Ltd. -Production manager to ensure that the company is abiding by all the terms and conditions of insurance cover. -Addition Insurance covers for high-risk aspects of the show such as running.	L	-Production Manager to review terms and conditions regularly with every change to the production to ensure that it is included within the cover -Bertie Watkins to ensure that the Public Liability is in place at all times and that One Night Records Ltd.. does not breach and terms and conditions.	Bertie Watkins		

Security	One Night Records Ltd.	Theft or assault caused by poor security.	L	-SIA Approved Security to be present at all times during the show when appropriate. -CCTV to be supplied where appropriate. -Outside lighting supplied. -Staff vigilant and inform duty manager of any security breach.	L	-Staff to be vigilant at all times – staff to inform duty manager of any breach in security.	Bertie Watkins		
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ONE NIGHT RECORDS must ensure that all audience members attending any shows within the space do not cause any issues with surrounding residents and the general public. The DPS must attend the venue weekly to ensure that the policies in place are maintained to ensure the venue is operating in a safe and suitable way.

Dispersal Policy

The dispersal policy would be as follows:

Capacity – 0 - 100 patrons:

Opening doors and asking audience to leave the premises. To have signs saying 'please respect our neighbours and keep quiet' placed around the premises. To give edibles (lollypops) to patrons as they leave to reduce any conversation. To have staff check front entrance to ensure safety of public and patrons. To allow audience to wait inside for taxicabs.

Capacity - 100 – 350+ patrons:

To ensure all of the above as well as the following: To have all staff working on maintaining the exit strategy. To provide waiting space for all audience, that have ordered taxi cabs within the premise's boundaries. To ensure that there is staff on the door that exits into public space, ensuring only 20-40 audience members leave at one time. Soft exit strategies to ensure that not all audience leave at one time. We are only using one entrance and exit to the site on Wardens Grove which will mean we can maintain a tight control on patrons entering and exiting the site. Last orders to be called one hour before closing if there are any audience left within the bar area. Audience will be politely asked to move on if they stay within the area for more longer than necessary. To help any audience member by providing them with a safe way home that does not affect the surrounding areas. We will ensure that audience are directed away from Union street onto Southwark Street where the main transport hubs are.

