



## ADDITIONAL RISK ASSESSMENT QUESTIONS FOR ALCOHOL AND ENTERTAINMENT LICENSED PREMISES

### Introduction

The following document sets out a series of additional consideration for reopening of premises which require an alcohol or entertainment licence, in Coventry and Warwickshire.

This document should be completed as part of the Risk Assessment process for the premises, including the management of outdoor space. Whilst this is guidance Environmental Health, Licensing and Trading Standards officers will be seeking the full co-operation from managers, licence premises holder, the relevant Designated Premises Supervisor (DPS) and staff.

Please note this document is written with due consideration of the 4 licensing objectives as set out in the Licensing Act 2003. The licensing objectives are:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm

We would encourage the above parties to carefully consider the risk and mitigating action against the following heading to ensure that they are not breaching one of more of the licensing objectives, thereby placing their licence at risk.

Consideration	Risk	Mitigating Action
The flow within and outside of the premises  Note:- This relates to the maintaining of social distancing which where possible should be 2ms, or a minimum of 1m with risk mitigation if 2m not possible	Considerations:-  <i>Use of one ay systems using an separate entrance and exit doors</i>	

	<p><i>Limitations of restrictions of patrons drink at the bar</i>  <i>Pre-booking systems for tables, indoor and outdoors</i></p> <p><i>Cleaning routine for tables and chairs pre and posts customers</i></p> <p><i>Ordering and collection of food and drinks indoors and outdoors</i></p> <p><i>Access and cleaning routines for toilets</i></p> <p><i>Hand sanitisers at entrance and exit points</i></p>	
<p>Managing Patrons who buy alcohol/food for consumption close to but off the premises</p>	<p>Consideration:-  The DPS still remains responsible for patrons who drink in the vicinity of the premises</p>	
<p>Table and Chairs licensing outside of the curtilage of the premises</p> <p><i>Note:-  A relevant use, in relation to premises, means either or both:  (a) use as a public house, wine bar or other drinking establishment;  (b) other use for the sale of food or drink for consumption on or off the premises. <b>AND</b></i></p>	<p><i>Note –If an outside area is not already established or approved The Licensing Authority may consider an application as not acceptable under the grounds of Public Safety, if the area in question places the patrons, members of the public or staff at risk</i></p>	<p>Suggested mitigating action based on current legal opinion:-</p> <ul style="list-style-type: none"> <li>• A plan showing the location of the premises shown by a red line, so the application site can be clearly identified (some authorities may require this on an OS Base Map);</li> <li>• A plan clearly showing the proposed area covered by the licence in relation to the</li> </ul>

<p><i>the premises must be adjacent to a relevant highway. This is because the geographic limit of an authorisation under a premises licence is “part of a relevant highway adjacent to the premises”</i></p>		<p>highway, if not to scale, with measurements clearly shown;</p> <ul style="list-style-type: none"> <li>• the proposed duration of the licence (for e.g. 3 months, 6 months, or a year);</li> <li>• evidence of the right to occupy the premises e.g. the lease;</li> <li>• contact details of the applicant;</li> <li>• photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied;</li> </ul> <ul style="list-style-type: none"> <li>• (if applicable) reference of existing pavement licence currently under consideration by the local authority; and</li> <li>• any other evidence needed to demonstrate how any local and national conditions will be satisfied.</li> </ul> <p>Having</p>
<p>Temporary Event Notice Applications</p> <p>It is important that TEN’s applications are made with a minimum of 10 clear and full working days’ notice during this period. This will enable responsible authorities (EHA) and Police colleagues’ sufficient time to assess the application.</p> <p>Please submit your Covid risk assessment with your application.</p> <p>If you are planning to hold a larger event please supply an Events Management Plan and the requirements under HSWA section 3.</p>	<p><i>(note:- a late TEN’s application which does not provide sufficient information could be refused under public order grounds)</i></p> <p><i>If you do not currently hold any form of premises licence, Please check and supply a copy of your liability insurance to ensure you are covered.</i></p>	

<p>SIA Door supervisors</p> <p>Ensure that anyone controlling entry / egress of a premises or enforcing social distancing at the premises must be SIA registered</p>	<p>Note:- SIA door supervisors must be registered. In addition they will need to have a full briefing on the control and management arrangements for the premises</p>	
<p>Maximum number of patrons</p> <p>Consideration for the number of people in line with the statutory HSWA requirements.</p>	<p>Note- <i>social distance guidance will vary. It is important that consideration is given to the most current guidance both in terms of maximum numbers on “household group” and maximum numbers gathering for an event.</i></p>	
<p>Test and Trace</p>	<p>Use of paper-based or digital systems to capture name and contact details (phone number) of patrons. These details need storing for 21 days.</p> <p>If a positive case is identified with an association to the establishment the establishment should comply with requests to share details.</p>	