

## **OPERATING SCHEDULE AVRO FOOTBALL CLUB, THE VESTACARE STADIUM**

### **A) The Prevention of Crime and Disorder**

1. A tamper-proof digital colour CCTV system shall be installed and maintained. The system must have a constant and accurate time and date generation. The system must run and record continuously for 24 hours a day, 7 days per week and recorded footage must be stored for a minimum of 30 days. Cameras must be positioned to capture the entrance to the site, the entrance and exit of all areas used for licensable activities, and any areas used for the purposes of car parking. A member of staff capable of operating the system and providing footage must be present at all times licensable activities are taking place. CCTV footage must be made available upon request of an authorised officer.
2. The Designated Premises Supervisor shall ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice shall be made available for inspection upon request of the police or an authorised officer of the licensing authority and all staff selling alcohol must be in possession of formal identification to verify their identification against the notice.
3. A risk assessment will be undertaken prior to any function or event and a determination of whether SIA registered door supervisors are required will be made. A written record of this risk assessment, the decision made and the reasons why, will be kept on the premises for a minimum of 6 months.
4. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.

### **B) Public Safety**

1. All alcohol sold for consumption in outdoor areas shall only be served in polycarbonate, plastic or shatterproof glasses.
2. A first aid box will be available at the premises at all times.
3. Regular safety checks shall be carried out by staff.
4. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
5. The premises shall maintain an Incident Log and public liability insurance.

### **C) The Prevention of Public Nuisance**

1. Where entertainment takes place on a daily/weekly basis, music and associated sources (including DJs and amplified voices) should not be audible inside the nearest noise sensitive property at any time.
2. Where entertainment takes place every few months, such noise should not be audible inside the nearest noise sensitive property between 23:00 and 08:00.
3. The licence holder or his representative shall conduct assessments of music played over the tannoy at nearby residential premises on Whitebank Road and Elm Road and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made of those assessments in a log book kept for that purpose and shall include the time and date of the checks, the person making them and the result including remedial action.

4. Volume of music must be lowered to background level 20 minutes prior to closing time.
5. All external doors and windows must be kept closed when entertainment is being provided, other than for access & egress and in the event of an emergency. If additional ventilation is subsequently necessary, then it shall be attenuated in accordance with a scheme submitted to the licensing authority. The concert room where entertainment will take place does not have any windows.
6. The DPS or a representative will undertake regular checks of the grounds to ensure no noisy disturbances take place outside, and if any do occur they will resolve them as quickly as possible either by:
  - i) Encouraging customers to continue on their home/onward journey quickly
  - ii) Asking customers to return inside whilst waiting for transport
  - iii) Order taxis for customers to reduce delay
7. A written record shall be made of those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.
8. A Dispersal and Smoking and External Area Policy will be implemented and adhered to (see attached).
9. No disposal of bottles will take place between 23:00 and 07:00 on any day.

#### **D) The Protection of Children From Harm**

1. Challenge 25 scheme in operation. All persons who appear to be under the age of 25 must provide a valid form of photo identification.
2. Forms of identification acceptable are photo driving licence, passport or PASS approved identity card.
3. Challenge 25 posters clearly and prominently displayed in all areas where alcohol is sold at the premises.
4. Proxy sale posters clearly and prominently displayed in all areas where alcohol is sold at the premises.
5. A refusals log will be in operation at all locations alcohol is sold. These logs must detail any refusal to sell alcohol for any reason and each entry must include the following details:
  - Date & time of refusal
  - Reason for refusal
  - Description of customer
  - Name and signature of member of staff refusing the sale
6. Training in relation to the Challenge 25 scheme, ID accepted, and the use of the refusals book must be provided to staff upon induction and before they are permitted to serve alcohol from any bar on the premises. A record of this training must be kept on the premises. Staff to sign and date to say training has been received and understood.
7. No children permitted within the areas covered for the purposes of licensable activities, unless accompanied by a responsible adult, after 22:00 Monday to Friday and after 20:00 Saturday and Sunday.
8. No persons under the age of 18 shall be permitted on the premises at any time that adult entertainment is provided at the premises.