

## OPERATING SCHEDULE

Regular training of staff. Regular fire training/ First aid training.

Visual checks of cctv / fire exits.

Suitable amount of staff on a shift, cctv in place, external lights, cameras and lights in carpark.

Safety checks, up to date fire checks, emergency procedures in place, designated smoking areas, employers & public liability insurance in place, adequate lighting inside and out.

Keep doors & windows closed.

Restrict the hours of outside entertainment, have signage in place asking people to leave quietly, make regular sound checks inside & outside of the premises.

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport

Unless such identification is produced the sale of alcohol must be refused. This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.