

RE SUBMISSION ANNEX 1

-2 JUN 2008



CITY OF YORK COUNCIL
Licensing Services, 9 St Leonard's Place, York, YO1 7ET

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We T TUNSTALL AND M TUNSTALL (insert name(s) of applicant) being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below.

Premises licence number

CYC-009129

Part 1 - Premises Details

Postal address of premises or, if none, ordinance survey map reference or description
STONEBOW SMOKER CLUB, STONEBOW HOUSE, THE STONEBOW

Post town YORK Post code YO1 7NP

Telephone number of premises (if any) 01904 641413

Non domestic rateable value of premises £ 15000

Part 2 - Applicant Details

Daytime contact telephone number 01904 641413

Email address (optional) tim@theduchessyork.co.uk

Mr Mrs Miss Ms Other title (for example, Rev)
Surname TUNSTALL First names THOMAS OR MATTHEW

Current postal address
if different from
premises address

Post Town

Postcode

Part 3 - Variation

Please tick ✓ yes

Do you want the proposed variation to have effect as soon as possible?

If not do when do you want the variation to take effect from?

Day	Month	Year
27	06	2008

If 5000 or more people attend the premises at any one time please state the number expected to attend

Please describe briefly the nature of the proposed variation (please read guidance note 1)

PROVIDING A CORE BUSINESS OF LIVE MUSIC AND DANCING, AND LATE NIGHT REFRESHMENT FOR THE GENERAL PUBLIC.

REMOVE ALL EMBEDDED RESTRICTIONS

INTERNAL STRUCTURAL ALTERATIONS AS DETAILS ON ENCLOSED PLAN

Part 4 - Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if the application to vary is successful.

Please tick ✓ yes

Provision of regulated entertainment

- | | | |
|----|---|-------------------------------------|
| a) | play (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) | films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) | indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) | boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) | live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) | recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) | performance of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) | anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

Provision of entertainment facilities for:

- | | | |
|----|---|-------------------------------------|
| i) | making music (if ticking yes, fill in box I) | <input checked="" type="checkbox"/> |
| j) | dancing (if ticking yes, fill in box J) | <input checked="" type="checkbox"/> |
| k) | entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K) | <input checked="" type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed			State any seasonal variations for performing play (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	Outdoors
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	
Day	Start	Finish	Both		
Mon	11AM	1AM	Please give further details here (please read guidance note 3) LIVE MUSIC WILL BE AMPLIFIED		
	11AM	1AM			
Tue	11AM	1AM			
Wed	11AM	1AM	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	11AM	1AM			
Fri	11AM	1AM	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5)		
Sat	11AM	1AM	EXTRA HOUR FOR BST CHANGE		
Sun	11AM	1AM	NY EVE TO NY DAY		

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	
Day	Start	Finish	Both		
Mon	11AM	3AM	Please give further details here (please read guidance note 3)		
Tue	11AM	3AM			
Wed	11AM	3AM	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	11AM	3AM			
Fri	11AM	3AM	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	11AM	3AM	EXTRA HOUR FOR BST CHANGE		
Sun	11AM	3AM	NY EVE TO NY DAY		

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			Please give further details here (please read guidance note 3)		
			State any seasonal variations for the performance of dance (please read guidance note 4)		
			Non-standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	Indoors	
Day	Start	Finish		Outdoors	
Mon	11AM	3AM		Both	
Tue	11AM	3AM			
Wed	11AM	3AM			
Thur	11AM	3AM			
Fri	11AM	3AM			
Sat	11AM	3AM			
Sun	11AM	3AM			
			Please give further details here (please read guidance note 3)		
			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within e, f) or g) at different times to those listed in the column on the left, please list. (please read guidance note 5)		
			EXTRA HOUR BST CHANGE NYEVE TO NYDAY		

I

Provision of facilities for making music Standard day and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing <i>REHEARSAL SPACE FOR BANDS, THE RUBEL WILL NOT BE ATTENDING FOR THIS.</i>								
			Will the facilities for making music be indoors or outdoors or both – please tick (✓) (please read guidance note 2)		<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
Indoors	<input checked="" type="checkbox"/>										
Outdoors	<input type="checkbox"/>										
Both	<input type="checkbox"/>										
Day	Start	Finish	Please give further details here (please read guidance note 3)								
Mon	11AM	3AM									
Tue	11AM	3AM	State any seasonal variations for the provision of facilities for making music (please read guidance note 4)								
Wed	11AM	3AM									
Thur	11AM	3AM	Non standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list. (please read guidance note 5)								
Fri	11AM	3AM									
Sat	11AM	3AM	<i>EXTRA HOUR BST CHANGE</i> <i>NY EVE TO NY DAY</i>								
Sun	11AM	3AM									

J

Provision of facilities for dancing Standard timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (✓) (please read guidance note 2)		<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
Indoors	<input checked="" type="checkbox"/>										
Outdoors	<input type="checkbox"/>										
Both	<input type="checkbox"/>										
Day	Start	Finish	Please give further details here (please read guidance note 3)								
Mon	11AM	3AM									
Tue	11AM	3AM	State any seasonal variations for providing dancing facilities (please read guidance note 4)								
Wed	11AM	3AM									
Thur	11AM	3AM	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list. (please read guidance note 5)								
Fri	11AM	3AM									
Sat	11AM	3AM	<i>EXTRA HOUR BST CHANGE</i> <i>NY EVE TO NY DAY</i>								
Sun	11AM	3AM									

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing <i>LIVE AND RECORD MUSIC.</i>							
			Will the entertainment facility be place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
Indoors	<input checked="" type="checkbox"/>									
Outdoors	<input type="checkbox"/>									
Both	<input type="checkbox"/>									
Day	Start	Finish	Please give further details here (please read guidance note 3)							
Mon	11AM	3AM								
Tue	11AM	3AM								
Wed	11AM	3AM								
Thur	11AM	3AM								
Fri	11AM	3AM								
Sat	11AM	3AM								
			State any seasonal variations for the provisions of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)							
Day	Start	Finish	Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list. (please read guidance note 5) <i>EXTRA HOUR BST CHANGE</i> <i>NY/EVE TO NY/DAY</i>							
Mon	11AM	3AM								
Tue	11AM	3AM								
Wed	11AM	3AM								
Thur	11AM	3AM								
Fri	11AM	3AM								
Sat	11AM	3AM								

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	
			Indoors	<input checked="" type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	11PM	3AM		
Tue	11PM	3AM		
Wed	11PM	3AM		
Thur	11PM	3AM		
Fri	11PM	3AM		
Sat	11PM	3AM		
			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	
Day	Start	Finish	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 5) <i>EXTRA HOUR BST CHANGE</i> <i>NY/EVE TO NY/DAY</i>	
Mon	11PM	3AM		
Tue	11PM	3AM		
Wed	11PM	3AM		
Thur	11PM	3AM		
Fri	11PM	3AM		
Sat	11PM	3AM		

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 7)	On the premises
Day	Start	Finish		Off the premises
Mon	11AM	2.30AM	State any seasonal variations for providing dancing facilities (please read guidance note 4)	<input checked="" type="checkbox"/>
Tue	11AM	2.30AM		<input type="checkbox"/>
Wed	11AM	2.30AM		<input type="checkbox"/>
Thur	11AM	2.30AM	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)	Both
Fri	11AM	2.30AM		
Sat	11AM	2.30AM		
Sun	11AM	2.30AM		

EXTRA HOUR BST CHANGE
NYEVE TO NY DAY

N

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 8)

N/A

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11AM	3:30AM*	<p>* LAST ENTRY 1:30AM ALCOHOL SERVED TO 2:30AM FOOD SERVED TO 3:00AM PREMISES CLOSED/EMPTYED 3:30AM</p>
Tue	11AM	3:30AM	
Wed	11AM	3:30AM	
Thur	11AM	3:30AM	
Fri	11AM	3:30AM	
Sat	11AM	3:30AM	
Sun	11AM	3:30AM	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

ALL EMBEDDED RESTRICTIONS

I have enclosed the premises licence yes
 I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of the premises licence

P

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)

CONDUCTING PREMISES IN CLOELY AND PROFESSIONAL MANNER
ADHERING TO POLICE AND COUNCIL ADVICE
DRIVING LICENCE, PASSPORT OR P.A.S.S. REQUIRED FOR 18+
ALL PERSONS 14+ REQUIRED TO HAVE ADULT SUPERVISOR
UNDER 18s REQUIRED TO LEAVE VENUE WHEN LIVE MUSIC FINISHED

b) The prevention of crime and disorder

CCTV WITH MINIMUM 7-DAY RECORDING AND AUTHORITIES' ACCESS
SIA-REGISTERED DOOR STAFF TO ADEQUATE LEVEL OPENING TO CLOSE
EARLY WARNING SYSTEMS / WARNING AND ADVICE SIGNS /
SUPERVISION OF PREMISES / REQUESTING PATRONS NOT TO UTTER OR
MAKE EXCESSIVE NOISE (AND SUPERVISION ON EXIT) / CO-OPERATION
WITH POLICE AND COUNCIL / NO ALCOHOL CONSUMPTION OUTSIDE / NO OFF SALES

c) Public safety

CCTV WITH MINIMUM 7-DAY RECORDING AND AUTHORITIES' ACCESS
SIA-REGISTERED DOOR STAFF TO ADEQUATE LEVEL OPENING TO CLOSE
EARLY WARNING SYSTEMS / WARNING AND ADVICE SIGNS / SUPERVISION
OF PREMISES / REQUESTING PATRONS NOT TO UTTER OR MAKE EXCESSIVE
NOISE (AND SUPERVISION ON EXIT) / QUEUE MANAGEMENT AND BARRIERS
WHEN NEEDED / DOOR STAFF SUPERVISION UNTIL PATRONS DISPERSE /
~~FIRE RISK ASSESSMENT HAS BEEN DONE~~

d) The prevention of public nuisance

CCTV WITH MINIMUM 7-DAY RECORDING AND AUTHORITIES' ACCESS
SIA-REGISTERED DOOR STAFF TO ADEQUATE LEVELS OPENING TO CLOSE
EARLY WARNING SYSTEMS / WARNING AND ADVICE SIGNS / SUPERVISION
OF PREMISES / REQUESTING PATRONS NOT TO MAKE EXCESSIVE NOISE OR
UTTER (AND SUPERVISION ON EXIT) / QUEUE MANAGEMENT AND BARRIERS
WHEN NEEDED / DOOR STAFF SUPERVISION UNTIL PATRONS DISPERSE / NO ALCOHOL
CONSUMPTION OUTSIDE / NO OFF SALES

e) The protection of children from harm

ADEQUATE SUPERVISION
14s WILL ONLY BE ADMITTED WHEN SUPERVISED BY 18+ ADULT
ALL UNDER 18s MUST VACATE THE PREMISES WHEN LIVE MUSIC
FINISHED

* PUSASIS 2005 ATTRACTED NEED ON PROMINENT LOCATION,
ENTRY + EXIT POLICIES, QUEUE MANAGEMENT ETC...

- Please tick ✓ Yes
- I have made or enclosed payment of the fee
 - I have sent copies of this application and the plan to responsible authorities and others where applicable
 - I understand that I must now advertise my application
 - I have enclosed the premises licence or relevant part of it or explanation
 - I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

* Signature *T. Tunstall*
 Date 29-4-08
 Capacity PARTNER

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

* Signature *M J Tunstall*
 Date 29-4-08
 Capacity PARTNER

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

*TIM HORNSBY
 5 OXTORY COURT
 FISHERGATE*

Post town <u>YORK</u>	Post code <u>YO10 4AB</u>
Telephone number (if any) <u>078 666 073 55</u>	
If you would prefer us to correspond with you by e-mail your e-mail address (optional) <u>tim@theduchessyork.co.uk</u>	

The premises

Part of a large city centre building comprising retail, office and public car parking space, the premises are currently a 6800 sq ft snooker club with a 2am liquor licence, the premises having previously provided late night entertainment as well as being a Bier Keller.

It is the applicants wish to provide a core business of live music as well as dancing to recorded music. And the supply of on-sales alcohol only.

Eight CCTV cameras are being installed with a 10-day recording facility and constant monitoring by venue staff. The hard disk will available for inspection by the authorities.

A Fire Risk Assessment Policy is being done by Mr M Harrison of York Fire Ltd, who has also provided a comprehensive plan of fire fighting equipment, signage and staff training.

There is a Health and Safety Policy document covering, amongst other things, general staff responsibilities, hazards, incident management, patron management, and drugs.

A large fire detection and alarm system is being installed to statutory requirements. It has at least sixteen smoke detectors, as well as heat detectors and all required maintained signage and points.

York City Council, The Fire Officer, York Police's Licensing Officer and the building landlord have been consulted at all stages.

Health & Safety Policy Document for The Duchess Live Music Venue
Stonebow House, The Stonebow, York, YO1 7NP

It is the duty of every member of staff to keep a copy of the Health and Safety Policy, to read and familiarise themselves with all duties and procedures

1. General Responsibility
2. First Aid Arrangements
3. Fire Safety
4. Evacuation procedure
5. General rules for contractors and visitors
6. General Rules Concerning Hazards
 - i. Cleanliness
 - ii. Spillages
 - iii. Waste Disposal
 - iv. Safe stacking and Storage
 - v. Marking and keeping exits clear
 - vi. Dangerous Substances
 - vii. Gases and Fluids Stored Under Pressure
 - viii. Manual Handling
 - ix. Noise Levels and Hearing Protection
 - x. Electrical Appliances
7. Incident Procedure
8. Entry Policy
9. Exit Policy
10. Protecting Children From Harm
11. Queue Management
12. CCTV Policy
13. Sexual Harrassment Policy
14. Guidelines for Street Advertising
15. Drug Policy
 - i. Introduction
 - ii. Rights of entry
 - iii. Searching
 - iv. Detaining Persons
 - v. Seizing & Finding Controlled Drugs
 - vi. Making Notes and Keeping Records
 - vii. Designing out Drugs in the Venue
 - viii. Public Safety Issues
 - ix. First Aid and Medical Emergencies
 - x. Staff Training
 - xi. General – Applies to All Staff
 - xii. Section 8 of the Misuse of Drugs Act
 - xiii. Awareness
 - xiv. Basic Drug Facts

Appendix 1. Fire Risk Assessment

Appendix 2. HSE leaflet 'Getting to Grips with Manual Handling'

Appendix 3. HSE leaflet 'Noise at Work'

1. General Responsibility

Overall and final responsibility for Health and Safety in the company is that of Tim Hornsby, DPS.

The person responsible for the policy being carried out at the premises is Tim Hornsby, DPS.

All employees have the responsibility of co-operating with Supervisors and Managers, to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee or Supervisor notices a health and safety problem that they are not able to correct, they must immediately inform Tim Hornsby, DPS.

2. First Aid Arrangements

There is a First Aid Box situated behind each bar. There is at least one first aider present when the premises are open to the public.

The Accident and Incident Record Books are situated in the office.

3. Fire Safety

The fire alarm comprises of audible sirens, visual beacons, break-glass fire alert panels and push-bar fire exit doors.

The fire and intruder alarms and the emergency lighting system are maintained by Emergi-Lite Safety Systems (Thomas & Betts Ltd.) Bruntcliffe Lane, Morley, Leeds, LS27 9LL. Tel: 0113 281 0600

The fire fighting equipment is maintained and the fire safety training is carried out by York Fire Ltd of Equinox House, Clifton Park, Shipton Road, York, YO30 5PA Tel: 01904 704654

York Fire Ltd and the DPS have also carried out a Fire Risk Assessment which can be found as Appendix 1 to this document. This includes details of the specification and location of fire fighting equipment.

All escape routes and emergency lighting is checked by the night manager and the results indicated on the Night Managers Checklist and stored in the Due Diligence File.

The fire extinguishers and the fire alarm is checked weekly by Tim Hornsby – DPS.

All staff undergo the Fire Safety Training, in particular, be shown and be aware of the positions and correct usage of all fire extinguishers on the premises. A record of this training is kept in the Due Dilligence File.

4. Evacuation Procedure

In the event of a fire or emergency the following evacuation procedure should be followed, whilst at all times acting calmly and for personal safety:

Night Manager

- Turn on house lights if it is safe to do so
- Call the emergency services
- Assist in safe evacuation of the venue, concentrating on the enclosed areas; toilets, cellars, dressing rooms and office
- Leave by the nearest exit
- Once at the meeting point account for all staff and await the emergency services

Sound Engineer

- Turn off the PA if it is safe to do so
- Leave by the nearest exit

Bar & other staff

- Assist in safe, calm evacuation of the venue
- Leave by the nearest exit

Door staff

- Assist wheelchair users and those requiring assistance
- Leave by the nearest exit

For public display:

In the event of fire:

- Raise the alarm
- Always act for personal safety
- Leave calmly by the nearest marked exit
- Do not stop to collect personal belongings
- If leaving via the front exit assemble in front of Moda Salon on The Stonebow. If leaving via the rear exit assemble at ARC Archaeological Resource Centre on St Saviourgate
- Do not re-enter the building until authorised to do so

5. General rules for Contractors and Visitors

Contractors must be aware of safe work practices especially when members of staff and the public are present. This should be discussed prior to the start of any work that may be undertaken by the Contractor.

Members of staff must ensure that all Contractors have proof of identity on arrival.

The Duchess staff will provide any minor first aid requirements.

The manager on duty will ascertain whether special fire extinguishers or equipment may be necessary due to the nature of the work undertaken by the Contractor.

In the event of an emergency evacuation, the Contractor shall be responsible for their employees.

The Contractor shall be responsible for the waste disposal caused by their work.

The work undertaken by the Contractor must be regularly supervised by staff, to ensure that all Health and Safety guidelines are adhered to by the Contractor.

6. General Rules Concerning Hazards

i. Cleanliness

- Clean surfaces are safer surfaces
- All surfaces in the bar areas are to be cleaned daily
- All floors, and toilets are to be cleaned daily
- Cleaners equipment and materials are stored in the cleaning cupboard

Cleaning utensils used by staff are stored in the cleaning cupboards. Any potential hazard, e.g. spillage must be reported and dealt with immediately.

ii. Spillages

Every effort is made to reduce the danger of customers or staff slipping over in a fluid spillage. Areas where the flooring might become slippery when wet, such as wood, are clearly signed to draw the attention of customers and staff to the potential hazard.

Glass collectors and venue management staff are trained to watch out for spillages throughout the time that the venue is open to the public.

Any fluid spillages, whether in a public or staff area, are cleaned as soon as possible after the spillage is identified and if possible the cleaned areas are also dried down. This may not be possible at busy times or in certain areas.

If there is still damp on the floor surface, a yellow, free-standing 'Wet Surface' warning sign is placed over the hazard until the surface has dried if it is safe and practical to do so.

iii. Waste Disposal

General rubbish and waste is bagged and put out on a daily basis.

Any broken glass is placed in the glass bin.

Food waste and contents of mop buckets are not put down sinks; solids are placed in waste bins and mop buckets are emptied directly into drains in the garage.

iv. Safe Stacking And Storage

Cellars and other storage areas are kept clear of rubbish at all times.

Boxes and beverage cases are stacked sensibly; keeping in mind that other members of staff may need to move them in the future.

Only trained personnel should attempt to lift kegs (see Manual Handling).

Spillages, breakages and leakages are reported immediately (see Cleanliness).

v. Marking And Keeping Exits Clear

Escape routes are kept clear and free from obstructions at all times.

Any unavoidable temporary obstructions are clearly marked.

Any damage to steps and flooring are reported immediately to Tim Hornsby, DPS.

All steps and raised areas are clearly marked with hazard tape.

vi. Dangerous Substances

Manufacturers usage instructions are followed.

Protective gloves, goggles and clothing are used if advised to do so by the instructions e.g. pipe cleaning, and any necessary action to be taken should splashing or spillage occur noted.

vii. Gases And Fluids Stored Under Pressure

Only trained personnel change barrels or gas canisters.

CO2 and all other mixed gas canisters are always stored upright and secured together using the chain in the cellar.

The condition of the replacement canister's valve is checked before connection and after, for leaks. If there is an escape of gas, the area is well ventilated and the incident is reported immediately to the duty manager.

It is the duty of all staff to read, fully understand and follow the instructions and warnings supplied by the brewers that can be found on the cellar walls.

viii. Manual Handling

As lifting and moving heavy and cumbersome loads (such as beer kegs or PA speakers) present a health risk only trained personnel should attempt to lift or move kegs and PA speakers.

The HSE leaflet 'Getting to Grips with Manual Handling' is included as Appendix 2 to this document.

ix. Noise Levels and Hearing Protection

During soundchecks and performances noise levels can exceed 85dB but must not exceed 90dB.

In order to protect the hearing of staff and customers, ear protection in the form of ear plugs are available at all times and signage in place to indicate this. It is recommended that staff use ear protection during soundchecks and performances.

In addition, noise level checks must be made on a weekly basis to ensure noise levels do not exceed 90dB. The results must be recorded in the Due Diligence File.

The HSE leaflet 'Noise At Work' is included as Appendix 2 to this document

x. Electrical Appliances

All electrical appliances have a current dated PAT (Portable Appliance Test) sticker on the mains plug. This indicates that the appliance has been tested and deemed to be safe for use.

If any member of staff finds an appliance not to be working correctly, or appear to be damaged they place a DO NOT USE sign on it and report the fault to Tim Hornsby, DPS.

7. Accidents and Incidents

Both accident and incident books are kept in the office for the full and comprehensive reporting of details.

As many accidents occur following slips and trips the The Duchess has a written policy on the clearing of spillages. PA staff are mindful of any potential trip-hazards from trailing cables and where possible use signage and floor coverings to minimise the risk.

Incident, scuffles, and altercations involving violence, drunkard behaviour and are dealt with and kept to a minimum as outlined in the The Duchess' Door Policy

8. Entry Policy

We have a non-discrimination door policy and do not discriminate on grounds of race, age, gender, sexuality, religion or disability.

Access the premises will not be allowed to the following persons:

Anyone who cannot provide proof of age

Anyone wearing football colours

Anyone appearing to be under the influence of alcohol/drugs

Anyone found to be in possession of illegal drugs or firearms

Anyone known to be a criminal eg drug dealer

Anyone known to have caused public nuisance, violence or risk to safety on a previous visit to the premises

Anyone whose behaviour before entering the premises causes suspicion or apprehension regarding the future behaviour inside

See also "Exit Policy"; "Protection Of Children From Harm"; "Queue Management" and "The Premises".

9. Exit Policy

For the final twenty minutes of all late events, the DJ will "wind down" with a more relaxed style of music as well as a volume reduction.

The music will finish and the house lights put up. All remaining alcohol will be cleared and the premises thoroughly checked.

At closing time, the door staff will:

Assist in emptying the venue, and at least one will be at the front door making sure people do not take alcohol outside.

Request excessively loud customers to be quieter.

Advise customers to turn left for taxis, takeaways and the city centre. Also, on display, there will be a comprehensive list of taxi numbers.

Offer everybody a lollipop or sweet as this has been proven to effect a 20% reduction in noise.

Clear and sweep the immediate vicinity, leaving it tidy.

The nearest premises of a similar type is Fibbers which operates different closing times and is one hundred yards away and on a different level of the building. Customers leaving our premises will not interfere with them in any way

Any issues relating to the above, or neighbour complaints, will be logged and reported to the manager.

10. Protection of children from harm

The DPS already has considerable and unblemished live music venue experience in York concerning the admittance of under-18s to see live music. He has been a licensee for an unbroken twenty five years, twenty of those in York City Centre for which he has also been Chairman Of York City Centre Licensees. He is fully aware of the police and council requirements.

14s will only be allowed in to the venue when accompanied by an 18+ adult. There are no "passouts" for 14s.

15s – 17s will only be allowed in to the venue with valid passport, driving licence or York City Council YoZone Card. There are no "passouts" for 15s – 17s.

18+s must show valid passport, driving licence or P.A.S.S. to purchase alcohol. They will be handstamped or wristbanded.

Where doorstaff have reason to be suspicious, there will be bag/pocket searches.

There will be a section on the web site clearly outlining our ID requirements. Customers may call, or email, the venue for further clarification. We can also advise where and when guardians may collect.

Bar staff are instructed not to serve alcohol to anybody without a handstamp or wristband. They are also instructed not to serve anybody whom they suspect is supplying alcohol to under 18s.

Bar and door staff continually patrol the venue (including the toilets) and are instructed to eject anybody consuming alcohol or supplying (or attempting to supply) alcohol to anybody without a handstamp or wristband.

There is a good selection of soft drinks available.

CCTV has been installed to cover the venue and this is continually monitored.

All under 18s must leave the venue when live music has finished. Door staff will be on hand to advise where to go for taxis, takeaways and the city centre.

11. Queue management

CCTV, barriers and SIA-registered door supervisors will be used to ensure customers queue to the left of the entrance (as observed from facing) and along the walkway.

The nearest premises of a similar type is Fibbers which is one hundred yards away and on a different level of the building. Queues for our premises will not interfere with them in any way.

Alcohol will be confiscated.

The area will be tidied when the queue has dispersed.

Customers will be asked to keep noise to a minimum.

The queue will be monitored for persons giving rise to concern over their future behaviour in the premises.

See also "Entry Policy".

12. CCTV Policy

The CCTV system is maintained by G & B Cash Registers. Unit 9 Evans Business Centre. Great North Way. York. YO26 6RB. +44 (0) 1904 782607

CCTV functionality must be checked prior to the start every event. CCTV recordings are kept for 10 days. After 10 days they are overwritten.

When a serious incident is recorded the relevant date and time period needs to be noted in the Incident Book.

If a period of CCTV footage is required by the police it should be downloaded to disk and handed over and a receipt obtained. (Where the viewing software is required this should also be handed over with an arrangement made for its return to the venue).

We are required by law to notify our customers, via signage, that CCTV is in operation on the premises.

Ensure that the premises are always being recorded, 24 hours a day.

13. Sexual Harassment Policy

Every effort is made to provide a working environment free of sexual harassment and intimidation.

Sexual harassment of any members of staff will not be tolerated. All members of staff are expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.

Appropriate disciplinary action, which includes dismissal for serious offences, will be taken against any member of staff who violates this policy.

What is sexual harassment?

Any unwanted conduct of a sexual nature or based on sex affecting the dignity of women and men at work. It refers to behaviour that is unsolicited, that is personally offensive and that fails to respect the rights of others.

If behaviour is imposed, unwanted and causes offence, it is harassment.

Harassment can include:

- *Unwanted and unnecessary physical conduct*
- *Verbal abuse*
- *Offensive suggestive remarks*
- *Sexual propositions*
- *Jokes that are personally offensive*

What can you do if you experience sexual harassment?

A complaints procedure is available but you may prefer to consider a less formal route to resolving the problem. All complaints will be handled in a timely and confidential manner and there will be an impartial investigation.

- Step 1 Inform the harasser that their behaviour is unwelcome. The person may not realise that they are causing offence and a simple chat may resolve the problem. Alternatively, talk to someone about what is happening and how you feel, such as a friend, colleague or line-manager.*
- Step 2 If the person refuses to co-operate, make a record of the date, time and nature of each incident of harassment. This will help in an investigation.*
- Step 3 Report this incident to your supervisor or DPS in accordance with the complaints procedure.*

How can you help prevent sexual harassment?

- *Your manager must respond seriously, promptly, fairly and sensitively to all complaints in strict confidence. As a member of staff, you can stop sexual harassment happening in your workplace:*
- *Be aware of the issue*
- *Make sure your own conduct does not cause offence or misunderstanding*
- *Do not be afraid to stand up against being sexually harassed at work or to support colleagues who are being harassed.*

Advice can be sought from Tim Hornsby, DPS or Michelle Hodgen.