

Clifton Bridge Hotel Ltd- Operating Schedule

A) General

To follow any legislation passed regarding the sale of alcohol.

To follow any guidelines set by York City Council.

The premises shall be food led and all alcohol shall be served with a meal.

Staff training

All staff will receive training regarding the conditions imposed by the licence.

Documented staff training will be given regarding staff's obligation under the Licensing Act in respect of the:-

Retail sale of alcohol

Age verification policy

Conditions attached to the Premises Licence

Permitted Licensable activities

The Licensing objectives and

The Opening Times of the venue.

Staff training records will be kept for a minimum of one year and will be made available immediately upon request from any Responsible Authority.

B) The prevention of crime and disorder

Door staff

It will be the responsibility of the Designated Premises Supervisor / Manager on duty for risk assessing the need for SIA Door Supervisors at the premises. Special consideration will be given to the need for Door staff on Fridays/Saturdays or any Sunday leading into a bank holiday Monday and any days where race meetings are held at York Racecourse.

Drugs

A zero tolerance policy on drugs will be implemented.

Designated Premises Supervisor

The DPS/PLH will be contactable in an emergency.

If the DPS/PLH is not on site then there will be a supervisor nominated in their absence.

A Supervisor's Register will be maintained at the licensed premises and will be available for inspection upon request.

The premises licence holder and/or designated premises supervisor will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the premises. The Incident Report Register will be retained for a period of twelve months and produced for inspection immediately on the request of an authorised officer.

Incidents

As above, an incident book will be kept which will detail recorded of all instances of public disorder.

CCTV

A digital colour CCTV system will be installed to cover the premises and recorded coverage will include all areas (including outside areas) to where public have access to consume alcohol as well as the exit/entrance.

The CCTV system will cover the main entrance/s and exit/s and designated emergency access routes from the premises.

The CCTV will be maintained, working and recording at all times when the premises are open.

The CCTV system will be of a satisfactory resolution quality and will contain the correct time and date stamp information.

The recordings will be of good evidential quality to be produced in Court or other such hearing.

Copies of the recordings will be kept available for any Responsible Authority for 31 days. Subject to Data Protection requirements.

Copies of the recordings shall be made available to any Responsible Authority within 48 hrs upon request. Subject to Data Protection requirements.

It is the responsibility of the management to ensure that there are sufficient members of staff available during the hours of operation to be able to download evidence from the cctv system at the request of the police or responsible authority. Subject to Data Protection requirements.

The CCTV will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing.

Radio

Ongoing risk assessments will be made and use of radio's will be reviewed if necessary.

Bottles and glasses

No customer will be permitted to take open containers of alcohol or glass from the premises onto the street.

Every effort will be made for all bottles and glasses to be removed from the public areas as soon as they are finished with.

The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.

Proof of age

A proof of age policy to the satisfaction of the Police and York City Council will be in place, for those purchasing alcohol.

The licence holder will operate a Challenge 25 Age Verification Policy at the premises.

The only acceptable proof of age identification shall be a current Passport, photo card Driving Licence, Military ID card, or identification carrying the PASS logo (until other effective identification technology e.g thumb print or pupil recognition, is adopted by the Premises Licence Holder).

Drinks promotions

Non alcoholic drinks will be readily available at all times.

All-inclusive nights or other inappropriate/volume drinking promotions that promote excessive drinking philosophy will not be permitted.

Notices

Clear and legible notices will be displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.

C) Public safety

General

A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.

Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.

Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.

Regular safety checks of all fixtures and fittings will be made and records of these checks will be kept.

Empty bottles and glasses will be collected regularly, paying particular attention to outdoor areas.

No strobes, lasers or smoke machines will be used on the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.

First Aid

A suitably trained First Aider or appointed person will be provided at all times when the premises are open.

Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.

Fire Safety

The premises will have an up to date Fire Risk Assessment at all times.

A Fire Risk Assessment was completed on the 9th February 2022 and all recommendations raised were implemented.

D) The prevention of public nuisance

Noise

The outside area shall not be used by customers for food and drink after 2100hrs daily.

The sale of alcohol shall cease 30 minutes before close of business on any given day to allow for 'drinking up' time.

Clear and legible notices will be displayed at exits requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting and anti-social behaviour.

Internal speakers will be operated by staff only and the controls will not be accessible by the public.

No external speakers shall be used.

Bottles will not be placed in any outdoor receptacles between the hours of 23:00 and 07:00 so as to minimise noise disturbance to neighbouring properties.

Litter

The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.

E) The protection of children from harm

Admission

Children under the age of U18 will be permitted into the restaurant if they are accompanied by an Adult.

A proof of age policy to the satisfaction of the Police and York City Council will be in place, for those purchasing alcohol.

Working with children

Appropriate background checks on all potential staff will be carried out before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.

The PLH/DPS will comply with the written guidance for protecting children from harm issued by York City Council, Department of Social Services.