

Appendix 1



* required information

Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Section 2 of 9

APPLICATION DETAILS [\(See also guidance on completing the form, general notes and note 1\)](#)

Have you had any previous or maiden names?

- Yes No

* Your date of birth / /
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- Yes No

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one? Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#)

* Does the premises have an address?

Yes No

Address

Is the address the same as (or similar to) the address given in section one? Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither Premises licence Club premises certificate

Location Details

* Provide further details about the location of the event

90 White Post Lane is a cleared gravel yard bounded by 8ft site fencing on all sides. It is the site of the now demolished Lea Tavern public house and guest rooms, the site has been empty since the demolition of the public house building around 2012. The current landlord, Stewart Schwartz, has plans to redevelop the site in the near future, in the interim he has agreed to lease it to us so that we can relocate the Boat Live project which has been running at 66-78 White Post Lane for the last year. The previous site had to be closed to allow for handover from the LLDC to a housing association for development, leaving the project homeless.

Continued from previous page...

Boat Live project is focused around a small mobile event space built inside an old canal boat, this space has primarily been used to showcase music from the vibrant east London electronic scene, facilitating recording and live broadcast of sessions.

The boat has been soundproofed and managed well with no noise complaints from its time at 66-78 White Post Lane. The Boat Live project was previously operating on the Hackney Wick Underground licence on units 2-3 66-78 White Post Lane and was located in the outdoor front yard area to the north of the units. As with the previous licence we would add some temporary structures to facilitate a wc block, lounge, and bar area, most likely housed in shipping containers. We will have a central courtyard area with flexible seating, keeping a space to give us the option to bring in food trucks, similar to the previous premises.

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below ([see also guidance on completing the form, note 3](#))

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

A meanwhile project hosted in a converted boat and container structure on the site of the demolished Lea Tavern.

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

The tens applied for is to allow us to test the site with sale of alcohol and DJ performances for events use in advance of a decision to the premises licence application we have submitted.

The event for this ten is to test a weekends standard trade checking operating procedures, dispersal, security deployment and taking sound reads in and around the site.

Saturday 8th
12:00-23:59

Sunday 9th
12:00-23:00

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises ([see also guidance on completing the form, note 6](#)):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

([See also guidance on completing the form, note 7](#)).

Continued from previous page...

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

[\(see also guidance on completing the form, note 9\)](#)

Event start date / /
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

[\(see also guidance on completing the form, note 10\)](#)

12:00-23:59 08/07/2023
14:00-22:00 09/07/2023

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

[\(see also guidance on completing the form, note 11\)](#)

Note that the maximum number of people cannot exceed 499.

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\):](#)

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

none

Continued from previous page...

Section 6 of 9

PERSONAL LICENCE HOLDERS ([See also guidance on completing the form, note 14](#))

Do you currently hold a valid personal licence? Yes No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue / /
dd mm yyyy

Any further relevant details

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES ([See also guidance on completing the form, note 15](#))

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? Yes No

State the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year

Have you already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or Yes No
b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES ([See also guidance on completing the form, note 16](#))

Continued from previous page...

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice? Yes No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice? Yes No

Section 9 of 9

CONDITION [\(See also guidance on completing the form, note 18\)](#)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £21

DECLARATION [\(See also guidance on completing the form, note 19\)](#)

(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable

Continued from previous page...

* activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six (6) months, or to both.

* For completion by the Licensing Authority

* I acknowledge receipt of this temporary event notice

* SIGNATURE _____ On behalf of the Licensing Authority NAME OF OFFICER _____
DATE _____

*

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/tower-hamlets/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

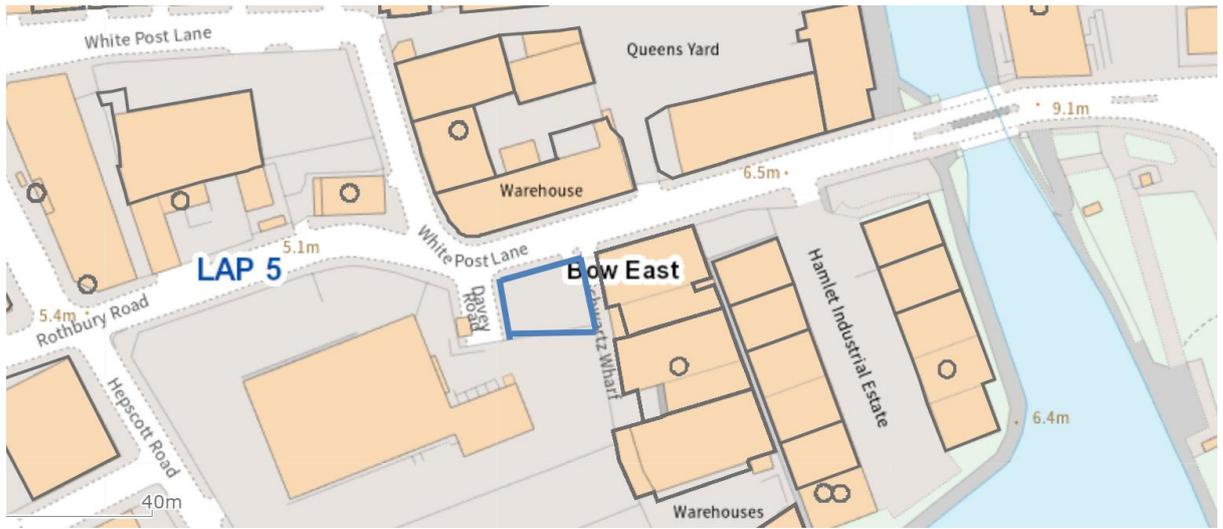
Approval deadline

Error message

Is Digitally signed

Appendix 2

90 White Post Lane - Maps of the area



Appendix 3



Tom Lewis
Head of Licensing
Tower Hamlets Council

HT - Tower Hamlets Borough

Licensing Office
Shoreditch Police Station

Email: [REDACTED]
www.met.police.uk

27th June 2023

Dear Sir,

Central East Police Licensing formally object to the application for a Temporary Event Notice for Boat Live, at 90 White Post Lane E9 5EN for the 8th and 9th July 2023. This objection is on the grounds of preventing crime and disorder, public nuisance, and Public Safety.

Central East Police Licensing object to this application as we believe it will lead to increased crime and disorder and public nuisance. Firstly when the applicant operated from 66 – 78 White Post Lane, not only were there noise complaints from local residents, when Police visited the site we found a poorly run venue with intoxicated customers, and open use of drugs. Management were not running the premises effectively as they had allowed customer to become drunk and there was no sense that anyone was in charge.

This particular event on the 8th of July is part of “Secret Sundaze” a Techno and House event taking place in Hackney Wick. We also believe that the event on the 9th July is linked to this Techno, Dance event.

We believe that should this venue be allowed to have a Temporary Event Notice there will be crime and disorder. The applicant has not said how they will keep customers safe, they have not provided a security plan, an egress or dispersal plan. Customers are vulnerable when leaving a venue after the event has finished as if they have consumed alcohol then their decision making is impaired and they are more likely to be either victims of or instigators of alcohol related crime and disorder.

Given the likelihood of drugs being used at music events, it is concerning that the applicant has although the applicant says they will be testing their security, and dispersal plans, they have not said what these plans are. Given the busy nature of

Hackney Wick, and its growth as night time economy destination, we expect venues to give details on the above

We also believe that these events will lead to noise nuisance, as they are advertised as dance music events. The venue does not have a good track record in regard to preventing noise nuisance, in contradiction to the applicants assertion that there were no noise complaints about the venue they previously operated from, noise complaints were indeed received by Tower Hamlets Council when they operated from 66 – 78 White Post Lane.

We also have concerns that as the Boat Live is next to residential premises, Boat Live's customers will congregate at this entrance and cause noise nuisance both as they enter the premises and as they leave. A local resident has already contacted us expressing their concern.

The last time we visited the boat about the boat was not sound proofed and could not hold more than around 40 people. Where will the other 160 guests be, and is this area sound proofed? We believe that having 200 people dancing to DJ music will cause noise nuisance as they listen to the music

A recent visit by Health and safety stated "concerned of the safety of which has been reported to HSE, no risk assessments no PPE no safety footwear, leads and cables laying around, LPG canisters /petrol canisters including dry wood which can be flammable, gaps in fencing which could lead to public getting access. No fire protective equipment". The venue has not provided proof of public liability insurance, or that the site is complete and safe.

I have visited the site of the boat with Nicola Cadzow from Tower Hamlets Council Noise Team and found the site to be dangerous with rubbish on the ground, no electricity or running water or any permanent or semi-permeant buildings for customers built or on site. We believe that such poor management demonstrated previously and an unprepared site will lead to increased risks of crime and disorder and public nuisance.

This particular event on the 8th of July is part of Secret Sundaze a Techno and House event taking place in Hackney Wick.

We believe that these events will cause alcohol related crime and disorder and noise nuisance, and that the venue is not safe, and ask that this application is rejected.

Kind Regards

Mark



PC Mark Perry
Central East Licensing Unit
Metropolitan Police Service (MPS)



Appendix 4

Lavine Miller-Johnson

From: Nicola Cadzow
Sent: 26 June 2023 14:27
To: Licensin
Cc: [REDACTED]; Rhys Rose
Subject: 160712 MAU REPRESENTATION TENS Boat Live 90 White Post Lane, London 8th & 9th July 2023

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Licensing,

I have reviewed the TENs applications for Boat Live 90 White Post Lane, London for the 8th & 9th July 2023 and have considered the potential impact of public nuisance and measures to prevent noise generated from within the premises or outside it which could cause disturbance to people in the vicinity.

The applicant advised in the application that and I quote *"the boat had been soundproofed and managed well with no noise complaints from its time at 66-78 White Post Lane"*. This is contradictory to the fact Tower Hamlets Council Noise Team have received several complaints from nearby residents as recently as November 2022 and I quote complaints received:

- (1) ***"The venue is in a repurposed barge so it has no noise insulation and the sound level of the music coming from it, is ridiculously loud"***
- (2) ***"...stated that they are playing music indoors at a loud volume with no soundproofing"***
- (3) ***"music indoors at a loud volume with no soundproofing"***

On one occasion when a complaint was received (6th November 2022) the Out of Hours Noise Team arrived in the vicinity of Boat Live at 66-78 White Post Lane, London and they could hear party style music with a heavy bass.

I do not believe that by using same wooden boat as a venue on another site further down White Post Lane, particularly with insufficient sound insulation will adhere and promote the licensing objective for the prevention of public nuisance. Consideration has to be given to safety and public nuisance relating to patrons attending site, and the management of patrons particularly in the courtyard whilst the venue is operating.

Noise Sensitive premises: residential and commercial premises in close proximity to 90 White Post Lane.

In my view the application, as it stands fails, to comply with the objective of the Licensing Act 2003 relating to "public nuisance" for the following reasons:-

- Noise breakout from the venue affecting neighbouring residents, particular when the boat with the sound system which includes Live DJ sets, will not facilitate 200 persons, and use of front yard area,.
- Access & egress to and from the venue, of patrons, especially due to patrons likely to be in high spirits;

CONCLUSION

Environmental Protection **does not** support the TENs application for Boat Live 90 White Post Lane, as I do not believe that the licensing objective for the prevention of public nuisance will be met, and consideration that there is a greater likelihood of disturbance to residential premises if the event goes ahead.

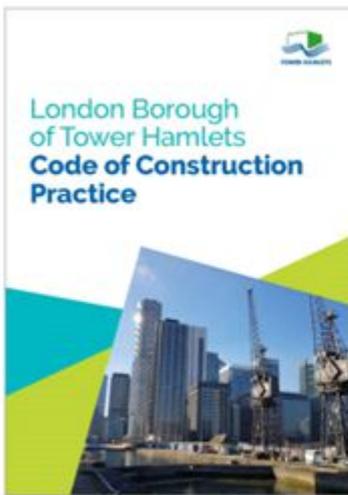
Kind regards

Nicola Cadzow
Environmental Protection Officer



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Construction Code of Practice 2023

- Development with Planning Permission granted and subject to Planning Conditions is adoption of the new Code will continue to operate under the conditions for working hours of **Code of Construction Practice 2006**.
Permitted to work Saturdays without s61 Agreement (8am to 1pm only)
- Development granted Planning Approval **after the 26th April 2023** and subject to Plan required to adhere to working hours as set out above and in the **Code of Construction Practice 2023**.
s61 Agreement required for works on Saturdays, Sundays, Bank Holidays, or Public Holidays
- Developments seeking amendments to Planning Approvals issued prior to 26th April 2023 Working Hours imposed if relevant to the details being amended.
- For more information, please click on the cover page of the Code of Construction Practice 2023

Please note: all s61 consents, dispensations and variations must be submitted [online](#).

Appendix 5

VENUE RISK ASSESSMENT – PUBLIC

Version 1 Revision 1

90 White Post Lane

Location: Boat Live Works

Site address:

90 White Post Lane

London E9 5EN

Client: Rhys Rose

Principal designer: Boat Live Works

Principal contractor: Boat Live Works

Document created: 07 May 23

Document updated: 09 May 23

Prepared by: Rhys John Rose

Important Note

This Venue Risk Assessment has been prepared by RJR Consultancy Ltd in conjunction with the Client. The content is based on the discussions and information provided by the Client, but does not include any areas, activities or processes that Front Left Live was not made aware of or where information was not provided prior to the issue of this Risk Assessment.

RJR Consultancy Ltd have no liability for matters or information that have not been provided by the Client or which when asked by RJR Consultancy Ltd, the Client did not make RJR Consultancy Ltd aware. Nothing in this statement is intended to exclude RJR Consultancy Ltd's liability for negligence in preparing this Risk Assessment or where the information was provided by the Client but not included or omitted by RJR Consultancy Ltd.

This Risk Assessment document should not be reviewed in isolation. It should be read in conjunction with all other applicable documentation, which includes but is not limited to the Client Health and Safety Management Policies and Procedures, any relevant standards i.e. BS's or ISO, HSE guidance, industry best practice guidance and manufacturer's instructions. It is essential that the Client applies, as applicable, the information set out in the Risk Assessment and ensures that they utilise the control measures to control and / or minimise the identified risks.

A copy of this Risk Assessment should be distributed to all stakeholders.

This document should become part of the induction process for new staff moving forwards.

A copy should be always made available in the venue office(s).

RJR Consultancy Ltd will not be held responsible for a failure by the Client to follow any agreed Risk Assessment control measures or where they are simply ignored.

© All rights reserved. Use of this Risk Assessment as a whole or in part is restricted to the Client for whom they have been specifically developed and is bespoke to the work carried out as part of their business undertakings in relation to this event.

Revision History

Revision	Date	Details
V1 R0	07/03/2023	Draft document issued for consideration by the client
V1 R1	09/03/2023	Document update following internal review

		SEVERITY / CONSEQUENCE					
		1 Minimal	2 Minor	4 Moderate	6 Significant	8 Major	10 Catastrophic
LIKELIHOOD	Almost Certain 10	10	20	40	60	80	100
	Probable 8	8	16	32	48	64	80
	Possible 6	6	12	24	36	48	60
	Unlikely 4	4	8	16	24	32	40
	Very unlikely 2	2	4	8	12	16	20
	Rare 1	1	2	4	6	8	10

RISK RATING		
0 - 10	Very Low	Monitor and review
11 - 31	Low	Monitor and review, additional risk reduction measures should be considered
32 - 59	Medium	Additional risk reduction measures should be considered and implemented where practical
60 - 79	High	Additional risk reduction measures are required along with strict control systems and procedures
80 - 100	Very High	Manage with very strict control systems and procedures

Risk	Likelihood	Severity	Risk	Mitigation	Likelihood	Severity	Residual Risk
Threat to public safety from terrorism	8	10	80	<ul style="list-style-type: none"> • Event and Venue Security Plans to be followed • Clear entry policy in place prohibiting unauthorised access to the venue • Detailed prohibited items list made visible at entry • Security to be positioned at all emergency exits • All doors and windows to be closed, except as required for access or egress • ID's to be checked on entry. • All attendees and bags to be searched on entry. • Regular security and crowd management checks throughout the course of an event. • Security secure the venue and conduct a close of venue clearance patrol to ensure no unauthorised persons remain inside the venue after it has closed. 	4	10	40
Fire outbreak; Emergency Evacuation Procedures	4	10	40	<ul style="list-style-type: none"> • Managers and designated fire safety staff to be trained in accordance with the venue's full Fire Risk Assessment and Emergency Evacuation Plan. • Fire plans to be always made available in the venue's office(s). • Constant checks to ensure all assessment and plan control measures are in place for public opening. • Emergency Exit signage to be located around the venue and made visible through back lighting or spotlights. • Identify combustible materials (including LPG, diesel, helium gas, trees/shrubs, dry grass, wood, awnings/marquees, litter, vehicles, goods etc) & sources of oxygen & sources of ignition before open • Check that people including persons with disabilities, who may be in the building/marquee/area, can get out safely • Check that people at risk know what to do if there is a fire • Ensure there is adequate fire safety equipment according to the size/nature of the event. 	2	10	20

Risk	Likelihood	Severity	Risk	Mitigation	Likelihood	Severity	Residual Risk
Violence & crime	6	8	48	<ul style="list-style-type: none"> Security are conflict management trained to defuse confrontational situations and trained to use physical intervention under the 'Criminal Law Act 1967 Section 3:1 Security will try to calm aggressive customers and will not ban them if the situation is resolved, however if they continue to be aggressive they will be banned from the venue Security operating the venue ejection policy and arrest procedure will detain offenders in a designated holding room or outside the venue if safe to do so Management will call the Police should an Arrestable Offence be committed Duty Manager and Body Cam Operator should be present during incident ejections, if possible Security involved in incidents will complete a written Incident Report as soon as is reasonably practicable Offenders details will be recorded and they will be banned from the venue Security will exercise a duty of care to its customers, but will not leave the venue to intervene in incidents outside the venue unless assistance is requested by the Police or if their involvement will prevent serious crime to be committed. 	6	6	36
Failure of venue management to protect public from known and recognised potential danger	8	8	64	<ul style="list-style-type: none"> Robust crowd management, health and safety, crowd density, medical and capacity plans in place and operated at the event. 	2	8	16
Over crowding issues	8	8	64	<ul style="list-style-type: none"> In cases of overcrowding, areas would need to be partially or totally closed to alleviate people traffic and disperse crowds Internal patrols and constant security communication with updates on areas of concern for crowding and pinch points. 	2	8	16
Public Entrances and Exits	6	4	24	<ul style="list-style-type: none"> Entrances / exits constructed to allow easy access for disabled people Entry supervised by identifiable security carrying mobile radios to summon assistance if required First Aiders to be made aware of all entrance / exit points. 	2	4	8

Risk	Likelihood	Severity	Score	Mitigation	Likelihood	Severity	Score
Electrical equipment and fittings	4	8	32	<ul style="list-style-type: none"> • Ensure lights, light switches and sockets are in good conditions and fully working before any event • Ensure equipment is well maintained and in good state of repair • PAT testing to be carried out by qualified person(s) on all electrical equipment • Local voltage not be exceeded beyond the venue's capacity • Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements • Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects. 	2	8	16
Slips, trips and falls	4	6	24	<ul style="list-style-type: none"> • Emergency routes to be of adequate width and kept clear at all times • Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced • All working at height must be avoided wherever possible; where not, it must be risk assessed, properly planned and organised. Any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998) • Security and/or stewards to be deployed into positions around the venue • Regular patrols will ensure thoroughfares and stairways are clear to reduce risk • Floor conditions to be inspected and cleaned before opening • All doorways, corridors and stairways to be inspected before opening, with regular checks held throughout the course of any event. • Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate. 	2	6	12

Risk	Likelihood	Severity	Score	Mitigation	Likelihood	Severity	Score
First Aid and Medical	6	6	36	<ul style="list-style-type: none"> Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile) Event Safety Guide states that for small events this "should never be less than two first aiders, to allow for contingencies" Ensure that first aid provision is clearly signposted Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed. 	4	6	24
Storage at height	6	6	36	<ul style="list-style-type: none"> Do not store anything at height within public areas Venue checks to be carried out before public opening. 	1	6	6
Sanitation	8	4	32	<ul style="list-style-type: none"> Levels of sanitation should be suitable for capacity to prevent queues and overcrowding Security/stewards to regularly patrol and check sanitation areas Regular cleaning to be carried out to ensure supplies and available and services in full working order. 	4	4	16
Waste Management	8	4	32	<ul style="list-style-type: none"> Ensure that details are given to the waste contractor concerning estimated audience size. The collection company must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required Ensure that special attention is made to areas such as: Approach to the venue (e.g. surrounding streets and/or land), Entrances/Exits, Arenas and stages and first aid / welfare areas. 	4	4	16

Risk	Likelihood	Severity	Score	Mitigation	Likelihood	Severity	Score
Contractors	8	4	32	<ul style="list-style-type: none"> Ensure that any contractors or subcontractors hired are competent in managing their own health and safety on site Request copies of the contractors' safety policies & risk assessments for their work, safety method statements and public liability insurance prior to employment Ensure contractors are given adequate safety information regarding the venue. 	6	4	24
Manual handling	6	6	36	<ul style="list-style-type: none"> Avoid manual handling where possible Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling Minimise repetitive bending wherever possible and ensure employees take regular breaks Use individuals who have been trained in techniques or provide basic training in manual handling techniques. 	4	6	24
Noise	6	6	36	<ul style="list-style-type: none"> Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music All staff assumed to be at risk, particularly DJ and bar staff Noise limiter fitted to sound system and DJ informed Regular check of sound systems to ensure balance/proper control Quiet areas to be provided Staff rotation between quiet and noisy areas Staff trained in noise risks and the protective measures needed Staff considered to be particularly at risk identified and provided with ear plugs Health surveillance, including hearing tests, for 'at risk' staff. 	4	6	24

Risk	Likelihood	Severity	Score	Mitigation	Likelihood	Severity	Score
Temperature Control	6	6	36	<ul style="list-style-type: none"> Staff and the public may suffer from dehydration or fainting if it is too hot Adequate ventilation to supply fresh air to public areas at a rate of 8 litres/sec/person Air conditioning and floor fans to be used in hot conditions Bar Managers to ensure free drinking water is made available at the end of all bars. 	4	4	16
Lasers	6	8	48	<ul style="list-style-type: none"> Not to be used without permission of licensing authority Assessment of suitability to be carried out by a competent and qualified person Full risk assessment and compliance with HSE guidelines to be carried out. 	2	8	16
Smoke, fog and haze machines	4	8	32	<ul style="list-style-type: none"> Staff may suffer skin damage from handling dry ice Fumes and mists can cause irritation to eyes, nose and breathing Only trained workers have access to the products, which are kept in a locked container Only workers trained in the risk of the product, use the products, following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer. 	2	8	16
Hanging, drapes and venue decoration	4	8	32	<ul style="list-style-type: none"> Must be flame retardant Must not be hung anywhere that hides exit routes. 	2	8	16
General control of Covid-19 transmission	6	8	48	<ul style="list-style-type: none"> Staff to not visit site/premises if they are experiencing Covid-19 symptoms or have a positive test Staff to consider their safest travel route to/from venue Good hygiene measures are encouraged at all times Ensure the workplace has adequate ventilation. 	4	8	32

Further Actions

A process of continuous assessment and reassessment is to be undertaken, to ensure that the control measures identified within this risk assessment are implemented as required, monitored for effectiveness and that dynamic risk controls are put in place to reflect any changes and/or those additional developing or emerging hazards or risks not already captured within this assessment.

A full review of the assessment is to be made annually or, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective, where there is a significant change in working practices, or an incident occurs.

This risk assessment has been produced by RJR Consultancy Ltd for and on behalf of the Client and is based on the information provided. The content of this assessment has been reviewed by the Client and approved for implementation, as applicable.

Approved by _____

Signed _____

Date _____

BOAT LIVE STAFF TRAINING HANDBOOK

Managing Director – Boat Live: Antonio Miranda –

[REDACTED]

Operations Manager – D.P.S. – Rhys John Rose –

[REDACTED]

Venue Manager – T.B.C.

Introduction

Welcome to Boat Live where you are part of a team that shares the goal of ensuring our customers have a great experience.

The handbook will provide all new members of staff, with an understanding of what we expect of you as part of our team, the handbook will also always be available in a folder the bar if you ever need a reminder of your training. It is intended to answer questions that might arise, covers some essential safety information and will help you understand how we operate.

We are committed to your training and the information in this handbook will help you on your way through our training and development programme. The training you will receive will make your job easier, help overcome any initial worries and make you an effective part of the team.

Once you have read and understood this handbook you will be required to complete the employee training complete form with a member of the management team. This must be completed within two weeks of your employment date and is made up of questions that you must answer to demonstrate that you have read and understood the handbook followed by a number of statements that confirm you have been trained in key areas and are happy with the training. The record of the training complete form will be kept in your personal file.

The handbook will not answer all the questions you will have; learning whilst you work will be an important part of your development. It is important that if you are in a situation that has not been covered here, are presented with a task that you have not been trained for or you are faced with a problem you do not feel happy dealing with that you ask for help. Your Supervisors and Managers are here to assist you at all times and you won't be judged for asking questions.

Have fun, work hard

Contents

1 Understanding where you are	6
1.1 The Customer & your behaviour	6
Positive & Professional	6
Be Helpful	6
“I don’t know” is not a good response.....	6
Difficulties	6
Ask for Angela	7
W.A.V.E. Wellness And Vulnerability Engagement	8
Lost or found person procedure.....	8
1.2 The Venue	8
2 Important Information	8
2.1 Your Contract of Employment	8
2.2 Payroll Arrangements.....	9
2.3 Personal Details	9
2.4 Confidential Information	9
2.5 Staff Shift system & Rota	9
2.6 Attendance	10
2.7 Sickness	10
2.8 Standard of Dress	11
2.9 Personal Property.....	11
2.10 Company Property, Facilities and Equipment	11
2.12 Use of the Telephone	12
2.13 Breaks	12
2.14 Smoking	12
3. Health & Safety	12
3.1 Your Responsibilities as an Employee	13
3.2 Our Responsibilities as your Employer	13
3.3 Manual Handling (Lifting & Moving)	13

Initial Precautions	13
Plan the lift	13
Lift	14
3.4 Slips & Falls.....	14
3.5 Hazardous Substances (COSHH).....	15
What Is COSHH?.....	15
How can I be exposed?	15
3.6 Accidents & First Aid at Work.....	16
Minor Injuries to Staff.....	16
First Aiders.....	16
Accidents Involving Staff or Customers	16
3.7 Fire safety.....	17
On Discovering a Fire	17
On Hearing the Fire Alarm	18
Fire prevention	18
Fire Extinguishers	19
3.8 Noise	19
Why bother about noise?	19
4. Licensing	21
4.1 Premises Licence	21
4.2 Personal Licence Holders	21
Under Age Drinking	22
We serve drinks, not drunks	22
Passing Off	22
Credit	23
Weights & Measures.....	23
4.3 Illegal Drugs – Zero Tolerance	23
5. Discipline & Appeals	23
5.1 General Rules & Regulations	23
Misconduct.....	24

Gross Misconduct 24

1 Understanding where you are

1.1 *The Customer & your behaviour*

Customers at our venue are made up mostly of people like yourselves; they want good customer service and it's our job to give it to them!

Positive & Professional

The first point of customer contact is the most important place to show professionalism and positivity, obviously a warm welcome can make a big difference to a night out. Treat everybody efficiently and equally, there is no room for favours to friends and chatting anybody up. All shifts will bring you into contact with customers and it is also important that we have a consistently positive approach.

More often than not customers will reflect the image they perceive of you in their behaviour. If your body language is negative you will unwittingly encourage a negative response. We will expect you to sound good, look good & acknowledge people.

Be Helpful

Customers will come and ask you for help or assistance, as they will identify you as someone who can offer it. Always make sure you know what is going on and when/where things are and where further assistance can be found. Ask questions.

“I don't know” is not a good response.

If you cannot help someone refer them to someone that can, never just cut people off.

Difficulties

If you are dealing with a customer who is being difficult in any way, you should act assertively, never aggressively.

Should you have customers that wish to make a complaint, please refer them directly to your Supervisor/Manager, who should be able to resolve it. Should the customer make a complaint, offer them the email address [REDACTED] whereby the Management will follow up on a resolution.

We do not tolerate any form of abusive behaviour directed towards any member of staff or customer. If any person is rude, abusive or acts in an inappropriate manner towards you or anyone else in any way, find your Supervisor/Manager immediately and let them know.

It is unacceptable to get in arguments, behave aggressively or be rude to a customer or another member of the team - regardless of what they say. You are a professional.

Ask for Angela

Ask for Angela is a national campaign that allows anyone to discreetly approach a member of staff in a bar, restaurant or club if they are having a bad time. It is important that you remember this as you will be their get out of jail free card.

What to do:

If someone Asks for Angela respond with something like “Angela, yeah I’ll just see If I can find her”. Whilst doing this assess the situation around you. You are always going to act on this so you will need to decide what action to take, the thing you are trying to do is get the person who’s asked away from the situation they are in.

If your look at the situation identifies a threat that you don’t feel comfortable dealing with then ask the person to wait a moment, go to the bar radio and radio security saying clearly “front door front door, do you have Angela working down there, I have her friend at the bar in (clearly state your location) can you confirm?” if for some reason the security don’t get this then you can repeat “No – They’re Asking for Angela. A member of security or a manager should turn up and walk them away. Good work, you’ve done your bit!

If you do not have a radio, the area that you are working in isn’t busy, you have other staff with you to cover and there is no immediate threat to you you could simply say “Angela is working on the door, come with me and we’ll find her” Walk the person to the door and pass them on to security or welfare. Great Job!

W.A.V.E. Wellness And Vulnerability Engagement

WAVE is an initiative launched by the police all across the UK, it is training to help you identify and assist vulnerable people, you will be asked to attend a WAVE training session and will receive a certificate on completion. In the meantime remember that you can change a persons whole night by looking out for them. Them is all of our customers and staff, if you see something that you don't like or that makes you feel off report it to your supervisor or manager.

Lost or found person procedure

If someone report a person lost or you find a person who appears lost you should report it to your supervisor, manager or any member of security as soon as possible.

1.2 The Venue

Whether you spend time at Boat Live, or any future sites it is important that you get to know get to know the venues well. You will be expected to be able to provide basic information to customers such as room names, toilet facilities, entry and exit points, security locations, welfare areas and smoking area etc. You will be expected to know this information for any space you are working in.

2 Important Information

2.1 Your Contract of Employment

All staff, whether they be full or part-time, will be issued with a contract stating the terms and conditions of their employment.

If you wish to stop working for us, you will be required to give the notice detailed in your employment contract, and to give back any company property, such as a uniform shirt. Failure to hand back your uniform may result in the cost being deducted from your final pay.

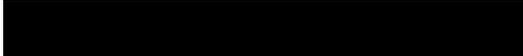
2.2 Payroll Arrangements

All staff are paid by BACS payment. Payment is usually made on or around the 5th of each month and the payment will be for the calendar month preceding the payroll date. Payslips and other important payment information, such as your P60, will be sent to your email address, so please ensure it is kept up to date.

Signing in for work is done using the fire signing in sheet, usually kept at the front door or bar. Failure to sign in and out correctly may lead to problems with your pay, so please ensure you sign in and out every time you work.

In the event of a fire, the signing in system is used to check that no one is left in the building, so failure to accurately sign in or out could endanger lives.

2.3 Personal Details

We need to have accurate details of your name, address and telephone number, in case you need to be contacted. You will be asked to fill out a form with these and other details as part of your induction. If any of your personal details change let us know immediately by emailing 

2.4 Confidential Information

You must not use for your own benefit or gain, divulge to any person(s), firm, company or other organisation, any confidential information belonging to Boat Live Works Ltd or relating to their affairs or dealings.

2.5 Staff Shift system & Rota

It is extremely important that you know when you are expected to be at work, i.e. – when your shifts are. We will expect you to know when, where, what time and what you are doing.

The Staff Rota is completed weekly by your Manager based on the availability information you have given to them. We will ask you to provide details of when you are available to work and will allocate shifts based on this availability. We aim to provide shifts at least a week ahead. We will always endeavour to be as flexible as possible, and will always try and fulfil any requests; in return we ask that you be flexible at times and assist each other in covering shifts (you never know when you might need to ask for help with shifts, so try to be understanding if you are asked for help).

Once you have been allocated a shift, that shift then becomes your responsibility. If you are unable to work a shift that you have been allocated you should inform a member of the management team as soon as possible and try to find somebody else to cover it. If you cannot find cover, you will be expected to work.

2.6 Attendance

If it is impossible for you to get to a shift at the right time, use the phone and let your manager know when you will arrive. Punctuality is expected, remember that the time specified on the rota is when your shift starts, not the time you are expected to arrive. We recommend planning to arrive 15 minutes before your scheduled shift time. Persistent lateness or unreliability will result in disciplinary action and possibly having your shifts cut.

Attendance is also required at staff meetings and training sessions, we try to keep these to a minimum and will do our best to give you plenty of notice of meetings and training. Staff meetings are your chance to give feedback and influence how we operate, this is why your attendance is required, appreciated and also we'll do our best to make it rewarding.

2.7 Sickness

If you are ill and are unable to work, please phone us as soon as possible to let us know so that cover can be arranged. If you feel ill during the day do not leave it until the last minute to let us know

you won't be there a for a shift in an hour! You **MUST** call as soon as you feel unwell and let us know, that way we can try to find cover and allow you time to recover.

2.8 Standard of Dress

You are expected to provide your own work clothes. These may be smart casual, no scruffy or dirty clothing please, e.g. Clean plain t shirt & dark trousers or dark jeans (if you are working an event with a dress code then this code must be followed). You are encouraged to wear fancy dress when appropriate, but please remember you must still be able to work comfortably!!

Long hair must be tied back.

Staff T shirts must never be worn when not on duty.

You will be expected to wear sensible shoes for working in most areas, do not wear any shoes with open toes, slippery soles, or loose laces.

If you are loading equipment, moving barrels or other heavy objects you must wear protective shoes.

2.9 Personal Property

Do not keep personal property in work areas, it is insecure and could cause a hazard. Any property found behind the bar will be removed. There is space provided at Boat Live for you to store your bags and coats whilst on shift. If you are not happy with this level of security speak to your Supervisor/Manager and they will lock valuables away for you until you finish work.

2.10 Company Property, Facilities and Equipment

Property must be used with due care and consideration. Breakages from misuse are unacceptable and may present operational difficulties as well as the cost of repair. Nothing may be removed from the premises.

2.12 Use of the Telephone

Use of the telephone whilst on shift is prohibited without explicit permission of your Supervisor/Manager and should be limited to breaks. Mobile phones these days can be very expensive and we are happy for you to keep your phone on you when you work but it must be in silent or airplane mode, incoming messages on social media are not a valid reason for you to stop what you are doing. We accept that in certain extenuating circumstances you may need to have your phone on for contact, if this is the case please inform your Supervisor/Manager and give the reason. You should never leave your area of work unattended to answer your phone, even after being given permission to keep your phone on for an extenuating reason.

2.13 Breaks

If you work for a period of 6 or more hours you will be entitled to a 20 minutes unpaid break. Cigarette breaks should be included within these times only. Your manager will ensure you are able to take your breaks at appropriate times; if you have specific requests, please make them at the start of your shift. Do not wander off and take your break without permission!

2.14 Smoking

The law requires that there is no smoking indoors in any place of work, signage is up around the venues, if you see someone smoking inside report it to a member of security or your manager.

3. Health & Safety

Health and Safety at Work Act (HASAW)

The Health & Safety at Work Act states that both we as your employer and you as our employee have legal responsibilities. It is designed to protect both you and us.

3.1 Your Responsibilities as an Employee

- Take care of your health and safety whilst at work.
- Take care of the health and safety of others at work.
- Co-operate with us to reduce risks
- Not to interfere with, misuse or damage anything that is provided for health & safety purposes.

3.2 Our Responsibilities as your Employer

- Provide and maintain premises, equipment and systems of work, which are safe and healthy. e.g. Earplugs.
- Make arrangements for the safe handling, storage and transport of stock and other substances (including chemicals).
- Provide information, training and supervision.
- Provide a health and safety policy statement.

We must also ensure that our work activities do not put visitors and the public at unnecessary risk.

3.3 Manual Handling (Lifting & Moving)

Every year over a third of reported accidents result from moving, lifting or carrying things at work. The damage you can do to your back can be severe and precautions should always be taken.

Initial Precautions

If at all possible use something to take the strain – sack truck, trolley, pallet truck, a box on wheels.

Wear protective shoes when moving heavy objects.

Make the object lighter.

Plan the lift

How heavy, hot, cold or unstable is the object?

Is the route clear of obstructions?

Is there enough space, light and grip?

Lift

Share the load, count into the lift.

Feet apart, one leg forward, weight evenly spread

Carefully select a grip, keeping heaviest part of load closest to you

Lift with your legs, slowly bending your knees, keeping your back straight

Keep your shoulders level, bring the object up to waist height

Move your feet only (don't twist), make sure you can see where you are going

Lower the load in the same way as you picked it up, taking care of your fingers and toes, only reposition the load after putting it down

Never lift something that is uncomfortable or feels too heavy for you, it is ok to ask for assistance

3.4 Slips & Falls

Slips and falls cause 20% of accidents; the consequences of a fall, even to young people can be serious.

Common Causes:

- Poor cleaning - wet or greasy floors
- Poor housekeeping - rubbish left on floors
- Spillages - water, beer or food.

Remember:

- Clean up any spillage immediately
- Ensure that warning signs are put in these areas

3.5 Hazardous Substances (COSHH)

What Is COSHH?

The Control of Substances Hazardous to Health are regulations that have been brought in to protect everyone from potentially hazardous chemicals at work, these include: beer line cleaner, smoke machine fluid, glass washer chemicals and even washing up liquid.

How can I be exposed?

Through the inhalation of vapours, contact with skin, splashes to eyes or ingestion. Incorrect use of a chemical could significantly increase the risk you could face, whereas following simple precautions will minimise any risk.

- Identify the substance – label on a container, data sheet in the store cupboard and then assess the risk of using it.
- Never mix substances or store them in anything other than its original container
- Use protective equipment where necessary – gloves, eye protection
- Store chemicals in the cupboard in the store room

Report any ill effects after using chemicals immediately, be sure you know where the data sheets are if first aid or hospital treatment is needed

Warning symbols to look for:



Toxic: Cause death or chronic damage to health, take extra precautions



Corrosive: Destroys skin on contact



Harmful: Treat as toxic

Irritant: Can cause problems through repeated or prolonged contact

3.6 Accidents & First Aid at Work

Minor Injuries to Staff

If you sustain a minor injury at work of the sort that you would normally attend to yourself at home, then you may wash your hands and apply a small-sterilised dressing from the first aid kits. No matter how small, all accidents must be reported to your manager and be recorded in the incident book held either at the front door or by your manager. If an accident is any more serious you need a first aider or emergency services, again this is to be recorded on an incident record form.

First Aid kits and hand wash handwash are available at every bar.

First Aiders

Your manager is your contact for the provision of first aid.

Accidents Involving Staff or Customers

On discovering or being told of an accident some simple procedures can in the long run save a lot of pain and possibly a life. The seriousness of an accident should immediately be assessed and help called for straight away. Inform a manager,

supervisor or member of security immediately.

Do not panic or do anything reckless

First aid kits are situated at the bar and with the security team at the front door (make sure you know where they are).

Try to assimilate the circumstances of the accident from witnesses or anyone else involved, keep it clear and simple - don't make assumptions.

If somebody is hurt let him or her have plenty of space (stop people from crowding round), and if they can walk get them to the front door to recover.

Remember: remain calm; act quickly, if in any doubt call 999

If you cut yourself: Contact appointed First Aider for suitable dressing.

If a customer cuts themselves:

Act as above, but be sure that you are wearing protective disposable gloves. Do not let anyone else touch this spilled blood. If applying a dressing, keep these gloves on. Dispose of all items, in a separate biological waste bin bag.

If required to clear vomit, or urine, protect yourself again by wearing gloves and dispose of the waste in a biological waste bin bag.

3.7 Fire safety

On Discovering a Fire

On discovering a fire, immediately raise the alarm by activating a break glass.

Never attempt to tackle a fire. Raise the alarm immediately.

On Hearing the Fire Alarm

On hearing the fire alarm immediately evacuate the building by the nearest exit route. Leave the building swiftly and orderly, never stop to collect any belongings.

When evacuating everyone must leave the premises, this will include Customers, Performers, Contractors, staff and finally security. The Kitchen/bar will close immediately, make sure the tills are closed and locked off. Security, Management & the staff team (you guys) will oversee the evacuation of customers before leaving themselves.

If working on the bar/door/cloakroom etc, follow the instructions of your Manager.

If you are working on the technical crew, ensure all the music and soundsystems are stopped when an evacuation is called. All house lights are on and technical equipment safely secured before leaving when possible without any personal danger. Turn off any smoke or haze.

The meeting point for all staff, once they have left the premises is as described in the site specific evacuation plan, you will receive fire training on your first shift and a record of this training will be kept on site. Once you are outside report to the Evacuation Controller or Duty manager (senior member of front of house staff wearing a high viz with the fire clipboard) who will take a role call of all staff, then proceed to the meeting point.

All of our premises are capable of being emptied quickly (within a few minutes) and safely if everyone remains calm and moves immediately. As crew and staff, you are a role model to other customers and you should act promptly.

On being given the all clear, all the staff will be readmitted to the premises by the front doors, in order to set up for the return of the customers.

Fire prevention

A fire needs three ingredients:

oxygen – heat – fuel

Remove any one of these and the fire will go out!

Reduce the risk of fire:

- Don't leave rubbish lying around
- Don't store combustible material on electrical appliances
- When emptying ashtrays make sure they do not contain anything that is still alight
- Don't use electrical equipment that is faulty

Fire Extinguishers.

WATER - Works by cooling the fire.

Used on paper, wood, cardboard and fabric

Do not use on fat or electrical fires

Positioned behind bars, outside cloakrooms

CO2 - Works by smothering the fire with gas.

Used on electrical fires

Do not use on fat fires

Positioned in DJ booths, by cloakrooms

DRY POWDER - Works by smothering the fire with a blanket of powder. Used on electrical and fat fires

Positioned in the kitchen

From January 1st 1997 all new extinguishers will be red so if you ever need to use an extinguisher make sure that it is the correct one, the labels are colour coded.

3.8 Noise

Why bother about noise?

Sounds and noises, if too loud, can permanently damage your hearing. The danger depends on how loud the noise is and how long you are exposed to it. The damage builds up gradually and you may not notice changes from one day to another, but once the

damage is done, there is no cure.

There are two main action levels, measured in dB (decibels)

80 dB - First action level. This will cover every public area and behind the bars when the premises is busy. There will be some risk to hearing and you can use the earplugs supplied if you wish, but you are not required to do so. You should inform your manager if you think your hearing is being affected.

85 dB - Second action level. This is actually twice as loud as the first action level and will be where the music is loudest, i.e. on the dance floor, in the DJ booth, on and around the stage areas. You have a duty to use the earplugs provided and we can require you to wear earplugs. Also, we provide a quiet rest area for you to go to on your break so that you are not exposed to noise constantly.

I find the earplugs are hard to use and don't make much difference?

You must make sure that you insert the earplugs correctly. Follow the instructions on the packet. Ask for help from a manager if you are not sure.

Don't they stop us from hearing the customer?

No. The earplugs act as attenuators and cut a few decibels off the sound level that you are exposed to – they do not stop you hearing. If anything, they will protect you from customers shouting loudly directly into your ear. They take away all the 'extra' noise, you are still able to hear the music, hear customers and have a good time.

On our part, we try to control noise at work. The best way to reduce exposure to noise is to turn the volume down and we set the sound levels to peak well below maximum. It is stressful to be exposed to constant uncontrolled noise, especially when trying to concentrate. However, we are in the business of late night entertainment where music is expected to be loud by our customers, so the bars, stage, DJ booth and other public areas are designated noisy areas. A balance has to be struck between a high sound level for the public and a controlled level for the staff.

The Control of Noise at Work Act (2005) means that we, as your employer, are obliged to look out for your hearing when you are at work. This means that during very loud events we may insist that

you wear hearing protection; otherwise you will not be able to work. If you have trouble wearing the earplugs provided, or find them uncomfortable, you must speak with a Manager before you are exposed to high volumes.

Remember that for ear protection to be effective, you should use it for all of the time that you are exposed. It only takes one unprotected exposure to do the damage.

4. Licensing

Under the Licensing Act 2003, we are required to have a premises licence allowing us to operate as both an entertainment venue and to sell intoxicating liquor. The licence is essential to our operation and without it we would be in breach of the law. It is therefore essential that we protect our licence to the full. As a member of our staff we will expect you to adhere to the company rules and encourage others to. We cannot afford to risk our licence and your support in its protection is important. This does not mean that you have to have any in depth knowledge of it but just to understand why we have to have such rules.

4.1 Premises Licence

The premises has a licence issued by the local Borough Council and allows us to open as an entertainments venue at the times stated & sell alcohol, providing it has been authorised by a Personal Licence Holder. The licence governs times that we can carry out a variety of licensable activities. The council take into consideration many other factors in granting the licence, including how we will help prevent crime and disorder, how we will protect public safety, prevent public nuisance and protect children from harm. If we breach any conditions they lay upon us we can lose our licence, be fined up to £20,000 and risk up to six months in jail.

The contact details of the designated premises supervisor and licensee are clearly displayed at front door.

4.2 Personal Licence Holders

All sales of intoxicating liquor must be authorised by someone who

holds a personal licence. Your D.P.S./Manager holds a personal licence. Actual opening times will depend on the event.

Under Age Drinking

It is illegal to serve anyone under the age of 18.

If you have any doubt there are only 3 acceptable proof of age.

- PASS accredited proof of age card.
- Passport
- A Photo Driving Licence

It is your responsibility to ensure everybody you serve alcohol is over the age of 18. The police can, and do, bring children into the premises to make a test purchase, and **if caught you will face a fixed penalty of £90 and a prosecution. Boat Live is not allowed to pay this for you.**

We will be operating a challenge 25 policy at our premises, if they look younger than 25 ask for I.D. any challenge on id must be recorded on the challenge sheet.

We serve drinks, not drunks

It is illegal to serve anyone that is drunk. Use your common sense and if you feel someone has had too much to drink tell your manager who will deal with each customer appropriately.

By law, you are responsible for those drinking in the bar. To discourage drunkenness it is our policy that the following drinks are not served:

Spirits added into pints of beers
Only 2 shots of spirit in 1 glass

Passing Off

Passing off is selling something different to what the customer

asked for. You must not substitute an alternative to what a customer has ordered or paid for without informing them.

Credit

We do not offer any type of slate or tab unless it has been arranged in advance with the Manager. Boat Live accepts credit cards at certain bars; ask your Supervisor how to do this.

Weights & Measures

It is a legal requirement that alcohol must be sold in the appropriate measure, i.e. spirits through optics or with the measures provided (all 25ml or 50ml). Wine by the glass (125ml, 175ml or 250ml). Draught beverages in half and pint glasses.

4.3 Illegal Drugs – Zero Tolerance

We do not tolerate the use, sale or possession of any illegal drugs. Anyone found in possession of an illegal drug will be immediately asked to leave, in line with our zero tolerance policy.

Random searches DO take place.

Never come to work under the influence of illegal drugs. Any staff found in possession of illegal drugs will be dismissed.

5. Discipline & Appeals

5.1 General Rules & Regulations

Employment Rights Act 1996

ACAS Code of Practice on Disciplinary and Grievance Procedures

Please read the lists below.

They give some indication of conduct that is liable to cause the disciplinary rules and procedures to be enacted. These lists are not

intended to be exclusive or exhaustive.

Misconduct

Depending on the severity of the case this could lead to verbal or written warnings.

- Absence without leave
- Poor timekeeping
- Poor work performance or work capability
- Violation of safety rules of a minor nature
- Improper or negligent use of care of property and equipment
- Smoking in prohibited areas
- Violation of hygiene regulations of a minor nature

Gross Misconduct

Depending on the severity of the case this could lead to summary dismissal.

- Serious negligence or breach of safety or hygiene rules potentially causing unacceptable loss, damage, or injuries
- Deliberate damage to property belonging to the Company, staff or visitors
- Assault on or fighting with fellow members of staff, or visitors whilst on duty
- Deliberate falsification or misrepresentation of records
- Theft, misappropriation or unauthorised possession of the assets, funds, equipment and/or property of the Company, staff or visitors
- Serious incapability at work or on duty through alcohol or the use of illicit drugs
- Use of profane or abusive language
- Prolonged absence from work without notification
- Divulging confidential information to interested parties
- Serious insubordination, including flagrant refusal to comply with a reasonable instruction
- Committing an act outside work or being convicted for a criminal offence that affects adversely or is liable to affect adversely the performance of the contract of employment

and/or the relationship between the Company and a member of staff, and/or brings the reputation of the Company into disrepute.

Boat Live Works - Managers Fire Training Brief

(to be used in conjunction with evacuation plan)

- Go over the fire evac procedure and meeting point details explaining the role of evac controller and the importance of the fire signing in sheet.
- Show the trainee around the site, clearly showing fire exit doors, manual call points and extinguishers.
- It is important that each new employee is told that all final exit fire doors must be unlocked at the start to each trading session.
- Cover **M.O.P.** the priorities in a fire evac situation, look after **MYSELF, OTHERS** and then **POSSESSIONS**. Always make sure you are safe, never put yourself into a situation that is more dangerous than the one you are in now, never walk towards smoke or fire, only use extinguishers if you have been trained and remember **M.O.P.**
- Upon hearing the Fire Alarm you prepare to take up designated marshal duties
- Upon hearing the Evacuation call "**FULL EVACUATION**" you should begin evacuation immediately.
- Put on a Hi-Viz vest located in each area of work, this will instantly give you more authority in the eyes of patrons.
- Exit the space via the nearest fire escape, guiding patrons as you go.
- Do not delay your escape by collecting belongings.
- Listen to any instructions given to you by the security team, radio holders or your manager.
- Make your way to the meeting point as quickly as possible.
Remain calm, when exiting the building assume the role of Fire Marshal & direct customers in a calm but firm manner, you know the site better than them and can show them the quickest route out. "This is an evacuation, this way to the nearest exit" is a useful phrase. You should repeat this message to patrons three times, if they refuse to exit with you move on to the next patrons on your route out, remember the location and number of any patrons who refuse to leave so that you can inform the Evacuation Controller once clear of the premises. Do not use the word fire.

If you discover a fire:

- **Do not panic – All radio holders switch to channel 1 (security channel)**
- **Operate the nearest manual call point & inform the nearest radio holder/member of the security team.**
- **Only tackle the fire if you are sure you are able to and have received training, ensuring you are not in any way at risk.**

Go over Fire Marshal tasks, there are High Viz Vests for staff to put on to assist in clearing the venue.

FIRE MARSHAL TASK LIST

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area.
To ensure the following are in place:
 - Fire exits and escape routes are clear of obstructions and fire exit doors are free to open.
 - Fire doors are kept shut or are held open by automatically released or easily removable devices.
 - Fire extinguishers are in place with tamper proof seal intact
 - Fire extinguishers have been serviced within the last 12 months.
 - New members of staff are given fire safety information as part of their induction.
 2. **Non-Routine Activities:** In the event of a fire alarm:
 - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
 - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
 - Report that their area is clear, or not, to the Evacuation Controller.
 - Assist in guiding visitors and event attendees to the meeting points located across White Post Lane in Queens Yard, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.
- Any Questions?

Boat Live Works

EMERGENCY FIRE EVACUATION PLAN

**90 White Post Lane, Hackney Wick,
E9 5EN**

ON HEARING FIRE ALARM

(Continuous two tone siren)

Leave by the **nearest** exit

Do not delay your escape by collecting belongings

Do **not** use lifts

Go to the assembly point – The opposite side of White Post Lane in Queens Yard

THE EVACUATION CONTROLLER IS the DUTY MANAGER or the HEAD of SECURITY

Do not re-enter the building until instructed to do so by the Evacuation Controller

ON DISCOVERING A FIRE

Immediately raise the alarm

Alert anyone nearby

Operate the nearest break glass call point

Leave the building by the **nearest** exit

Do not attempt to fight the fire unless you have been trained to do so

Report location of the fire to the first radio holder you see on your way out

Do not re-enter the building until instructed to do so by The Evacuation Controller

When calling the emergency services state clearly you require the "FIRE" service and that the fire is at:

**90 White Post Lane, Hackney Wick,
E9 5EN**

EVACUATION PROCEDURE

Summoning Assistance.

On activation of the fire alarm the Evacuation Controller will give the radio call “**MR SANDS IS IN THE BUILDING**” repeated three times slowly and clearly, from this point on all radio holders should maintain radio silence and await further instruction from the EC or Duty Manager. Once the Mr Sands radio call has been made the Duty Manager should check the alarm panel/s (location T.B.C.), the DM will forward the location of the alarm activation to the EC and will attend the location and if safe to do so investigate the indicated location to determine if there is a fire. If the Duty Manager fails to identify a false alarm within 3 minutes or radio contact is lost between the DM & EC the EC should initiate a full evacuation. If a fire is discovered or it is not possible to safely confirm that there is no fire the Duty Manager will call for a full evacuation on the two way radio system.

During the 3 minute investigation period all radio holders should ensure that all other staff are aware of the Mr Sands incident and are preparing for a full evacuation.

A full evacuation will be initiated by the radio call “**FULL EVACUATION, FULL EVACUATION, FULL EVACUATION**” this call should be calm and clear, repeated at 10 second intervals by the EC to allow time for feedback from radio holders inside the premises.

When a full evacuation is called all activities will cease, house lights should be switched on throughout & all entertainment be stopped, all in house staff should begin to assist in the clearance of the site by taking up their role as Fire Marshals.

Once the decision has been made to call a full evacuation or the 3 minute investigation time has expired it will be the responsibility of the EC or DM to contact the fire brigade. 999 should be called & the fire service requested,

Confirmation should indicate that the Fire Service should attend
**90 White Post Lane, Hackney Wick,
E9 5EN**

The Role of Designated Persons

At Boat Live Works the designated persons will be comprised of any staff who are working directly for Boat Live Works. All staff will receive fire awareness and evacuation training on their first day at work, they will then form part of the Fire Marshals team in conjunction with the sia security team.

Role of Evacuation Controller

The Evacuation Controller (EC) will be a senior member of the management Team (The Duty Manager or Head of Event Security) with sufficient knowledge of the premises to advise the fire service on best access routes to the incident and of any significant hazards in the building. The EC will be the main contact point for the attending fire service.

The EC will receive and note reports of areas evacuated from designated persons; people remaining in the building (for whatever reason); location, evacuation route and any assistance required for any disabled occupants; any injuries or any other relevant information to be conveyed to the fire service.

When a full evacuation is underway and/or the fire brigade have been called the EC will put on a high visibility tabard, The EC will go to the vehicle gate on White Post Lane. On the arrival of the fire service EC will make contact with the officer in charge to relay any relevant information.

Role of Fire Marshals

Fire Marshals will be all members of Boat Live Works staff and any sia front of house team. Their role is to guide occupants to the assembly point and to keep fire brigade access routes clear. They will also relay relevant information to the EC as necessary. In the event of a fire alarm they will put on high visibility tabards and take up predetermined marshalling duties.

Communications

Designated Persons & Fire Marshals must relay any relevant information passed to them to the EC. All two way radio holders must maintain radio silence to allow the EC/Duty Manager to coordinate the evacuation, they should however listen to the radio carefully for instructions and may respond if addressed directly by the EC or Duty Manager. During an evacuation radio requests may be made to locations from either the EC or Duty Manager when looking for information, e.g. "any radio holder in the reception area please respond". When responding to a radio call remember to stay calm and speak slowly & clearly.

The exception to the radio silence rule is that any radio holder can contact the EC in the event of them having important new information about the fire/evacuation situation. An example of this is that a radio holder attempting to exit the building finds a fire in a fire exit route, in this instance they should double back and attempt to prevent anyone else using the route, ensuring that they are moving away from danger throughout. Only after they have reached a place of safety should they call in the information. The radio holder should attempt to remain calm, speak slowly and clearly identifying the location and delivering the information as concisely as possible during a break in the repeated full evacuation message, for example "EC, THERE IS A FIRE IN THE COURTYARD BY THE TOILETS, THIS ROUTE IS UNSAFE, COPY MESSAGE?" . The radio holder should continue to make their way to an alternative escape route, directing others away from the danger where possible.

FIRE MARSHAL TASK LIST

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area. To ensure the following are in place:
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 - Fire doors are kept shut or are held open by automatically released or easily removable devices.
 - Fire extinguishers are in place with tamper proof seal intact
 - Fire extinguishers have been serviced within the last 12 months.
 - New members of staff are given fire safety information as part of their induction.

2. **Non-Routine Activities:** In the event of a fire alarm:
 - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
 - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
 - Report that their area is clear, or not, to the Evacuation Controller.
 - Assist in guiding visitors and event attendees to the meeting point on the opposite side of White Post Lane in Queens Yard, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.

Notes.

- a) All Fire Marshals must receive fire training at the start of their first shift.
- b) Fire Marshals will put on high viz tabards in an evacuation situation.

Fire Alarm Failure - Contingency Plans

Occupants of any building must always be made aware of fire in the building. If a fault on the fire alarm system prevents this, a **contingency plan** must be put in place. This is the responsibility of the venue management. Options that will be considered by the team are initiating a fire watch with temporary fire alarms/loud hailers, closing the affected part of the building or as a last resort closing the whole building. All contingency plans will be subject to dynamic risk assessment by the venue managers.

Training.

All staff must be given a basic fire safety induction on their first day of work at Boat Live Works. A record of this training should be kept in the fire safety log book.

A fire evacuation drill should be carried out at least once every six months.

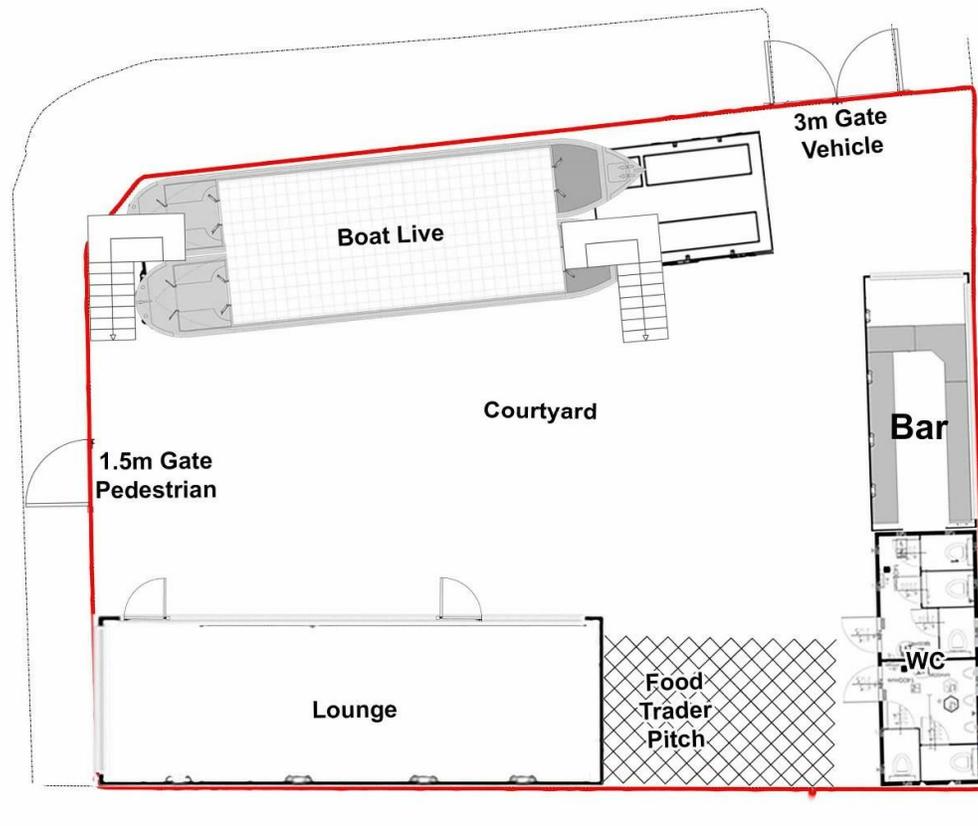
The following map shows the location of the meeting point and the fire evacuation routes around the premises.



The following floor plan will be updated to show the locations of Manual Call Points (MCP indicated by red diamonds) and Fire Fighting Equipment (FFE) within Boat Live Works when the construction of the site is completed.

All areas of the site will be equipped with the appropriate firefighting equipment to BS5306. A fire detection and notification system shall be installed throughout the site to BS 5839-1:2017 and BS 5839-6:2019+A1:2020.

Premises plan Boat Live Works



Capacities Calculations

This section outlines the safe exit capacity based on the division of the premises into areas, each area will have capacity calculations which are based on the smaller outcome of the maximum occupancy by floor space and the final exit width calculations for fire doors serving that area. Finally, a summary of the whole premises will be given which will justify a maximum capacity after considering the interaction of evacuation flows from each area, in particular where combined flows may occur.

The Safe capacity for the premises is 300 people determined by exit width as explained below.

Area Capacity Calculations

All occupancy density calculations are based on the approved document b fire safety volume 2 2019 – table D1, Floor Space Factors utilising points:

- 1 Standing spectator areas, bar areas (within 2m of serving point), .3m² per person.
- 2 Events area without fixed seating, .5m² per person.
- 4 for a lounge/bar area, 1m² per person.

Occupancy calculations by area:

The Lounge – 100 people by floor space

The Lounge area has no fixed seating and can be used as a performance area, there will be a bar counter along the 3.95m west internal wall. It is assumed that a performance area set up at the east end of the room would reduce the audience floor space by 2.44m from the east wall. This would leave an audience area of 9.5m x 3.95m. Within 2m of the bar and stage floor space factor 1 of .3m²pp (15.8m² / .3) 52 people. The 5.5m area between these spaces calculated using floor space factor 2 of .5m²pp (21.73m² / .5) gives an additional 43 people. Allowing for 5 performers on stage this gives a maximum occupancy by floor space of 100people.

There are two exit doors of 850mm width, each allowing for 110 people to evacuate, the final exit calculations from the lounge area are as follows:

- Door 1 850mm = 110people.
- Door 2 850mm = 110people.
- Door 1+2 – widest door = 110people.

Boat Live – 50 people

The boat live space has previously been agreed at a capacity of 50 people with LFB, I would recommend reviewing this figure with accurate measurements and calculations once the installation at the premises is completed.

Courtyard – 156 people

The courtyard has an area of 78m², it will have non fixed seating and as such a maximum occupancy capacity has been calculated using floor space factor 2 of .5m²pp (78m² / .5) which equals 156people.

Final Exits to the street – 300 people

The premises has two gated final exits to the street, using the formula of 5mm per person for exit routes intended to accommodate more than 200 people the calculations are as follows:

- 1.5m pedestrian gate = 300people.
- 3m vehicle gate = 600people.
- Gate 1+2 – widest gate = 300people.

This should also be considered the safe maximum capacity for the whole premises including customers, staff, security, performers and any other persons on site.

Exit width capacities are derived using the formula 5mm per person for widths over 1100mm. This is taken from table 2.3 Widths of escape routes and exits from section B2 of the building regulations 2010 Fire Safety Approved Document B Volume 2 – Buildings other than dwellinghouses 2019 edition incorporating 2020 amendments (copied below)

Table 2.3 Widths of escape routes and exits	
Maximum number of people	Minimum width (mm) ⁽¹⁾⁽²⁾⁽³⁾
60	750 ⁽⁴⁾
110	850
220	1050
More than 220	5 per person ⁽⁵⁾

NOTES:

1. See Appendix D for methods of measurement.
2. Widths may need to be increased to meet guidance in Approved Document M.
3. Widths less than 1050mm should not be interpolated.
4. May be reduced to 530mm for gangways between fixed storage racking, other than in public areas of 'shop and commercial' (purpose group 4) buildings.
5. 5mm/person does not apply to an opening serving fewer than 220 people.

Crowd control and entry arrangements

This section details the entry arrangements and crowd control for queuing and any action to be taken in an evacuation situation.

Any area to be used as an entry point is to be staffed by sufficient staff to clear the area of queuing customers and crowd control barriers in an evacuation and will be staffed with extra as required to quickly and efficiently process any access queue. The queuing system will be made up of sections of tensa barrier and lo-ped barrier. The security team are instructed to release the tensa barrier and move the posts in the event of a potential emergency evacuation. They are also instructed to move any queuing guests to the muster point across the street in Queens Yard on the opposite side of White Post Lane.

As the site has multiple areas that can be used for events there is no single set up that suits every occasion, a simple access statement for the site is as follows:

Access to the site will be arranged to ensure good crowd control at any chosen entry point, a combination of lo ped barriers and tensa barrier will be deployed as required to ensure the best crowd control possible. There will be sufficient security at the access point to ensure that any crowd control devices can be removed and any queue cleared in the event of an emergency evacuation.

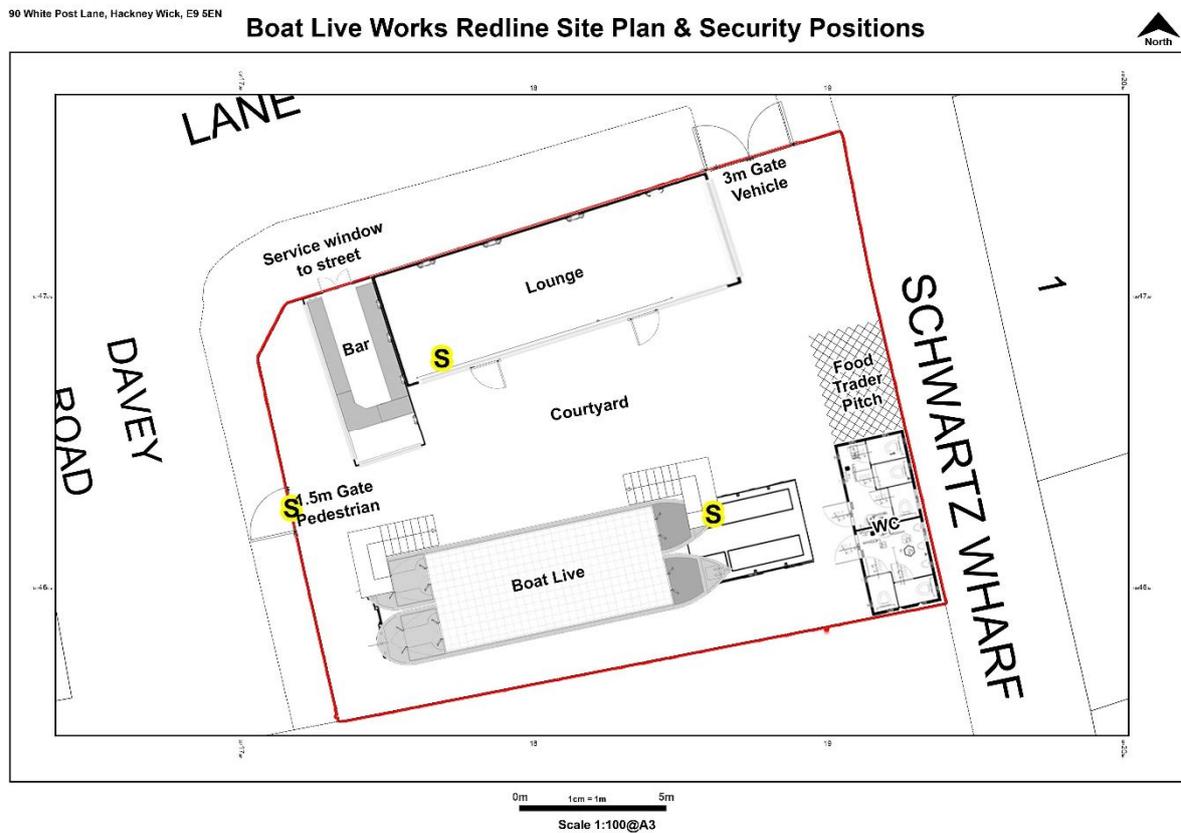
Set up of each entry system will be by ongoing dynamic risk assessment of the requirements of each event and is likely to change throughout each event, assessments will be made by the venue management and the head of SIA door security team.

Tens / Event Plan Boat LiveWorks Hackney Wick

SIA Security will be provided by Twinings my regular security team for the last 4 years at all of my previous premises and events. Security will provide medical and welfare cover with the assistance of the myself as Management.

The proposed events are expected to be mainly pre purchased tickets and will not exceed the safe premises capacity identified in the emergency plans of 300. The demographic of the attendees is expected to be our more usual local clientele aged 20-45 mad up from the wide demographic of people who live in Hackney Wick. The offer will be drinks and local DJ's.

There will be three security booked, one static on front door, two to float internally, one for each area, who can assist front door as required. Shown on the site plan below:



Security Duties

Security will carry out random searches on entry, record attendance with mechanical clickers, sweep the premises regularly checking: fire exits, customer noise levels in outdoor areas, toilets and customer welfare.

Security will also take up appointed roles in an evacuation, & provide medical and welfare assistance.

Security will ensure that doors and windows are kept shut after 22:00 and that during dispersal customers leaving the premises are asked to do so quietly with respect for our neighbours.

Welfare

We will provide drinking water for free and have signage at the bars, there will be a first aid kit at each bar, security will carry out welfare checks on their patrols and we have in place ask for Angela signage with staff training to support this.

Dispersal plan

1. All patrons will be reminded to leave the area quietly and signage stating "please respect our neighbours and leave the area quietly" will be in place.
2. Sia security will monitor the street and front door and will be on site until the site is clear.
3. No open containers of alcohol will be permitted to be removed from the site.
4. Security will prevent people staying on the street after any show has finished by asking them to move along politely.
5. Visitors will be encouraged to wait inside if they have ordered a taxi until it arrives to reduce the impact on the street.
6. Security will assist in the management of taxis on the street, reminding them not to use their horns and marshalling vehicle movement if required.

Noise & Nuisance Management

Throughout the event I will use a acoustic level spectrometer to look for peaks in noise frequencies that may be causing nuisance around the perimeter of the site. I will also take comparative reads inside the boat and Lounge structures to see what frequencies are actually being created by sound reproducing systems.

This will allow me to take action during the events to minimise the sound breakout and to will provide notes to allow for better design of acoustic sound reduction treatments moving forwards.

I will happily provide a copy of this report to the Environmental Health Enforcement team should they so wish.