

TRAMLINES 2016

A message from the Tramlines event Police Commander Supt Morley;

The Tramlines event has been a success over the past few years and has seen significant numbers come into the city to enjoy the music and atmosphere in a safe and friendly environment. Last year, however, the Police and Ambulance service saw significant increases in demand after the event had closed, and many of the issues were caused by people having consumed excessive alcohol. In particular there were a number of issues reported where customers were taking open drinks containers from licensed premises out onto the street. The safety of the public remains the overall priority of the policing operation and historically this has been possible through the cooperation of the licensees working in partnership with the event organisers, the local authority and South Yorkshire Police. It is my intention to deal positively with any instances where open containers are taken out onto the street from licensed premises and I would encourage you to ensure your staff are committed to preventing a repeat of this. Police evidence gatherers will be on duty to record any repeated breaches of these conditions but I hope and anticipate that through your continued cooperation and commitment to safety we can make this event a trouble free and enjoyable event that the city can be proud of.

As Designated Premise Supervisor please ensure that you will be promoting the Licensing objectives –

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

You are advised to check your premise licence, held under the Licensing Act 2003 and for which you should have a copy. Within the premise licence are mandatory conditions and conditions unique to each individual premise. Please ensure that you and your staff are familiar with the conditions to ensure that during the Tramlines event you are not breaching them.

You may need to submit a Temporary Event Notice (TEN) to cover over the weekend for extension of hours and any changes to licensed areas so please ensure that it is submitted as soon as possible to avoid any objections.

If you are applying for a TEN please ensure that you state the times you will be closing on each day as this will avoid phone calls from the Police Licensing Team confirming this information.

The following points are for you to **consider and risk assess** in planning a safe Tramlines weekend:-

- Customers shall not be allowed to leave the premise with drinks in open containers say for areas licensed under your premise licence.
- Employing SIA registered door supervisors to assist staff to ensure customers safety and that no conditions are being breached.
- Plastics/polycarbonate drinking vessels including bottles to be used. Drinks to be de canted from glass bottles into plastics/polycarbonates.

- Ensure that where CCTV is fitted, that it is in good working order and recording images and that a member of staff is on site at all times whilst trading who can operate the system if required.
- That Challenge 25 proof of age scheme is being used.

Please note that during this period all premises will be closely monitored both by the Police and the Council. If during the Tramlines weekend, contraventions of your licence conditions are witnessed/identified, you may be subject to action being taken against you which may include a review of your licence.

If you require any assistance with the above please contact Sgt Matt Burdett (matthew.burdett@southyorks.pnn.police.uk) or Andrea Marsden (andrea.marsden@southyorks.pnn.police.uk) Police licensing team.

SAFEGUARDING CHILDREN

In relation to the protection of children from harm, you are urged to take the following action:

If persons under the age of 18 are permitted to your venue:

- Produce a written risk assessment, use this to set out your operating policies to ensure a family friendly environment. Brief all staff so that they know how to recognise and respond to safeguarding concerns.
- Assign the DPS or other such responsible member of staff to act as the safeguarding coordinator.
- Consider a designated family area (you may need to consult the health and safety officers about this if you do not have an existing, approved area)
- Operate a policy requiring children to be accompanied by a responsible adult.
- Have a signing in and out register to record the date and time the child(ren) were admitted and the contact details of the responsible adult.
- Promote a safe, sensible, social drinking policy using signage and if necessary security staff, cctv and regular patrols to monitor the environment.
- Operate a zero tolerance to substance misuse including intoxication from alcohol, drugs or new psychoactive substances (also known as legal highs).
- If you have to eject a young person because they are underage, ensure you have a procedure in place for a safe ejection and record the circumstances. This may include offering to contact parents/guardians or arranging safe transport for the young person.
- Ensure all workers, volunteers, performers, entertainers have the necessary work permits/performance licences if they are under 17 years of age. Ensure ID checks are done and records maintained of all performers, workers or volunteers.

If you need any help with the above contact Julie Hague, Licensing Manager, Safeguarding Children Board (0114 2736753 or email julie.hague@sheffield.gov.uk).