

## **Prevention of Crime and Disorder:**

### **CCTV**

1. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public, and recordings shall be kept for a minimum of 31 days, with time and date stamping. The entire licensable area shall be covered by the CCTV.
2. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for a designated smoking area.
3. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or West Berkshire Borough Council together with facilities for viewing upon request.
4. Recorded images shall be of such quality as to be able to identify the recorded person in any light.
5. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.
6. Signs shall be placed in prominent positions on the premises notifying Customer's that CCTV is in operation.

### **Incident Register**

1. All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose.
2. The names of the person recording the incident, and those members of staff who deal with any incident shall also be recorded. Where known, any offenders name will also be recorded;
3. This record shall be available for inspection by a Police Officer or an Authorised officer of West Berkshire Borough Council upon request and shall be retained for one year.
4. The record shall be signed off by the DPS or nominated representative on a monthly basis.

### **Staff Training**

1. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:
  - The premises age verification policy
  - The law relating to underage sales
  - Dealing with refusal of sales
  - Proxy purchasing
  - Recognising valid identity documents not in the English language
  - How to identify and safeguard vulnerable persons who attend the premises
  - The four licensing objectives

Such training sessions are to be documented and refreshed every six months.

2. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and West Berkshire Borough Council upon request.

3. Before any person is employed at the premises sufficient checks will be made of their bona fides to ensure they are legally entitled to employment in the UK. Such checks shall include:

- Proof of identity (such as a copy of their passport)
- Nationality
- Current immigration status

Employment checks will be subject of making copies of any relevant documents produced by the employee, which will be retained on the premises and kept for a minimum period of one year. Employment records as they relate to the checking of a person's right to work will be made available to an authorised officer of West Berkshire Borough Council or Thames Valley Police upon request.

#### **Prevention of Public Nuisance:**

1. Clearly legible and suitable notices shall be displayed at all exits requesting Customers to respect the needs of local residents and to leave the premises and Area, quietly.
  2. Staff shall actively discourage and disperse persons who congregate outside the Premises, to minimise disturbance to local residents.
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#### **The Protection of Children from harm:**

##### **Age Verification**

1. The premises shall at all times operate an age verification policy of at least Challenge 25 to prevent any customers who appear to staff members to be under the age of 25 years from purchasing alcohol without having first provided identification.
2. Only a valid driver's licence showing a photograph of the person, a valid passport, national identity card or proof of age card showing the "PASS" hologram are to be accepted as identification.

##### **Refusal Book**

All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:

- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Any detail or description of the person refused and the reason why

This book /register will be available for inspection by a Police Officer or Authorised officer of West Berkshire Borough Council upon request.

##### **Public Safety**

##### **Lighting**

All external lighting shall be positioned in such a way so as not to disturb or intrude upon local residents or businesses.