

This advice sheet should assist you meet some of the public safety conditions placed on your licences where Leeds City Council are the Enforcing Authority. The conditions are simple measures and any recording asked for should be proportion to the relative size and nature of your business. If you are finding complying with the conditions difficult then contact the team (details at the end of the sheet).

Public Safety 3 :- Management Arrangements

Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.

The aim of this condition is to ensure any outside areas in your control, do not have any obstacles (skips and cars) that might hinder access to emergency vehicles. A check around the premises before you open should be undertaken and any subsequent checks should be based on your knowledge of previous problems.

Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.

A simple diary is sufficient to record incidents and accidents to the public. If you already use a diary for other premises activities use that. If you do use a diary you should not record personal details (this is a data protection issue). Alternatively you can obtain a statutory accident book (used to record accident to employees).

Good practice should be to review the records to check for recurring patterns.

Regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact, must be undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.

The aim of this condition is to ensure sufficient safety checks are undertaken to pick up obvious visual defect in the premises and fixtures that might affect the public. The checks will take longer the larger the public areas. Recording should be kept simple and not over burdensome. You may wish to write a list of the areas and fixtures to be checked for the person who will undertake the checks. The routine checks can then be recorded 'checks completed' 'OK' or a record of the faults found. This can be recorded in something as simple as the workplace diary. If your premises already use some type of check list a separate one is not required.

Anyone who undertakes visual checks on electrical equipment must be trained to ensure their safety. Advice can be obtained in 'Electrical Safety and You' INDG 231, 'Maintaining Portable Electrical Equipment in Hotels and Tourist Accommodation' INDG 237 'Maintaining Portable Electrical Equipment in offices and other low-risk environments' INDG 236.

Good practice should be to review the checks and take action to rectify defects.

During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.

There have been a number of deaths from the public falling down cellar stairs that are accessible from the public areas. You should ensure the cellar door is kept locked; or if access is required during the opening period that the door is supervised to prevent access. (You may wish to see if a Yale type lock is suitable for your door.)

Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.

The collection period should prevent large amounts of empty glasses being on tables and where applicable balconies etc.

Public Safety 4:- Fire/Electrical Safety

Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.

The frequency of the inspections should be determined by the competent electrician, the next inspection is usually recorded by them on the inspection certificate. If temporary electrics such as entertainment equipment is brought on site you should have them inspected by an electrician or ask the person bringing them on to your site to do this.

You should consider following the advice in 'Electrical Safety For Entertainers' INDG 247 regarding the use of a Residual Current Device (RCD) with the equipment.

It is acceptable to keep records at a place other than the premises, as long as they can be requested and obtained.

Public Safety 6:- General Housekeeping

Regular safety checks of guarding to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour including climbing which may lead to a fall from height

This condition is applied to premises on several levels where inappropriate behaviour due to the influence of alcohol may lead (and has led) to people being injured by climbing over barriers. If your premises are large and on many levels a policy of checking such areas must be put in place. This can be done by CCTV if this is in place.

This condition may not stop accidents from occurring but it is intended to reduce the risk of one by good practice.

Safety glass that is impact resistant should be used wherever possible in all areas where the public may come into contact with it. Where it is not used in public areas, glazing should be shielded to protect it from impact.

If you have areas of glazing that the public may fall against it should be impact resistant. If your premises were built to recent building standards then appropriate glazing should be impact resistant.

A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.

Slips, trips and falls cause the most accidents to members of the public. The most obvious risk is spilt drinks. Write down simple instructions for employees (or relief managers) to follow to reduce the risk of slips in your premises. You may wish to write down details such as where the cleaning materials & wet floor signs are kept. It may include particular areas in your premises to monitor such as steps to a beer garden or areas around the bar. In larger premises you may wish to formalise safety checks required especially on areas such as stairs and balconies. You may also wish to look in to providing materials that quickly soak up large spills in areas that might cause a person to fall down stairs

Public Safety 7:- Refreshments

Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scalds or burns to them.

This condition is for any food and drink preparation that is not done in a segregated kitchen area such as a bar-b-que.

Public Safety 8:- First Aid

A suitably trained First Aider or appointed person will be provided at all times when the premises are open.

An appointed person is someone who has the personal qualities to stay calm in an emergency and call the relevant services. If you choose to have a first aider on site **you MUST check** with your insurance company that your public liability insurance covers any first aid provided by that person. Any first aider must be suitably trained by a register provider and refresher training undertaken as stated within that course.

Adequate and appropriate First Aid equipment and materials will be available on the premises.

You should keep an adequately stocked first aid box on site. Advice on what should be kept in such a box is given in Question 4 in ING 214 First Aid at Work. Unless you have are a trained first aider you should not use apply anything yourself.

A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.

If you are a night club or other large venue that attracts young people you should have a policy in place so employees are aware of what action to take if a member of the public is found severely affected by alcohol or drugs.

Public Safety 9:- Special Effects

Where strobes, lasers, smoke machines or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided, and staff will be appropriately trained.

If you are going to use the above effects you must ensure they are used safely and employees have read the appropriate safety literature.

Further Information

Publications and accident books are available from Blackwells, 21 Blenheim Terrace, Leeds LS2 9HD

Leaflets are available from Leeds City Council's (LCC) Health and Safety team or HSE
Infoline : 0845 345 0055 email : hse.infoline@natbrit.com

First Aid Courses

A list of Approved Organisations in West Yorkshire is available from the LCC Health and Safety Team

Risk Assessment training to help you understand hazards and risk in your workplace is available from LCC's Health and Safety team at a cost of £25. A specialist course aimed at catering and leisure premises will be considered if venues are interested. A lower rate is available for group bookings where the venue is provided by the group.

Public Health Information :

How will the new smoke-free legislation affect you?

From the **summer of 2007**, you, your staff, customers and visitors will not be allowed to smoke within your business or organisation's premises, if these are wholly or substantially enclosed this includes restaurants, cafes, pubs & clubs. There are very few exceptions to the smoking ban as the new law will affect most public places. Failure to comply with the law will be a criminal offence!

Individuals may be fined for smoking in smoke-free premises. The manager in charge could be fined for allowing others to smoke on the premises, or for failing to display adequate no-smoking signs.

What Do I need to Consider Now?

Where you anticipate smokers will leave the premises to smoke, you may wish to provide external bins at entrances to reduce litter.

Give your staff plenty of notice of any changes to your existing smoking policy. Employees who wish to give up smoking can be offered help from LeSS- Leeds Smoking Services who can offer help to individuals. Tel. 0800 169 4219 for support and details of stop smoking clinics.

Introduce a No Smoking Policy now. Be prepared for when legislation takes effect

More Information at leeds.gov.uk - health and safety pages

Alcohol

Alcohol abuse means the consumption of alcohol is adversely affecting a person's work performance and relationships at work. It could be affecting your workplace. Employers can help to by setting up an alcohol at work policy . Helpful telephone numbers :- Alcoholics Anonymous Tel: 0845 769 7555 Alcohol Concern (information line open **1.00pm – 5.00 pm**) Tel: 0207 922 8667 For further advice contact: Health and Safety Team, Neighbourhoods and Housing Department, Environmental Health Services, Millshaw Parkway, Leeds LS11 0LS. Tel. (0113) 24 77791