



LICENSING ACT 2003  
PREMISES LICENCE

Premises licence number	256435
Granted	04/05/2021
Latest version	DPS variation 277349 granted 23/07/2022

Part 1 - Premises details

<b>Name and address of premises</b>
<b>Projekts MCR</b> Projekts Skatepark, 97 London Road, Manchester, M1 2PG
<b>Telephone number</b> 0161 532 4290

<b>Licensable activities authorised by the licence</b>
<ol style="list-style-type: none"><li>1. The sale by retail of alcohol*.</li><li>2. The provision of regulated entertainment, limited to: Performance of plays; Exhibition of films; Live music; Recorded music; Performances of dance;</li></ol> <p>* All references in this licence to "sale of alcohol" are to sale by retail.</p>

The times the licence authorises the carrying out of licensable activities

<b>Sale by retail of alcohol</b>							
<b>Standard timings</b>							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	09:00	09:00	09:00	09:00	09:00	09:00	09:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
The sale of alcohol is licensed for consumption on the premises only.							
<b>Seasonal variations and Non standard Timings:</b> None							

<b>Performance of plays; Live music</b>							
<b>Standard timings</b>							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	09:00	09:00	09:00	09:00	09:00	09:00	09:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
Licensed to take place outdoors only.							
<b>Seasonal variations and Non standard Timings:</b> None							

<b>Exhibition of films; Recorded music;</b>							
<b>Standard timings</b>							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	09:00	09:00	09:00	09:00	09:00	09:00	09:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
Licensed to take place both indoors and outdoors.							
<b>Seasonal variations and Non standard Timings:</b>							
None							

<b>Performance of Dance</b>							
<b>Standard timings</b>							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	08:00	08:00	08:00	08:00	08:00	08:00	08:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
Licensed to take place both indoors and outdoors.							
<b>Seasonal variations and Non standard Timings:</b>							
None							

<b>Hours premises are open to the public</b>							
<b>Standard timings</b>							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	08:00	08:00	08:00	08:00	08:00	08:00	08:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
<b>Seasonal variations and Non standard Timings:</b>							
None.							

## Part 2

<b>Details of premises licence holder</b>	
<b>Name:</b>	Projekts MCR Ltd
<b>Address:</b>	Projekts Skatepark, 97 London Road, Manchester, M1 2PG
<b>Registered number:</b>	29726R

<b>Details of designated premises supervisor where the premises licence authorises for the supply of alcohol</b>	
<b>Name:</b>	John Michael Haines
<b>Address:</b>	[REDACTED]
<b>Personal Licence number:</b>	276575
<b>Issuing Authority:</b>	Manchester City Council

<b>Annex 1 – Mandatory conditions</b>	
<b>Door Supervisors</b>	
1.	Only individuals licensed by the Security Industry Authority shall be used at the premises to undertake security activities, which include guarding against: - <ul style="list-style-type: none"> <li>(a) Unauthorised access or occupation (e.g. through door supervision),</li> <li>(b) Outbreaks of disorder, or</li> <li>(c) Damage,</li> </ul> unless otherwise entitled by virtue of section 4 of the Private Security Industry Act 2001 to carry out such activities.
<b>Supply of alcohol</b>	
2.	No supply of alcohol may be made under this premises licence:

- (a) At a time when there is no designated premises supervisor in respect of the premises licence or,
- (b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.
4. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either –
- (a) a holographic mark, or
- (b) an ultraviolet feature.
5. (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price, which is less than the permitted price.
- (2) For the purposes of the condition set out in (1) above–
- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
- (b) “permitted price” is the price found by applying the formula–
- $$P = D + (D \times V)$$
- where –
- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –
- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
- (3) Where the permitted price given by paragraph (2)(b) would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- (4) (a) Sub-paragraph (4)(b) applies where the permitted price given by paragraph (2)(b) on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
- (b) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
6. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or

participate in any irresponsible promotions in relation to the premises.

- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises –
- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
7. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
8. The responsible person must ensure that –
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml;
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold the customer is made aware that these measures are available.

For the purposes of conditions 6, 7 and 8 above, a responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.

#### **Exhibition of films**

9. The admission of children under the age of 18 to film exhibitions permitted under the terms of this certificate shall be restricted in accordance with any recommendations made:
- (a) by the British Board of Film Classification (BBFC) where the film has been classified by that Board, or
  - (b) by the Licensing Authority where no classification certificate has been granted by the BBFC, or where the licensing authority has notified the club which holds the certificate that section 20 (3) (b) (74 (3)(b) for clubs) of the Licensing Act 2003 applies to the film.

## Annex 2 – Conditions consistent with the operating schedule

1. Projekts MCR will have a defined policy documenting security measures based on a risk assessment of the regular operations of the premises and the local area.
2. risk assessments will be produced for events outside of our regular operations so that security measures are suitable for any situations.
3. All staff will be briefed and be aware of their responsibilities and relevant company operating procedures before they commence paid duty at the premises.
4. The premises licence and/or Designated Premises Supervisor (DPS) will carry out reviews of security incidents at the premises. Such reviews will be documented and conducted one month after the premises licence is effective, followed by quarterly reviews. The security reviews will include details of any remedial action identified and implemented. Copies of the security review will be made available upon inspection by a responsible authority, police officer, or authorised officer.
5. For events with 240 or more patrons attending, a designated queuing area will be enclosed within appropriate barriers to ensure that the footway is kept clear
6. Any queue to enter the premises that forms outside the premises will be kept orderly and supervised by a member of staff to ensure fire exits are kept clear and that there is no public nuisance or obstruction to the public highway. Any person who appears to be intoxicated or who is behaving in a disorderly manner will not be allowed entry to the premises.
7. The premises will continue to operate a register for all persons using the skatepark and use a booking system for events outside of our regular operations.
8. Staff will regularly control capacity and operate a one in one out whenever necessary
9. The premises licence holder will ensure that the provision of door supervisors for events outside of our regular operations is appropriate to ensure the safe control of the premises, and will review this on a regular basis and upon request from GMP.
10. All staff engaged outside the entrance to the premises, or supervising or controlling queues, will wear visible and identifiable clothing.
11. The employment of female door supervisor(s) will be prioritised when required for events outside of our regular operations mostly targeting a female audience and/or where a large female attendance is expected.
12. Any door supervisors on duty at the premises will be supplied by an SIA-Approved Contractor Scheme company.
13. All door supervisors will be briefed on their responsibilities and relevant company operating procedures before they commence duty.
14. An incident log (which may be electronically recorded) will be kept at the premises for at least six months, and will be made available on request to the police or an authorised officer of the licensing authority, which will record the following incidents including pertinent details:
  - a) all crimes reported to the venue, or by the venue to the police
  - b) all ejections of patrons
  - c) any complaints received
  - d) any incidents of disorder
  - e) seizures of drugs, offensive weapons, fraudulent ID or other items
  - f) any refusal of the sale of alcohol
  - g) any visit by a relevant authority or emergency service
  - h) the times on duty, names and the licence numbers of all licensed door supervisors employed by the premises
  - i) seizures of drugs, offensive weapons, fraudulent ID or other items.
15. The premises licence holder and/or DPS will carry out a documented risk assessment on the need for searching patrons entering the premises. The risk assessment will be reviewed regularly and no less than every six months.

16. A written policy that aims to prevent customers or staff bringing illegal drugs, weapons or other illegal items onto the premises at any time will be in place and operated at the premises.
17. All controlled drugs (or items suspected to be, or containing controlled drugs) found at the premises will be placed in a designated lockable box as soon as practicable. Whenever this box is emptied, all its contents must be given to Greater Manchester Police for appropriate disposal.
18. Any searches conducted by a SIA-trained member of staff during events outside of our regular operations will be in an area monitored by the premises CCTV.
19. A member of staff will carry out searches of the premises before the premises open, during hours of operation and at closing. Any relevant items recovered, eg. illegal drugs, will be managed accordingly in accordance with company procedures.
20. 28 days' notice shall be given to Greater Manchester Police of any events held that are organised by an external promoter, including full details of the nature of the event and of the promoter.
21. All staff will be trained in:
  - a) relevant age restrictions in respect of products,
  - b) recognising signs of drunkenness,
  - c) how to refuse service,
  - d) the premises' duty of care,
  - e) company policies and reporting procedures,
  - f) action to be taken in the event of an emergency, including the preservation of a crime scene and reporting an incident to the emergency services,
  - g) the conditions in force under this licence.
22. Documented records of training completed will be kept for each member of staff. Training will be regularly refreshed and at no greater than 12 monthly intervals. Training records will be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.
23. All staff responsible for the retail of alcohol will be trained in recognising signs of drunkenness, how to refuse service and the premises duty of care. Documented records of training completed will be kept for each member of staff. Training will be regularly refreshed and at no greater than 12 monthly intervals. Training records will be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council
24. There will be no self-service of spirits on the premises.
25. The premises will have a documented Duty of Care policy for managing intoxicated and vulnerable customers at the premises. The policy will also include provision for persons refused entry to the premises who are also considered vulnerable by staff.
26. The premises will display prominent signage indicating at any point of sale of alcohol that it is an offence to sell alcohol to anyone who is drunk. Non-intoxicating beverages, including drinking water, will be available on the premises.
27. A log (which may be electronically recorded) will be kept detailing all refused sales of alcohol. The log will include the date and time of the refused sale and the name of the member of staff who refused the sale. The log will be made available for inspection at the premises by the police or an authorised officer of Manchester City Council at all times while the premises are open
28. The position of CCTV cameras at the premises will be to the satisfaction of Greater Manchester Police and a plan showing the cameras will be provided for the licensing authority and Greater Manchester Police
29. The Designated Premises Supervisor will ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice will 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 identity against the notice
30. Alcohol will be served in cans, polycarbonate, plastic or shatterproof glasses, particularly for events.

However glassware may be used in some circumstances such as special events with small numbers of guests. Examples include dinner events, small gatherings for sales events, events for special guests like dignitaries from the local council and MPs. These events would be sufficiently low risk for the use of glassware.

31. Open containers of alcohol will not be removed from the premises.
32. The designated premises supervisor will ensure that tables are cleared of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware.
33. The number of persons permitted in the premises at any one time including staff will not exceed:
  - a) 60 persons in the ground floor northside container
  - b) 60 persons in the first floor northside container
  - c) 60 persons on the viewing platform
  - d) 2000 within the skatepark
34. The capacity of each room/space will be displayed on its entrance.
35. The premises licence holder will ensure a suitable method of calculating the number of people present during licensable activities is in place.
36. During events of more than 500 people the number of people present will be securely recorded in a logbook for a period of at least 12 months
37. All firefighting equipment shall be regularly inspected and serviced in line with the appropriate British Standard.
38. The premises will operate a pre-opening and closing checklist to ensure all appropriate steps have been taken before the premises are open to the public and at the close of business each day. These checks will be recorded and kept for a minimum of six months and made available for inspection upon request by a responsible authority, police officer or authorised officer.
39. The premises licence holder will ensure that at all times when the public is present there is at least one competent person able to administer first aid, that an adequate and appropriate supply of first aid equipment and materials is available on the premises, and that adequate records are maintained in relation to the supply of any first aid treatment.
40. All staff on duty at the premises will be trained in the Fire Safety and Evacuation procedures for the premises and aware of their individual responsibilities. This includes any door supervisors.
41. Documented records of training completed will be kept for each member of staff.
42. Training will be regularly refreshed and at no greater than 12 monthly intervals.
43. Training records will be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.
44. The designated premises supervisor will ensure that tables are cleared of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware.
45. The designated premises supervisor will ensure staff are controlling noise to reasonable levels so it does not give rise to a nuisance. The licensee or management will ensure all external promoters have a procedure for the prevention of noise nuisance.
46. For events outside our regular operations where live or recorded music takes place, the DPS or appointed staff will undertake regular monitoring of noise levels at the nearest noise-sensitive locations.
47. A record will be kept of any monitoring, including the date, time and location of monitoring; the name of the monitor; and any action taken. Records will be kept for no less than six months and will be made available upon request by a police officer or an authorised officer of Manchester City Council.
48. Staff will monitor customers smoking outside the premises on a regular basis and ensure patrons do not cause a public nuisance.
49. Local residents will be invited to community meetings held by the premises licence holder, where representations can be made. The minutes of the meeting and any actions to be taken will be lodged with the Council's Licensing Unit by the premises licence holder within seven days of the meeting.
50. Patrons permitted to temporarily leave and then re-enter the premises, eg. to smoke, will not be

permitted to take drinks containing alcohol or glass containers with them

51. At the end of trading each day, the pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge, will be cleaned when necessary eg. when finding hazardous debris, and litter collected and stored in accordance with the approved waste storage arrangements.
52. The premises and immediate surrounding area will be kept clean and free from litter at all times the premises are open to the public.
53. Litter bins will be provided at the premises in sufficient capacity to ensure that customers can adequately dispose of any litter.
54. No unauthorised advertisement of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) will be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or distributed to the public, that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services.
55. All waste will be properly placed in the bins and locked in the designated bin enclosure. A key to the designated bin enclosure will be provided to the bin collector to access for collection.
56. Notices will be prominently displayed at the exit requesting patrons to respect the needs of local residents and leave the area quietly. The premises will have contact numbers of a taxi company made readily available to customers
57. Except for private parties, while alcohol is being served, no children under the age of 18 will be permitted on the premises after 21:00.
58. The premises will display prominent signage indicating at any point of sale of alcohol that it is an offence to buy, or attempt to buy, alcohol for a person under the age of 18.
59. The Challenge 25 scheme will be operated to ensure that any person who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age will only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, or a card bearing the PASS hologram
60. The premises will display prominent signage indicating at any point of sale of alcohol that the Challenge 25 scheme is in operation.
61. A log will be kept at the premises to record all refused sales of alcohol for the reasons that the person(s) is/are, or appear(s) to be, under 18 years of age. The log will record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be made available on request by the police or an authorised officer of Manchester City Council. The log will be checked on a regular basis by the Designated Premises Supervisor to ensure that it is being used by staff and each check will be recorded in the log.
62. There will be a policy for the premises agreed with Greater Manchester Police on the handling of fraudulent identification used to attempt to purchase alcohol or gain entry to the premises.
63. The premises will display prominent signage indicating at any point of sale of alcohol that it is an offence to buy or attempt to buy alcohol for a person who is under 18 and for a person under the age of 18 to buy or attempt to buy alcohol.
64. In addition to any other training, the premises licence holder will ensure that all staff are trained to prevent underage sales, are aware of and prevent proxy sales, maintain the refusals log, enter sales correctly on the tills so the prompts show as appropriate, and that they monitor staff to ensure their training is put into practice.
65. Documented records of training completed will be kept for each member of staff. Training will be regularly refreshed and at no greater than 12 monthly intervals. Training records will be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.
66. Information will be displayed on the premises on what to do if there is a cause for concern regarding a child's welfare. This will include reporting to Manchester City Council via its Contact Centre on 0161 234 5000 or [mcsreply@manchester.gov.uk](mailto:mcsreply@manchester.gov.uk), or the NSPCC on 0808 800 5000 (free 24-hour service) or dialling 999 in the event of an immediate threat
67. The website home page used as part of the business operating under this licence will clearly state the premises licence number.



**Annex 3 – Conditions attached after hearing by the licensing authority**

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

**Annex 4 – Plans**

See attached

MCC Licensing Register Copy

## Projekts MCR Challenge 25 & Drunkenness Policy

**Projekts MCR will adhere to its legal obligation to refuse to sell alcohol to anyone who is under 18 years old or drunk.**

Staff are the first line of contact in the sale of alcohol and are legally responsible for underage sales or selling to a person who is drunk.

Staff will refuse the sale of alcohol to anyone showing signs of drunkenness and ask them to leave the premises, even if they have a pass or have paid for the admission to the skatepark.

<b>Prohibited Action</b>	<b>Fine</b>
Selling alcohol to under 18s	Unlimited
Allowing the sale of alcohol to under 18s	Unlimited
Buying alcohol on behalf of an under 18	Unlimited
Allowing the consumption of alcohol by under 18s	Unlimited
The sale of alcohol by under 18s	£200

### **Acceptable ID**

Projekts' staff are required to request a valid ID from anyone who appears to be under 25 and to refuse alcohol to anyone who is unable to provide ID when requested.

Valid forms of ID are as follows:

- Photo Driving Licence
- Passport
- PASS proof of age card

All valid forms of ID must meet the following criteria:

- Within renewal/expiry date
- Date of birth must be over 18 years
- Photo must match the person showing the ID

Staff are required to check that the ID is valid.

### **Preventing drunkenness**

In order to prevent drunkenness on the premises, before selling alcohol and while supervising the premises, staff will look for signs of:

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- Over cheerfulness
- Becoming more talkative
- Slurred speech
- Aggressive behaviour
- Being over sentimental

People become drunk by consuming alcohol faster than their body can metabolise it. Staff will be responsible for the monitoring of customers consumption.

Projekts will not engage in irresponsible promotion or offer that encourages customers to drink in a way that could cause a significant risk of breaching one or more of the four licensing objectives, and staff are responsible to discourage drinking quickly, including drinking games.

## Recording Refusals

- If a customer shows signs of drunkenness or fails to produce a valid photo ID, which confirms his or her age, the sale must be refused and, after the customer has left, recorded in the refusal register.
- The register should be kept in a safe place, out of sight of the customer.
- The duty manager will sign off each entry in the register.

## Protection of vulnerable persons

Projekts' staff are trained in First Aid and will follow an awareness training on dealing with vulnerable adults. They will be responsible for assessing the safeguarding and medical needs of customers that appear intoxicated. In cases of incidents, this will be recorded in an accident report form or incident log and reported to management.

Staff will be requested to encourage and support customers showing signs or early signs of drunkenness in using public transport or taxis, and will have contacts and information details available to them on request.

## Penalties

Who can be prosecuted if alcohol is served to someone under 18?

- The purchaser
- The bar staff
- The Licensee (DPS)
- The business owner

Punishments for selling alcohol to under 18s include:

- A fine
- Loss of licence
- Fixed penalty notice

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- Temporary closure of premises

It is an offence to sell alcohol to a person who is drunk (Fine £1,000)

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## Dispersal Policy - End of Evening and Events

Staff will operate the following procedures and systems, as required, to ensure that the premises are operating in a responsible manner with regard to the dispersal of patrons, particularly later in the evening and following organised functions and events within the facility.

1. Staff shall be alert to the number of patrons on the premises in the later evening.
2. Clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents to leave the premises and area quietly.
3. Supervision of the entrance towards the end of the evening and final hour of service shall be maintained by staff and/or stewards, and/or security staff during higher risk events.
4. CCTV will record the entrance/exits at all times.
5. At the end of the evening, reception staff, or any additional door staff during higher risk events will be visible at exits of the skatepark to ensure appropriate behaviour by customers leaving the premises.
6. All members of staff involved in the provision of licensable activities will be aware of the conditions applied at the Premises Licence, particularly those relating to the closing times of the premises.
7. During the last 30 minutes of operation, café staff will announce last orders for alcohol beverages, (as well as hot beverages and food requiring heating and preparation), and give 10 minutes for customers to purchase them.
8. Volumes of music will be reduced gradually towards the end of the evening to encourage gradual dispersal of patrons.
9. Appropriate announcements will be made towards the end of evening encouraging guests to disperse gradually and to remind customers of consideration for neighbours.
10. Staff will:-
  - a. Encourage customers to drink up and progress to exit the premises in an orderly manner.
  - b. Draw exiting customers' attention to the notices and asking them to be considerate to neighbours if they feel customers may cause a disturbance.
  - c. Ensure the removal of drinks from any customers who attempt to leave the premises carrying one.
  - d. Actively encourage customers not to assemble outside the premises if they feel customers may cause a disturbance.
  - e. Direct customers to nearest public transport and taxi ranks and/or call taxis for customers as appropriate. The external areas will be cleared of customers in accordance with conditions on the Premises Licence.

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### Drugs Policy

#### Policy statement

Projekts MCR recognises that it is the responsibility of the licence holder and Designated Premises Supervisor (DPS) to ensure that they are rigorous in attempting to deter drug use and supply and that failure to do so could result in a review of the licence under Section 51 of the Licensing Act 2003, upon which various sanctions, such as stringent conditions or removal of licensable activity, could be imposed on the licence. Projekts MCR is, therefore, committed to provide a safe, healthy and supportive environment for staff, customers and children. Projekts MCR will not condone the possession, use or supply of illegal drugs, nor the misuse of alcohol or other substances, on its premises.

#### Actions against customers

It is the policy of Projekts MCR to refuse entry to customers or to request customers to leave the premises where there is a reasonable belief that the customer has been using drugs, or may be in the possession of drugs or other illegal or offensive items or is drunk.

#### Recognising signs of illegal drug use

Identifying someone on drugs	General signs of drug use in your premises	Identifying someone suffering from drug abuse
Unexplained changes in personality or attitude that are inconsistent with alcohol use	Torn up beer mats/ cigarette packets/bits of cardboard left on tables or in ashtrays	Problems with vital signs including: temperature; heart rate; respiratory rate
Extreme hyperactivity or lethargy	Roaches (home-made filter tips from cannabis cigarettes)	Nausea and vomiting as well as abdominal pain and diarrhoea including that which contains blood
Fearful or paranoid without logical reason	Empty packets made of folded paper, card or foil	Confusion, semi-consciousness and coma
Tremors, slurred speech, giggling or lack of coordination (be aware of those with a genuine disability)	Needles, syringes, swabs, spoons, candles, pieces of burned tinfoil, filters removed from cigarettes, lemon juice or citric acid sachets	Chest pain and extremely rapid or slow breathing
Bloodshot eyes or pupils much larger or smaller than usual	Traces of powder on flat hard surfaces	
Hallucinations	Strong, sickly sweet, smoky smells, or an ammonia-like smell	
Suspicious behaviours including frequent trips to the toilet	Blood or blood stained items	

	Payment with tightly rolled banknotes or notes that have been tightly rolled	
	Traces of blood or powder on banknotes	
	Solvent paraphernalia e.g. aerosol cans, lighter refills	

### Preventing drug use on our premises

All staff working at events will be vigilant in monitoring activity. Security staff will regularly monitor key areas within the premises for suspicious activity. Where Projekts staff suspect dealing may be taking place, customers will be asked to undergo a search. This will be conducted in the presence of another member of staff in a discreet area following the procedures outlined above. Anyone refusing to be searched will be asked to leave the premises.

### Training of staff

All permanent and casual staff working at Projekts will receive training on this policy as part of their induction process. Written procedures will be available to assist in implementing the policy. Awareness will be maintained by staff reviews every 12 months to determine the needs for refresher training or when changes are introduced following new legislation.

### Finding Drugs

The responsibility for decisions will rest with the duty manager. All suspected drugs incidents will be documented using an incident form, to include the names and addresses of all those involved. Given that incidents may vary from finding drugs on the premises, finding customers in possession of a small amount of illegal drugs, or finding customers in possession of a large amount of drugs, the procedure to be followed will vary as follows:

- If a customer is in possession of what is thought to be a class A drug (Heroin, methadone, cocaine, Ecstasy, LSD, amphetamines (if prepared for injection) or magic mushrooms, regardless of the amount involved, the police will be called using the 999 system and the person found in possession of the drugs held under citizen arrest.
- If a customer is found in possession of a small amount of suspected illegal drugs not covered in the list above and those drugs are deemed to be for personal use, these will be confiscated, placed in a sealed bag, labelled and left in the drugs safe. The incident will be recorded on an incident report together with the customer's details, if they are given. Any suspected illegal drugs found, together with details of the incident, will be passed at an appropriate time to the police who will determine what further action will be taken. Where a customer refuses to hand over the suspected drugs, the police will be called immediately.
- If a customer is found in possession of what is believed to be nitrous oxide, the following will apply: - Whilst not an offence, if the customer is in possession of a small quantity (i.e. what could be deemed for personal use) then it will be a condition of entry that the item is confiscated. If confiscation is refused, then entry will be denied. - If in possession of a larger quantity, suspected to be for distribution, then the items will be confiscated and an incident form completed. Details of the incident, as well as the confiscated items, will be passed to the police.
- If customers, staff or visitors find suspected illegal drugs on the premises, the drugs will be removed to the safe, having first been bagged and labelled. Any drugs found, together with details (day/time etc), will at an appropriate time be passed to the police.
- If a large amount of suspected illegal drugs is discovered or staff have grounds for suspecting dealing may be taking place on Projekts premises, the police will be called immediately.

### **Monitoring and Review**

This policy will be a dynamic document which is reviewed bi-annually and in the light of new developments in drug use and H&S legislation.

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## Glass, Receptacle and Falling Objects Policy

### **Risks Associated with Glass Use**

Projekts MCR wants to ensure that staff and customers are kept safe while inside our premises and recognises that glasses pose a risk when broken. The aim of the policy is to help reduce the risk of injuries caused by glass.

### **Reducing Risk**

1. The majority of drinks will be served in cans or non-glassware, such as polycarbonates, which pose a much lower risk to customers if they fall from a table or are dropped.
2. When glasses are in use, usually during low risk events, staff will regularly check the tables and other surfaces to clear away any empties.
3. Glasses and other receptacles will not be allowed to leave the premises and anyone attempting to will have the item taken from them by door staff
4. During higher risk events, Projekts will increase the number of staff to ensure all empties can be cleared away quickly and effectively.
5. Security staff will be hired during higher risk event or events of more than 500 people to reduce the risk of broken glass or other sharp objects being brought onto the premises

### **Falling Objects - High Risk Areas - Viewing Bridge and Ramps**

Projekts viewing bridge spans the width of the skatepark and offers views across the entire site. As a structure available to the public, there is risk of patrons resting drinks on the balustrade and accidentally knocking them off, potentially causing serious injury to a person standing below.

Reducing the risk of falling objects:

1. The balustrade is designed with a high lip running its entire length to prevent items such as drinks, slipping off or being knocked off by accident
2. Staff will check the balustrade frequently to remove empties
3. Any adult found deliberately dropping items from the bridge, posing a risk to others, will be removed from the facility by staff or security staff..
4. Glasses will not be permitted on the ramps.

### **Spillages and Broken Glass**

Projekts staff are trained to clear up spillages and broken glass quickly and safely using the proper PPE.

# PROJEKTS

MCR

## Smoking Policy

### Policy Statement

Due to the harmful effects smoking can have on individuals who smoke and those exposed to tobacco smoke passively, Projekts has a strict no smoking policy throughout its premises, including the outdoor skatepark.

### The Law

Smoking isn't allowed in any enclosed workplace, public building or on public transport in the UK.

Workers can be fined up to £200.

The law doesn't apply to e-cigarettes but Projekts prohibits the use of e-cigarettes on its premises.

Businesses can be fined up to £2,500 if they don't stop people smoking in the workplace or up to £1,000 if they don't display 'no smoking' signs.

### Procedure

It is the responsibility of all staff to ensure that no one smokes on the premises and that anyone found smoking is asked politely to stop smoking.

Staff will ensure that anyone smoking close to the skatepark's entrance is asked politely to move further away, as smoke can blow inside the building.

Any smoking related litter found outside the building must be cleared up by Projekts staff.

### Non-observance of the Policy

Staff who fail to comply with this policy will warrant disciplinary action and could lead to dismissal.

Customers who fail to comply will be threatened with a ban from the facility and, if they still do not comply, security or police will be called to remove them from the facility.

# PROJEKTS

## MCR

### Preservation of a Crime Scene Policy

The purpose of this policy is to help instruct staff what to do if they come across a serious crime at work. This would include a robbery, or serious damage to property as might occur during a break-in/burglary; serious assaults to persons within the premises, or finding a dead or a seriously injured person. Staff judgement will be required if a situation occurs that isn't included above. If unsure, staff should always contact their line manager for guidance.

#### Procedures

- For any staff member who comes across a possible scene of a crime:
  - the priority will be the preservation of life by ensuring appropriate medical attention
  - access to the scene will then be controlled to the extent possible until the appropriate security staff member assumes responsibility for the crime scene.
- In the case of an apparent attempted suicide, or suicide, or a death resulting from unknown causes, the provisions of this policy with respect to the protection of the incident scene and protection of evidence will apply until it is determined not to be a crime scene.
- The police will be contacted in cases where an offender is found dead.
- A staff member will, to the extent possible, control access to the scene until police take over.
- In the case where a computer is considered as possible evidence in a crime, both the Chief, IT Client Services, and the Manager, Information Technology Security, will be notified immediately. The latter will provide direction on the proper protection of any computer-based evidence in cooperation with the Security Intelligence Officer, until the investigation is handed over to other authorities.

#### Preserving a Crime Scene

A possible scene of a crime must be treated with the utmost care so as to not contaminate or destroy evidence. The following minimum protocol will be adhered to in order to protect the scene of a crime:

- establish a perimeter to protect the scene
- evacuate non-involved persons
- prevent unauthorised persons from entering the crime scene or contaminating any evidence
- prevent any damage or further damage
- maintain an accurate "scene log" to, where possible, record the names and the times of everyone who enters and/or leaves the scene
- maintain control of the scene until relieved by a designated officer or by police

#### Preservation of Evidence

The following steps will be taken to preserve evidence:

- do not move anything unless absolutely necessary
- to the extent possible, avoid contaminating evidence
- photograph or video record the scene as well as individual objects before moving anything
- protect forensic evidence from the elements

- record and identify any evidence found or moved (i.e. what, where, by whom and when)
- do not disturb a computer when it is part of an incident scene

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