



OPERATING SCHEDULE

Staff shall be trained in the requirements of the Licensing Act 2003 with regard to the Licensing Objectives.

A) The Prevention of Crime and Disorder

1. A full CCTV system shall be maintained and operated at the premises with cameras positioned both internally and externally.
2. Recorded CCTV images will be maintained and stored for a period of twenty-eight days and shall be produced to the Police or Licensing Authority upon request.
3. CCTV will be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system, any DVDs subsequently produced will be in a format so it can be played back on a standard PC or DVD player.
4. Any person left in charge of the premises must be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.
5. Plans indicating the position of CCTV cameras to be submitted to MP prior to the premises opening.
6. SIA registered door staff shall be employed at the premises, in accordance with a risk assessment, to be carried out by the DPS. When employed, door staff will wear high visibility armbands.
7. When employed, a register of those door staff employed shall be maintained at the premises and shall include:
 - (i) the number of door staff on duty;
 - (ii) the identity of each member of door staff;

(iii) the times the door staff are on duty.

8. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area as shown on the plan attached to the licence

9. Staff will be trained in the laws relating to under age sales, and that training shall be documented and repeated at 6 monthly intervals.

10. A refusals book will be maintained at the premises, and made available to an officer of a responsible authority upon request.

B) Public Safety

1. A first aid box will be available at the premises at all times.

2. Regular safety checks shall be carried out by staff.

3. Management shall liaise with Liverpool Fire Authority as necessary to ensure compliance with all necessary fire regulations.

4. The premises shall maintain an Incident Log and public liability insurance.

C) The Prevention of Public Nuisance

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.

2. The exterior of the building shall be cleared of litter at regular intervals.

3. Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner.

4. Doors and windows at the premises are to remain closed after 11pm, save for access and egress.

5. A Dispersal and Smoking Policy will be implemented and adhered to (see attached.)

6. The emptying of bins into skips, and refuse collections will not take place between 11pm and 8am.

7. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

8. A tamper proof noise limiter shall be installed at the premises and set at a level in conjunction with the environmental health department of Liverpool City Council.

D) The Protection of Children From Harm

1. A Challenge 21+ Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 18. The only acceptable photographic driving licences, passports, HM forces cards, or a form of identification with the "PASS" hologram.

2. Staff training will include the Challenge 21 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must received refresher training every 4 months..

3. A notice must be displayed in prominent position indicating that the Challenge 21 policy is in force.

DISPERSAL POLICY

The purpose of this Dispersal Policy is to ensure, so far as it is possible, that minimum disturbance or nuisance is caused to our neighbours and to ensure that the operation of the premises makes the minimum impact upon the neighbourhood in relation to potential nuisance and anti-social behaviour.

This will be achieved by exercising pro-active measures towards and at the end of the evening.

By ensuring that this Dispersal Policy document is brought to the attention of Management and Staff we will seek to encourage the efficient, controlled and safe dispersal of our patrons during our closing period.

1. At the end of the evening management and staff will assist with the orderly and gradual dispersal of patrons.
2. Staff Members (including door personnel when employed) will advise patrons to leave the premises quickly and quietly out of respect for our neighbours.

3. Notices will be displayed requesting our customers to leave quietly and in an orderly manner out of consideration to neighbours and their attention will be drawn to these notices by members of staff.
4. We will ensure the removal of all bottles and drinking receptacles from any patron before exiting the premises (this does not apply in the case of consumption in any delineated external drinking area.)
5. We will actively discourage our customers from assembling outside the premises at the end of the evening.

SMOKING & AL FRESCO DINING POLICY

1. Any outside area used by customers wishing to dine, drink or smoke shall be clearly delineated and covered by the CCTV system which will be installed at the premises.
2. The outside area shall be monitored by staff or door staff at all times it is in use
3. The area will be cleaned regularly
4. Suitable receptacles shall be provided for smokers to dispose of cigarette butts.
5. Signs will be displayed in the area requesting customers keep noise to a minimum.
6. Patrons who disregard signage and verbal instructions regarding noise will be asked to move inside and/or leave the premises.
7. Open containers of alcohol shall not be permitted to be taken beyond the boundary of the outside area

ACCESS POLICY

1. The building has been specifically designed to provide level access throughout the ground floor
2. Disabled toilet has been provided with easy access on the ground floor.
3. All tables on the ground floor are accessible for wheelchair users
4. The first floor is accessible via an internal ambulant staircase. We have ensured that there is nothing on the first floor that couldn't be enjoyed on the ground floor.
5. A ground floor table will be reserved for wheelchair users up to the point the first floor is full. So that wheelchair users have the same opportunity for access as everybody else.
6. All staff and management will have adequate training on the Equality Act 2010 covering assisted access
7. Staff will be trained in alarm response procedures in order to aid guests with visual and mobility impairments in safely evacuating the building
8. Where an entrance other than the front door is needed for a guest they shall always be accompanied by a member of staff to an appropriate entrance. The staff member shall remain with the guest until they are re-united with their party in an appropriate area within the unit,
9. Where access to the bar area is not possible a table shall be made available in the restaurant with an appropriate level of service,
10. The guest should, wherever possible, have independent access to disabled facilities and appropriate assistance should be available if required,
11. A guest should never be made to feel like they are inconveniencing a member of staff, regardless of ability,